

Mendlesham Parish Council

A Parish Council Ordinary meeting was held in the Old School Room, Mendlesham on Wednesday 11th January 2017 2016 at 7.30pm.

1. Present: Cllrs M Exley (Chairperson), A Davey, D Foster, N Foster, D Nunn, H Orton, E Ward, M Watson and S Jones (Clerk). SCC/MSDC Cllr A Stringer and one member of the public.

Apologies: Cllr M Favager

All were welcomed to the meeting. The filming statement was read out.

2. Declarations of interest:

a) To note Councillor's declarations of interest in any of the following agenda items. Cllr Ward declared an interest in the agenda item regarding allotment fees as she is an allotment holder. The clerk also declared she is an allotment holder.

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

3. Police report: The December newsletter had been previously circulated and was noted.

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

Public Forum: No questions or matters raised.

4. Minutes:- to approve for accuracy and as a true record of

a) Ordinary meeting held on 7th December 2016

Pages 1453-1457 inclusive were approved as an accurate record of the meeting, signed and dated by the chairperson.

4.Planning:

a) Results:

4334/16 Land south of Buces, Brockford Road, Mendlesham:

Notification for prior approval for a proposed change of use of 2no. agricultural buildings to 2no dwelling houses (Class 3). Prior approval refused.

c) Correspondence: none

5. Reports:

a) Clerks report & delegated decisions: Actions taken from last meeting and correspondence received since last meeting.

Financial:

VAT refund claim for 1.4.16- 31.12.16 £ £1725.77 sent.

Allotment hire fees due letter for year ending 30.9.16 sent. Monies coming in. NB this excludes fees for Mr Clements (£74.40) as he helps keeps the area clean and prepares new plots for hire.

Records:

Approved Ordinary minutes 21.7.09 -20.4.16 deposited at Ipswich Record Office.

Scout Hut: resident contact concerned about security of site as chain fencing on floor.

The site is also getting "untidy" with wood and other materials being placed there. (Clerks note: no action re materials, Cllr Nunn volunteered to reinstate chain **Action: Cllr Nunn**)

TSB Charity new bank accounts:

New Mendlesham Memorial Playingfield charity account opened. Mendlesham Community Centre Charity. TSB decided this week they also needed confirmation of business address (never mentioned in many conversations in past) . Business Rates Demand, as requested sent off to them and they have verbally confirmed on receipt of this they will open community centre account. When both open, will start to sort out online banking arrangements and what we need to do to close existing accounts.

Correspondence:

Resident concerns about the entrance of the meadow behind the chapel at Mendlesham Green. Cllr Nunn currently fencing.
Notification of change of External Audit arrangements from 1.4.17 (change from BDO to PKF LITTLEJOHN LLP)

Delegated Decisions by Clerk :none

- b) Village organisations report: nothing reported.
- c) Report on Neighbourhood Plan: see Mr Moore's report as appended to these minutes.
- d) Chairs report: nothing to report that is not an agenda item.
- e) Questions to the Chair: none.

6. Playingfield matters:

- a) Report on new playingfield land- to include offer of grant from Sport England of £3450. Noted and offer letter signed by Cllr Nunn and Clerk.
- b) To agree works required to entrance to Mendlesham playingfield to prevent flooding.Cllr Exley reported the path had sunk and there was a need to raise the path to the level of the road. Cost anticipated at some £50 for materials with volunteer work.
- c) Any other playingfield matters. Cllr Exley reported that he was monitoring the GR Development work, in particular work on the trees, the ditch and boundary.

8.Mendlesham Parish Council Financial matters:

- a) To agree invoices for payment
The following invoices were unanimously approved for payment.

000578 (already issued)	124.08	NFU - annual insurance for woodland tractor. Page 1459
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000579	2000.00	Mendlesham Community Centre -Mendlesham Community Council annual grant (cheque payable to Mendlesham Parish Council and paid into pc account but needs to be in Community Centre account) .
000580	27.00	Mendlesham Community Centre hire fee
000581	19.20	SALC - Clerks networking session
DD	5.50	Google monthly fee
DD	£33X 2 £5.50 per month	Google annual licence
000583	163.71	S Jones expenses 1.8.16- 31.12.16
DD	35.00	ICO -Data protection annual fee
000584	737.47	S Jones Clerk Dec salary.
000585	150.90	K Hales Dec salary plus tax rebate
000586	39.92	Post Office Ltd Q3 paye

b) To note management information and position at bank.
Management information as at 9.1.17 was noted with no concerns.
Position at bank was also noted and confirmed by Cllr Davey.

c) To consider provision of a new dog bin for Mendlesham Green footpath
Cllr D Foster reported two residents had reported dog fouling along the footpath leading from the meadow with the double gates at Mendlesham Green to link with paths to Mendlesham Green.
It was unanimously agreed to provide a dog litter bin at the gates.

