

Mendlesham Parish Council

An Ordinary Parish Council meeting was held in the Old School Room, Mendlesham, Wednesday 5 March 2025 at 7.00pm.

1. Present: Cllr H Orton (Chair), E Ward, A Davey, N Foster, D Foster, P Allen, S Judd, S Hyde, A Johnson (Clerk)

MSDC/SCC Cllr A Stringer

3 members of the public

Apologies: D Lummis (personal reasons), C Orton (personal reasons)

Acceptance of apologies: Confirmed.

Filming speech was read out.

2. Interests

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

None

b) To agree any dispensations regarding any declarations of interest

None required

3. Minutes:

Minutes of Extra Ordinary Meeting 5.2.25, page 2186-2191, inclusive, 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

5. Planning matters:

a) Results:

DC/25/00490 Land South Of, Chapel Road, Mendlesham, Suffolk - Discharge of Conditions Application for 4242/16 - Part discharge of Condition 12 (Carriageways and Footways) for plots 19-28 only. APPROVED

DC/23/03187 Land North East Of, Chapel Road, Mendlesham - Submission of Details (Reserved Matters) application and Discharge of Conditions 8, 16, 17 and 26 under Outline Planning Permission DC/19/05915 for approval of Scale, Layout, Appearance and Landscaping in relation to erection of 20 dwellings, associated internal roads, parking, drainage infrastructure, open space and landscaping. RESERVED MATTERS HAVE BEEN APPROVED

Results noted

6. Reports

a) Clerks report & delegated decisions

Finance:

Grant received from SCC for Minibus Service for Year 1 - £23,680.00

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Allotment rents are being received.

Delegated decisions:

None

Correspondence:

All FOUR lights for the MUGA have now been replaced with LED boards, all covered under the warranty provided at installation. Note: we are almost at the end of the 5 year warranty period for all materials, so any issues going forward will likely need replacing/fixing at a cost.

b) Chairs report

See report as appended to these minutes

c) Questions to the Chair

It was asked what can be done about the lack of response from the Police regarding reports of speeding as recorded by the SID. It was raised that it may need recalibrating, although the model is no longer produced. A replacement device may be necessary in the future. Cllr to draft a letter to be sent to the Police Commissioner.

Replacement wood needed for the bus shelter at Mendlesham Green following arson incidents. Volunteers to assess and replace as necessary.

7. Mendlesham Parish Council: Financial matters

a) To confirm payment of invoices

Query on Google fees as domain subscription has been cancelled. Action Clerk

DD	88.71	Nest February 25
OL	188.87	February 25 Street Cleaning
OL	1,186.37	Admin February 25
OL	153.82	Glasdon UK Ltd (dog waste bin)
DD	9.20	Google workspace fee
OL	26.00	A Johnson 1/12 th annual payment for use of home as an office
OL	0.57	Overdue payment to HMRC (note: possible interest advised 7.8.24 and included in invoice list 4.12.24 – paperwork now available)
OL	466.72	HMRC PAYE Q4
OL	32.98	Rubber grass matting
OL	6.70	J Lawes Ltd – fixings for dog waste bin
OL	1214.40	Birketts LLP – draft lease for Scouts

b) To note the pc bank reconciliation and management report as at 28.02.25

Noted with no questions

c) To note the proposed asset register as at 31.3.25

Noted

d) To consider revision and agree Clerk annual payment for use of home as an office – currently paid on monthly basis (ref approved minutes 6.3.24 pg 2128)

Unanimously agreed to continue paying on monthly basis

e) To consider Governance questions and statements for the year ending 31.3.25 (FSO Effectiveness of Internal Control (pc and charities))

Last year's questions and statements circulated to Cllrs prior to the meeting. Noted no change anticipated.

f) To consider grant requests

Unanimously approved:

£200 to CAB

£200 to Stowmarket Foodbank

g) To confirm proposed transfers between earmarked reserves and general reserves

i) Clerk time for Mendlesham Community Centre Charity sale/new build project

Unanimously approved for £213.84 to be transferred from Mendlesham Community Centre Charity to Parish Council for Clerk time

ii) Any other transfers

None

h) Any other urgent financial matters

Renewal request received for membership of Suffolk Wildlife Trust for £38. Renewal was approved.

8. Standing orders: to confirm general and financial standing orders wef 01.04.25

General standing orders were approved without question.

Financial standing orders also approved. Request to check the document for date for budget to be prepared. It was noted that the budget was prepared using the deadline for request of precept amount. Action: Clerk

9. Policies: to review

Unanimously approved with Clerk details updated.

10. To arrange Asset Inspection

Clerk and Cllr Hyde to arrange

11. Playingfield matters

a) i) To note revised Annual Cost received from Vertas Group Ltd received for Ground Maintenance 01.04.25-31.03.26

Noted new quote received £8650.46 + VAT

ii) To consider alternatives

Noted alternatives were available for quotes however no time to obtain and approve before the 1.4.25

iii) To approve a contract for ground maintenance

Approved to continue with Vertas for year commencing 1.4.25 but to go on October agenda to put out to tender for following year.

b) To confirm MSDC grasscutting contract wef 1.4.25

Noted quote not yet received. A breakdown of costs to be requested and check if a minimum area is required.

c) Any other playing field matters

Traffic cones in the container to be used by woodland group and Mess Free Mendlesham.

12. Emergency plan

a) Report

See report as appended to these minutes

b) To consider approval of funding for replacement items for 'Emergency boxes' and printing of leaflets

Funding not approved by the Parish Council with a suggestion to approach an alternative village organisation

c) Any other matters

None

13. Scout Hut

a) Report

See report as appended to these minutes

b) To consider draft lease

Draft lease considered and points discussed as per the report.

Clerk to provide suggestions and amendments to solicitors and ask for feedback regarding definitions.

c) Any other matters

None

14. To arrange meeting for Mendlesham Community Centre Charity

Meeting to be arranged for Monday 17th March 2025 at the Old School Room, pending confirmation of availability.

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

None

Meeting closed 9pm.