

Mendlesham Parish Council

An Ordinary Parish Council meeting was held in the Old School Room, Mendlesham, Wednesday 7 February 2024 at 7pm.

1. Present: Cllrs A Davey, (Chairman), P Allen, D Foster, N Foster, D Lummis, C Orton, H Orton, E Ward, S Jones (Clerk), SCC/MSDC Cllr A Stringer and 1 member of the public.

Apologies: Cllr S Hyde (personal reasons) and Cllr S Judd (personal reasons)

Acceptance of apologies: Confirmed.

The filming statement was read out.

Another member of the public arrived.

2. To note Cllr Exley's resignation. Cllr Exley had moved away from the Parish so his resignation was noted with regret and many thanks for his contribution to the Parish. The notice of vacancy had been published with a final date for residents to contact Mid Suffolk District Council regarding an election of 23.4.24.

3. Declarations of interest:

a) To note Councillor's declarations of interest in any of the following agenda items. Nothing declared at present. Cllrs D and N Foster declared they may need to consider declaring an interest with regard to the 50 50 shop and asbestosis agenda item depending on discussion and proposals as their property neighbours the 50 50 shop building.

b) To agree to any dispensations with regard to declarations of interest. Not required.

4. Parish Clerk:

a) Peter Grogan had resigned as Parish Clerk as at 12.1.24.

b) To confirm appointment of Sharon Jones as Parish Clerk and DPO from 12.1.24 to 31.3.24, or pending confirmation of a new appointment. Unanimously confirmed.

5. Minutes:

a) Ordinary Meeting 10.1.24. Pages 2106-2112 inclusive were unanimously agreed as a true and accurate representation of the meeting, signed and dated by the Chairperson.

6.

Police report: Nothing received.

SCC/MSDC Cllr Stringer: See reports as appended to these minutes.

It was noted that a work commencement date for a new drainage gully at Old Station Road had been received.

CLRs D and N Foster reported on a multi-agency flooding meeting they had attended.

Public forum: Resident correspondence regarding the Parish speed indicator devices was noted and a reply agreed.

The members of the Public present confirmed that they did not wish to raise any matters other than existing agenda items.

7. Planning matters:

a) Applications:

DC/24/00320 16 Ducksen Road, Mendlesham: Householder Application – Erection of detached single garage.

It was unanimously agreed to support the application with the following concerns/comments:

The documents do not show the red line boundary line between the proposed garage and the neighbouring grass verge/highway. We question if the proposed garage will encroach onto land owned by someone else?

We also question the new access to the garage and if this will be acceptable to Highways. Also if the new garage building will impact on visibility and safety of the Highway.

b) Results:

Individual decisions re DC/21/05543, DC/21/05564, DC/21/05565 and DC/21/05566 Full Planning Permission Erection of 1 no single storey dwelling with triple cart lodge (following demolition of agricultural barns), plots 1-4, Granted.

c) Correspondence: MSDC Joint Validation List Consultation 22.1.24 to 4.3.24. Noted.No comments/response required.

b) Any other planning matters: none.

8. Reports:

a) Clerks report & delegated decisions:

Finance:

Nat West: Business Review. Still not completed despite much time and a trip to Bury St Edmunds to take documents to the branch.New deadline of 14.2.24. Will complain if the process continues to be protracted.

Allotments: All rents due ye 30.9.23 with the exception of one received.

Need to confirm/minute waiver for holder assisting with clearance matters. (*Clerk note: confirmed at meeting*).

MG Playingfield Play equipment: have written to the Mendlesham Charities asking if they can contribute towards the cost. Have been advised the request was put to both charities. The Welfare deferred it to the Education Foundation and Education Foundation will discuss it at the March meeting.

Mendlesham Defib

Currently the Defib is registered as out of action due to low battery. Despite early and regular contact with the NHS, a battery replacement has not been confirmed. Tried Community Heart Beat Trust who were able to supply and has been ordered. Cllr N Foster to monitor Mendlesham Defib going forward.

34th Bomb Group War memorial: informal meeting 5.4.24 further to an indication of the possibility of some grant funds from an organisation for a project. A number of options to be considered. Will report back as and when with a proposal for a meeting.

