

Mendlesham Parish Council

An Ordinary Parish Council meeting was held in the Old School Room, Mendlesham, Wednesday 5 June 2024 at 7.00pm.

1. Present: Cllrs H Orton (Chair), S Hyde, D Lummis, C Orton, P Allen, D Foster, N Foster, E Ward, A Davey and A Johnson (Clerk).

2 members of public.

Apologies: Cllr S Judd (personal reasons)

Acceptance of apologies: Confirmed.

The filming statement was read out.

2. Interests

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

Cllrs D & N Foster declared a pecuniary interest in agenda item 5.e) and non-pecuniary interest in item 8.c) due to residential proximity to the playingfield.

Cllr E Ward declared non-pecuniary interest in agenda item 9.b) as renting part of the land discussed as allotment.

b) To agree any dispensations regarding any declarations of interest

None required

3. Minutes:

Minutes of Extra Ordinary Meeting 23.5.24, page 2151, were unanimously agreed as a true and accurate representation of the meeting, signed and dated by the Chairperson.

4. Reports

a) SCC/MSDC Cllr Stringer

See report as appended to these minutes

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

None received

5. Mendlesham Parish Council: Financial matters

a) To confirm payment of invoices

OL	668.91	Admin May 24
DD	131.09	Nest May 24
OL	179.31	May 24 Street Cleaning
OL	1118.72	Admin May 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	160.00	Mendlesham Education Foundation - Old School Room hire Jan '24 – Mar '24
OL	320.00	Heelis & Lodge Internal Audit for y.e. 31.3.24
OL	144.00	Electrical test 50 50 shop building – DPS Electrical
OL	7.95	J Lawes Ltd – cable ties
OL	66.82	S Jones expenses - mileage
OL	163.56	Annual Playingfield inspections Mendlesham and Mendlesham Green

b) To review the internal audit report for Mendlesham Parish Council for the year ending 31.3.24 and confirm any actions required.

The report had been circulated to all Parish Councillors. No actions were required. Unanimously confirmed.

c) To note Public Right of Inspection of Accounts for the Year ending 31.3.24, Monday 3 June 2024-Friday 12 July 2024.

Noted.

d) To note AGAR submission deadline of 1 July 2024 to External Auditors.

Noted.

Cllrs D & N Foster left the room before the following item was discussed.

e) To review Parish CIL funding and amount ring fenced for a new Building providing community hire facilities.

It was unanimously agreed to not make any changes to the amount ring fenced for the new community building - currently £10,000.

Cllrs D & N Foster returned to the meeting.

f) To approve amendments to insurance policy wef 1.6.24

Unanimously agreed.

g) Any other urgent financial matters

None.

6. Planning matters:

a) Applications:

None.

To note 3 applications were received very shortly before the meeting. Clerk to request an extension so these could be discussed in detail at next ordinary meeting. If no extension allowed an extra ordinary meeting would be arranged.

b) Results: DC/24/02087 White House Farm, Mendlesham Green, Mendlesham, Stowmarket Suffolk IP14 5SL - Proposal: 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. – MSDC have concluded formal approval of the details of the proposed development is not required.

Noted

c) Correspondence:

None

d) Any other planning matters

None

7. Reports

a) Clerks report & delegated decisions

Finance:

New Model Financial Regulations have been published by NALC. Adoption of new regulations to be a future agenda item.

Delegated decisions: None

Correspondence:

Scouts Group will be paying for the notice of disposal and are arranging directly with EADT

CAS has given assurance that the PC insurance has renewed wef 1.6.24 with requested amendments and confirmation of queries. However the site for the insurance provider, Ansvar, has been down so have been unable to send over the completed documents. These will be provided in due course.

Complaint received regarding the length of the grass at Mendlesham Green playingfield. Resident has been advised the contract is with MSDC and unfortunately we do not get notification of when they are able to cut. However, I have chased with MSDC to see if anything can be done promptly.

b) Chairs report:

None

c) Questions to the Chair

None

8. Playing field matters:

a) i) To note repair required to toddler play equipment

Noted. Clerk to obtain two more quotes for application for grant.

ii) To note works required around shrubs next to the MUGA and main car park

Noted. Cllr offered use of a tipper vehicle for collection of 'loose' bulk bark to reduce cost.

iii) To note damage to walkway

Damage noted.

iv) To agree a way forward

Unanimously agreed to postpone any decision on works to fix the walkway until Highways have completed the drainage works as it may affect the works required. Clerk to contact Highways to confirm exactly what drainage works will be done.

b) To review the internal audit report for Mendlesham Memorial Playingfield Charity for the year ending 31.3.24 and confirm any actions required.

The report had been circulated to all Parish Councillors. No actions were required. Unanimously confirmed.

c) Any other playing field matters

Sockets required for goalposts for Mendlesham Green playingfield. Clerk to find contact details and pass to Cllr to order.

9. Mendlesham Green Meadow

a) i) To approve farmer to cut meadow during Summer 2024

Approved.

ii) To approve offer from farmer to fertilise meadow once cut

Approved.

b) i) To consider resident enquiry to purchase meadow land from the Parish Council

After discussion it was unanimously agreed that the Parish Council did not wish to sell any land at this time.

ii) To agree a way forward

Clerk to contact all residents who have made enquiries regarding the land to advise the Parish Councils decision.

c) Any other matters

Noted suggestion received for alternative use of the land as an enclosed dog field. The Parish Council unanimously agreed that they would not be taking this suggestion any further at this time.

10. Policies and training

a) To review Social Media and Electronic Communication Policy

Clerk details to be updated. Full proposal for amendments to come back to the Parish Council once training has been completed.

b) To discuss any training available for Councillors

Unanimously agreed for Chair and Clerk to attend SALC training course on Social Media.

Microsoft 365 training for councillors to be arranged by Cllr.

c) Any other matters

None

11. Norwich to Tilbury

a) To note extension on consultation period to 11:59pm on Wednesday 24th July 2024 due to General Election.

Now updated to Friday 26th July 2024. Noted.

b) Report on feedback from Extra Ordinary meeting 23.5.24

Noted a number of responses have been received by the Clerk from the public who attended the meeting.

c) To propose a response

Unanimously agreed to delegate the draft response to Chair and another Cllr using public responses. Refusal of the proposal was unanimous.

Map to be put up in public locations in the village. To be organised by the Chair.

12. Parish Councillor Vacancy

a) To consider any applications received

None received

b) To agree a way forward

Chair to draft a new notice to advertise for the vacancy.

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

Fire risk assessment, emergency procedure, fire training and annual hire agreement for users of the 50 50 shop building were shown. After discussion amendments were agreed for the hire agreement document. Document to be updated and circulated for comments from the users and approval by all parties.

Pitch hire for the upcoming season is being arranged with a lot of interest for use.

Meeting closed 21.20pm.