

Mendlesham Parish Council

An Ordinary Parish Council meeting was held in the Old School Room, Mendlesham, Wednesday 8 May 2024 at 7.49pm.

Present: Cllrs H Orton (Chair), S Hyde, S Judd, D Lummis, C Orton, P Allen, D Foster, N Foster, E Ward, A Davey and A Johnson (Clerk).
No members of public.

1. Welcome, apologies for absence, acceptance of apologies and filming speech

No apologies. Filming speech was not read out as no members of public present.

2. Interests

a) To note Councillor's declarations of interest in any of the following agenda items.

Cllrs D & N Foster declared an interest in agenda item 13

b) To agree any dispensations regarding any declarations of interest

None required

3. Minutes:

To note minutes of Extra Ordinary Meeting 17.4.24, pages 2134-2139 inclusive, approved as a true and accurate representation on Annual Parish Council meeting 8.5.24

4. Reports

a) Police report

None.

b) SCC/MSDC Cllr Stringer

See report as appended to these minutes

c) Public forum - to receive written questions and matters of concern

None received

5. Planning matters:

a) Results:

DC/24/00541 - Wood Acre, Mendlesham Green, Mendlesham, Stowmarket, Suffolk, IP14 5RQ Householder Application - Erection of single storey front extension and detached double cartlodge, including re-positioning oil tank.

Granted

DC/24/00571 - Perkins Farm, Tan Office Lane, Mendlesham, Stowmarket Suffolk IP14 5RL Householder Application - Erection of single storey side extension and installation of screened ground mounted solar array.

Granted

DC/24/00572 - Perkins Farm, Tan Office Lane, Mendlesham, Stowmarket Suffolk IP14 5RL Application for Listed Building Consent - Erection single storey side extension and internal alterations.

Granted

b) Correspondence:

None

c) Any other planning matters:

DC/24/02087 - White House Farm, Mendlesham Green, Mendlesham, Stowmarket Suffolk IP14 5SL Application to determine if Prior Approval is required for a Proposed: Erection, Extension or Alteration of a building for Agricultural or Forestry Use. Town and Country Planning (General Permitted Development) (England) Order 2015 as amended Schedule 2, Part 6 - Erection of general purpose agricultural building/workshop for storage of plant, machinery, crop storage, animal feed and bedding.

Proposed and unanimously agreed to recommend that prior approval is required for this proposal

6. Reports

a) Clerks report & delegated decisions

Finance:

£2439.69 VAT claim form submitted for the period 1.2.24-31.3.24 paid 3.5.24.

Internal audit: booked for delivery of papers week commencing 20 May 2024.

External audit: Dates for Public Inspection :

Commencing on Monday 3 June 2024 and ending on Friday 12 July 2024

Deadline of papers to External Auditor 1 July 2024.

Conclusion of Audit papers to be published no later than 30 September 2024.

Delegated decisions: None

Correspondence:

Email received for Mid Suffolk District Council Hackney Carriage/Private Hire Policy Consultation 23/04/2024 to 04/06/2024 – if discussion and response to be made needs to be a future agenda item. *Clerks note: the PC do not wish to comment*

Clerk to Danbury Parish Council has reached out to complete a survey for her Dissertation on Local Council Business for Community Governance Degree course. If the PC wish to complete the survey can this be delegated to either Clerk or a Pcllr? *Proposed and unanimously agreed Cllr Davey to complete survey*

Resident at Mendlesham Green has enquired about purchasing a piece of Parish Council land to the rear of their property. To be discussed as a future agenda item.

SCC and JMAT have requested a meeting to discuss conditions of sale. Date and time to be arranged via email.

Enquiries have been received for use of the playingfield and MUGA for Autumn term for sports groups. Two users of the MUGA will not be returning for Autumn term and awaiting confirmation from third user. Mendlesham Football Club pitch usage and hire charges for 24/25 to be discussed with the Chairman of MFC for future approval by the Parish Council. *Cllrs Allen and Davey to take forward*

b) Chairs report:

None

c) Questions to the Chair

None

7. Mendlesham Parish Council: Financial matters

a) To confirm payment of invoices

Payment of the following invoices was unanimously confirmed.