Scout Hut:

Birketts have been instructed and are working on providing guidance re need to obtain permission for disposal of allotment land. Cllrs Davey and N Foster need to provide id to Birketts.

Mendlesham Playingfields:

Hedge cut 5.2.24 by Mr Nunn. Thanks provided.

Container: a number of items have appeared. (*Clerks note: actions discussed at meeting*).

Delegated decisions: Purchase of battery for Mendlesham Defib see invoices.

Correspondence:

Cost of Living Forum 16th February on Zoom from 10am – 12 noon.

MSDC Spring litter pick support.

b) Flood report: A confidential report due to sensitivity regarding landowner potential issues detailing an inspection of the Parish current and future flood areas had been previously circulated to all Parish Councillors. It was noted flooding and further reports would be forthcoming at the March meeting. **Action: Clerk.** The meeting was opened to allow Cllr Stringer and a member of the public to speak.

It was unanimously confirmed that Cllr Lummis would meet with a local developer 9.2.24 to discuss/agree required works.

A member of the public offered his assistance, noting work to ditches would need to be completed before the end of February.

Cllr Stringer left the meeting.

c) Other organisation reports. None

d) Chairs report: Nothing to report that is not an agenda item.

e) Questions to the Chair: None

9. Better Buses

a) Report: See report as appended to these minutes.

b) To confirm response to Better Buses further to recent correspondence as received. Confirmed.

c) To confirm extension of delegated authority for Cllrs D and N Foster to represent Mendlesham Parish Council with regard to this project. It was unanimously agreed Cllr Denise Foster and Cllr Norman Foster could act on behalf of Mendlesham Parish Council to discuss/ negotiate for the project, subject to regular reports and no financial commitments without the full authority of the Parish Council.

d) Publication of a locally produced timetable was unanimously confirmed, subject to no cost.

10. To agree responsibilities for the following:

a) Mendlesham Parish speed signs: Cllr Hyde had volunteered. This was unanimously agreed, subject to further confirmation of the role description. **Action: Cllr Davey and Cllr Hyde.**

b) Mendlesham Parish Council footpath grass cutting project Co Ordinator. A background of the project was reported. It was noted that Suffolk County Council had been asked to confirm the arrangements re cutting of public rights of way. **Action: Clerk** a future agenda item when SCC had replied.

c) Parish noticeboard outside the Old School Room. Cllr Allen volunteered.

d) Mendlesham Village Emergency Planning Officer: A future agenda item.

e) Memorial flag poles. Cllrs Davey and Lummis volunteered. Page 2116

11. Mendlesham Parish Council: Financial matters

a) To confirm payment of invoices.

Payment of the following invoices was unanimously confirmed.

OL	1166.83	Admin January 24
DD	93.19	Nest January 24
	176.16	Street Cleaning January 24
DD	9.20	Google docs monthly fee
OL	40.00	A Roshier refund Mendlesham MUGA hire not used. Stow Falcons
OL	882.00	Ipswich Insulations Ltd Asbestos Management Survey 50 50 building
OL	140.00	Mendlesham Education Foundation hire of Old School Room Oct-Dec 23
OL	2258.34	Vertas Group Ltd Grasscutting 1.1.24- 31.3.24
OL	41.03	Wave Playingfield water 30.7.23-29.1.24
OL	2.00	Mendlesham Town Estate MendleshamGreen Playing field rent 2023.
OL	253.80	CHT Defib battery £199 plus vat £42.30 and postage £12.50

b) Any other financial matters. None

12. Playing field matters:

a) 50 50 shop and football store building complex: An Asbestos report and an Air quality report had been received and previously circulated. A Building Survey/Maintenance report had been received that morning. It was agreed that whilst the building was very important to Mendlesham Community Charity and Mendlesham Football Club, further consideration was required before decisions could be made about if the building could be reopened.

Action: Councillors to provide questions regarding further information as required to the Clerk before 14 February.

Action: Clerk. If required an extraordinary meeting would be held when a decision could be made. Page 2117

b) To review arrangements including fees for hire of Mendlesham Playing fields and Muga.