Action: Clerk

d) To agree continued arrangements re use of mendlesham pc domain name and use of google docs @ £5.50 per month.Unanimously agreed.

e) To renew Data Protection registration @ £35pa. Unanimously agreed.

f) Any other financial matters: It was unanimously agreed the Clerk could provide Parish Council bank account details as required for payments.

9. Parish Council Budget y/e 31.3.18

a) To agree Parish Council budget for year commencing 1.4.17.

The clerk had previously circulated a budget detailing a precept requirement of £35,000 further to previous discussions.

After consideration no further changes to the budget were required. A three year budget forecast was also noted and confirmed.

b) To agree Precept for year commencing 1.4.17. A precept of £35,000 (thirty five thousand pounds) for the year commencing 1.4.17 was unanimously agreed.

c) To sign precept authority. Cllrs Exley (Chairperson) ,Cllr Nunn, Cllr D Foster and Sharon Jones (Parish Clerk and RFO) signed the authority dated 11.1.17.

d) To agree provision for allocated reserves at year end of 31.3.17, to include new provision for contingency purposes for Mendlesham Community Centre Charity to resolve any Mendlesham Parish Council /Trustee conflict of interest and Mendlesham Woodland.

The following amendments were unanimously agreed, subject to final checks by the Parish Clerk as at 31.3.17.

Allocated reserves will be:

War mem (11931.11 less insurance plus interest) plus small amounts of interest

Hard courts 454.91

Asset renewal 4500

Plus new reserves :

Woodland : £5k - in case we need some trees cut down by professionals.

Community Centre contingency fund : £5k to cover any potential conflicts of interest as trustee/ pc/.

10. Street name and Numbering: to discuss potential new road names for Mendlesham.

Residents had provided a wealth of suggestions.

a) The names for two closes on the Gr site.

After discussion it was agreed these should be " Middy Close" for the longer close and a request made for the smaller close to be

" The Sidings" . If Mid Suffolk District Council still wanted the smaller road to end in "close" it would need to be " Sidings Close" . **Action: Clerk**

b) Other suggestions for other new roads were received and would be considered as a later agenda item.

c) A resident has asked for the Barns at Buces Farm to have a road name and sign for what is locally called " Buces Hill".To be an agenda item for the next meeting. **Action: Clerk.**

11.To agree any increase for allotment rents.

It was unanimously agreed to keep allotment rents the same, in view of the administrative costs, timescales involved and current vacancies.

12. To review Policies.

The following policies were unanimously confirmed subject to a review date change.

- Best Value
- Complaint Procedure
- Disciplinary Procedure
- Employee Grievance
- Information Guide under model publication scheme adopted 10.12.08
- Meeting document
- Mendlesham Community Engagement Statement
- Mendlesham Equal Opps Policy
- Model Publication adopted 10.12.08 reviewed 13.1.16
- Parish Noticeboard Use
- Policy re grant apps.
- Public use of grassed allotment area
- Records retention and dispersal policy
- Recruitment and Selection Policy
- Social Media Policy.

13. To agree nomination for Buckingham Palace Garden Party

It was unanimously agreed to nominate Cllr Orton.

14. Speed Indicator Device Project:

a) To agree suitable location sites for Mendlesham

b) To agree suitable location sites for Mendlesham Green

Cllr Stringer volunteered to assist Cllr Exley with site identification for Mendlesham. They would then assist Cllr Ward for Mendlesham Green.

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

Cllr Ward reported she had met with a Mendlesham Green resident who was concerned about a lack of facilities for children at Mendlesham Green. It was agreed Cllr Ward and Cllr Orton would undertake some further research and return to Parish Council with proposals.

Cllr Orton reminded Council of the need to organise the Village of the Year Awards for the Parish meeting. It was agreed a meeting would be organised by Cllr Exley/Cllr Orton to include Cllr Exley and previous representatives.

Meeting closed 9pm

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