| | | |
|----|---------|---------------------------------------------------------------------------------------------------------------|
| OL | 520.73 | Admin March 24 |
| DD | 120.29 | Nest March 24 |
| OL | 179.31 | March 24 Street Cleaning |
| OL | 1118.72 | Admin March 24 |
| DD | 9.20 | Google workspace fee |
| OL | 26.00 | A Johnson 1/12 th annual payment for use of home as an office |
| OL | 20.00 | Salvation Army refund for 1hr MUGA hire due to lighting issues |
| OL | 2405.14 | Vertas Grounds Maintenance Service 1.4.24-30.6.24 |
| OL | 77.50 | B Gardiner Belt for woodland mower |
| OL | 161.50 | CLT Suffolk Cloud 1.5.24-30.4.25 Note: funds to come from EMR 337 Mendlesham CLT bal £624.64 as at 31.3.24 |

b) To agree requirements regarding annual inspection of assets.

It was unanimously agreed to conduct annual inspection as per previous years. To be arranged at a future date.

c) To approve Accounts and supporting notes for the year ending 31.3.24, including confirmation of allocated reserves.

Cllr queried dates on supporting statement and queried donations, grant details and earmarked reserves. Action clerk: get clarification and advise councillors

d) External Audit: To approve for External Auditors, PKF Littlejohn LLP as 31.3.24 – Unanimously approved

Annual Governance Statement 2023/24 – Unanimously approved and signed by Chairperson and Clerk (RFO)

The Accounting Statement 2023/24 – Unanimously approved and signed by Chairperson and Clerk (RFO)

Bank Reconciliation as at 31.3.24 – Unanimously approved and signed by Chairperson and Clerk (RFO)

Explanation of Variances – Cllr recommended expanding detail on one item.

e) To confirm the asset register as at 31.3.24

Unanimously confirmed

f) To approve the CIL return to MSDC as at 31.3.24

Unanimously approved

g) To approve the monitoring system for year ending 31.3.25

Continuation of the existing system was unanimously approved.

h) To appoint the RFO for year ending 31.3.25

Amy Johnson unanimously appointed.

i) To consider Governance questions and statements for the year ending 31.3.24 Effectiveness of Internal Control (pc and charities)

Unanimously confirmed as accurate

j) To note the level of insurance cover and pay as requested

See minutes Annual Parish Council Meeting 8.5.24 pg 2142 agenda item 16

k) Proposal to authorise the Woodland Officer to spend up to £250 until 31.3.25 on any items required for the Woodland.

Unanimously agreed

8. Devolution Consultation: To approve draft response

It was proposed and unanimously agreed that the Parish Council would not provide a response, noting individuals are able to comment separately

9. Scout Hut: To confirm cost and wording for notice of land 'disposal' by way of lease under Local Government Act S123

It was proposed and unanimously agreed to take this to the Scouts group to take forward. Noting we have taken the advice from our solicitors and have no budget for this notice, signpost to other local groups that may offer grants.

10. Wild Heritage Suffolk CIC:

a) To note enquiry for any available land for hire/use as a community garden and social hub.

Duly noted

b) To suggest a way forward

Proposed and unanimously agreed that the Parish Council do not have any land suitable for the uses required

11. National Grid: Norwich to Tilbury

a) Report on Webinar and public consultation attended by councillors

b) Any other matters

Proposed and unanimously confirmed a meeting to be arranged before the end of May 2024 with preferred location being large hall at Community Centre. Cllr Hyde to make preparations. Action clerk: circulate hall availability to Councillors for approval and to book

12. Allotments: To confirm renewal proposal re licence land in front of the Cedars

Unanimously agreed renewal for 12 months

13. 50 50 Shop building

a) Report: to include fire assessment

Verbal report received, Cllr Allen to provide full written fire assessment. Two issues highlight on fire assessment involving the corridor needing to be kept clear in the 50 50 shop and fuel removed from the football store

b) To agree a way forward

It was proposed and unanimously agreed that, further to receiving the written fire assessment and forwarding to the appropriate members of 50 50 shop and football team, they will be able to use the building on the basis that the issues raised (corridor to be kept clear and fuel removed) are first addressed. Mendlesham Community Charity must have an appointed responsible person to carry out regular fire assessments as required.

It was also unanimously agreed that the Parish Council needs to formalise the hire arrangement by way of a written agreement between the Parish Council and users. Document to be drafted and circulated for approval.

14. Any other business: matters of report and future agenda items

None

Meeting closed 21.13pm.