After discussion, it was agreed to increase all fees by 4% the rate of inflation with effect from 1.8.24.

Top adult football pitch £57 (£55) per match (two hours)

Bottom Pitch £26 (£25) per match (two hours)

Other grass areas : £13 (£12.50) Junior football and community events per full hour .

Mendlesham Football Club junior football no charge until a full- size pitch is required in view of use of Mendlesham Football Club equipment.

Changing Rooms: £6(£5.50) per hire to include showers and use of changing rooms. Toilets only, no charge.

MUGA: £21 (£20) per hour plus £6 (£5) for one hour lighting.

£31 (£30) for block bookings of 2 hours.

All Playing field hire, whatever the purpose, to be full hours.

Other than for football, the Top Pitch is not available for hire for any other purposes.

Delegation to a small group, not individuals, to include Cllrs Davey, Lummis and the Clerk, to agree to any requests received remains in place. (pc 13.7.22 p 1968).

Cancellation policy: to continue :

Greater than seven days of the event : 100% refund

3-7 days 50% refund

Less than 3 days no refund.

Action: Cllr Lummis and Clerk to advise existing hirers

Action: Clerk to update the web site.

c) To confirm Community Charity event 22.6.24. Unanimously confirmed.

d) To confirm Vertus contract wef 1.4.24. It was noted that a price of £8280.58 had been received. A request for a price over a three year term and confirmation of the maintenance schedule was awaited.

e) Any other playing field matters:none.

13. To commence review of general and financial standing orders wef 1.4.24. Standing Orders had been updated to include new financial limits as advised via SALC. No further amendments were proposed, noting these would be confirmed at the March meeting. **Action Clerk.**

14. Risk Assessment: To review internal control risk assessment and management policy. No changes required. Unanimously confirmed, noting another review would be required depending on new clerk arrangements.

15. To review all other risk assessments.

It was noted that the assessment for lighting the Beacon would require review for each event. **Action Clerk** March agenda item.

All review dates to be changed.

Woodland Risk Assessment: unanimously confirmed with a change from Cllr Exley as point of contact. *(Clerk note in the absence of this discussed, to be that of the Chairperson)* .

Volunteer Risk assessments : unanimously confirmed with no changes.

Playing field Rospa reports: reviewed meeting 7.6.23

Mess Free : unanimously confirmed with no changes.

Street Cleaner: unanimously confirmed with no changes.

Rights of Way grass cutting: It was also noted that the risk assessment needs to be reviewed before each use depending on the nature of the work by the appointed co-ordinator.

16.To review effectiveness of Internal Auditor and then propose to appoint for the year commencing 1.4.24. To include review of

a) Independence

b) Competence

c) Review of relationship with Clerk and Councillors

d) Review of audit planning and reporting

e) Review of audit scope

Unanimously confirmed, noting Heelis and Lodge were qualified and experienced to undertake this role with no conflicts of interest.

The relationship with the Clerk was good and whilst councillors do not normally get involved with contacting the internal auditor directly, there was no reason to anticipate any difficulties in such a situation. It was agreed the form of audit planning, reporting and scope should remain

17. Emergency Plan: Nothing had been received from Cllrs regarding out of date information. **Action Clerk :** to circulate to all EP officers requesting confirmation that they are able to stay in role. The need for a new Emergency Planning Officer for Mendlesham was noted.

18. Parish Meeting 15.4.24: To confirm Cllr D Foster will join the working party. Unanimously confirmed.

19. Any other business: Nothing reported.

8.35pm The meeting was then suspended for a 10 minute break .

8.45pm The meeting reopened and went into camera, with members of the public leaving due to the confidentiality of the following staff matter.

20. Report regarding recruitment of a Parish Clerk.

The latest recruitment process and proposal as per item 23 was reported and discussed.

21. Finance and General Purposes Advisory Committee: to confirm Cllr Helen Orton as a member. Unanimously agreed.

22. To appoint a new Parish Clerk or agree the way forward.

It was unanimously agreed to offer the role to Amy Johnson, subject to references with effect from 8.2.24 @ SCP 16. 960 hours pa.

Minutes of Mendlesham Parish Council Ordinary Meeting 10.2.24

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