

Mendlesham Parish Council

An Annual Parish Council meeting was held in the Old School Room, Mendlesham, Wednesday 7 May 2025 at 7pm.

Present: Cllrs H Orton, S Judd, D Lummis, P Allen, D Foster, N Foster, E Ward, A Davey and A Johnson (Clerk).
5 members of public.

1. To elect the Chair of the Parish Council

Cllr H Orton was proposed and confirmed she was willing to undertake the role. There were no other nominations. Cllr H Orton was seconded and appointed with a unanimous vote.

2. To elect the Vice-Chair of the Parish Council

Cllr A Davey was proposed and confirmed he was willing to undertake the role. There were no other nominations. Cllr Davey was seconded and appointed with a unanimous vote.

3. To receive the Chair's Declaration of Acceptance of Office.

Cllr H Orton signed the Chair's Declaration of Acceptance of Office, witnessed by the Clerk.

4. Welcome, apologies for absence and filming statement.

Apologies: S Hyde (personal reasons), C Orton (personal reasons)
Filming statement was read out.

5. To note the Mendlesham Code of Conduct

Noted

6. Data Protection: to note the Mendlesham Data Protection policies including New Councillor Privacy Statement, Information Protection Policy and complete GDPR Check list for Councillors.

Noted with confirmation that updated versions were published on the website

7. Declarations of interest:

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

Nothing declared.

b) To note any dispensations with regard to declarations of interest.

Not required.

7.03pm 1 member of public arrived

8.To approve minutes:

Annual Parish Council meeting held on 8 May 2024 for accuracy and as a true record of the meeting.

Pages – were approved and signed by the Chair

9. To appoint members to the following existing committees/roles as required:

Allotment representative

Cllr Orton was reappointed.

Finance & General Purposes Advisory committee

It was agreed that this committee should only meet as circumstances dictate. Committee to be Cllrs S Judd, N Foster and E Ward.

Planning Committee

It was agreed that this committee should not meet

Footpath Officer

Cllr Ward for Mendlesham Green and D Foster for the Parish reappointed.

Cllr C Orton was also appointed for Mendlesham.

Woodland Officer

Mr J Michell was reappointed.

Playing field equipment officers

Mr B Gardiner Mendlesham, Mr D Nunn Mendlesham Green were reappointed.

School/Community Centre Joint Liaison Committee

Cllrs D Lummis, A Davey and E Ward were reappointed. It was noted this was representation only, with no delegated powers.

USAAF 34TH Bomb Memorial Advisory Committee

Cllr Allen, Cllr Orton, David Nunn, Father P Gray and Ann Arnold, were re-appointed. Authorisation agreed to monitor the memorial and funds.

Emergency Planning Officers

Mr Nunn for Mendlesham Green and Mr P Andrews for Mendlesham were reappointed.

7.06pm 1 member of public arrived

10. Standing Orders:

To confirm general standing orders and financial standing orders from 1.4.25.

Updates to sections 14 & 18 as per NALC model were unanimously agreed.

11. To confirm payment of PAYE, pension and utility bills as required, without waiting until authorisation of Ordinary meeting plus payment of utility bills by direct debit.

Unanimously confirmed

12. To appoint bank signatories: (currently Cllrs Allen, Davey, H Orton and Ward plus Amy Johnson including use of online banking facility) Any two to sign.

Note S Jones removed wef 12.03.25

Unanimously confirmed

13. To confirm Mendlesham Parish Council payments to be made, where possible online, rather than cheque in accordance with Financial Standing orders and the Mendlesham Online protocol.

Unanimously confirmed

14. To appoint Parish Council representatives to the following organisations:

Suffolk Association of Local Councils

Cllr S Hyde was reappointed

15. To review inventory of land and assets as at 31.3.25.

Noted this was on the agenda for the ordinary meeting.

16. To review arrangements regarding insurance cover.

Noted this was on the agenda for the ordinary meeting.

17. To review membership of Suffolk Association of Local Councils, Community Action Suffolk, Suffolk Wildlife Trust, Fields in Trust and Suffolk Preservation Society.

Unanimously confirmed.

18. To review complaints procedure and procedures for handling requests made under the:

Freedom of Information Act 2000

Data Protection Act 1998.

General Data Protection Regulation (GDPR) 2018

Unanimously confirmed

19. To review Council's policy for dealing with the press/media.

Unanimously confirmed with no changes required.

20. To review the Council's employment policies and procedures

Unanimously confirmed with no changes required.

21. To review the Councils expenditure incurred under the general power of competence

Noted this was to be confirmed within the accounts supporting document

22. To confirm meeting dates for remainder of 2025.

Parish Council meetings confirmed.

Meeting closed 19.15pm.