

## Mendlesham Parish Council

A Parish Council Ordinary meeting was held in the Old School Room, Mendlesham on Wednesday 18th May 2016 at 7.45pm.

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

**Apologies:** Cllrs Favager and Webb.

The Mendlesham Parish Council filming statement had been read out during the earlier meeting, with no more members of the public present for this meeting.

### 2. Declarations of interest:

**a) To note Councillor's declarations of interest in any of the following agenda items.** Nothing declared.

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

7.45pm The meeting was suspended to allow for the following:

#### **SCC Cllr/ DCllr Stringer:**

See reports as appended to these minutes. Cllr Stringer also reported potential Mendlesham S106 monies. **Action: Clerk** to investigate further.

**Police report:** The report had already been circulated. It was agreed that the Clerk would advise the police of any cars parked incorrectly.

**Public Forum:** Nothing raised.

7.55pm Meeting reopened.

### 3. Planning

#### **a) Applications:**

##### **1575/16 Outbuildings at Ropers Farm, Church Road, Mendlesham:**

Variation of Condition 3 of planning permission 2593/15 "Erection of 3 no dwellings ( 1 no. bungalow and 2 no two storey houses). Associated garages and new vehicular access" to allow different external materials. Unanimously recommended for approval with no further comment.

**1945/16 4 Freelands, Mendlesham:** Erection of first floor extension above garage, two storey side extension and single storey side extension. Unanimously recommended for approval with no further comment.

**2056/16 29 Horsefair Close, Mendlesham:** Erection of two storey side extension to dwelling following demolition of existing single storey section. Unanimously recommended for approval with no further comment.

**b) Results:**

**0990/16 Dolphin House, 9 Front Street, Mendlesham:** Prunus Padus ( Bird Cherry). Prune back to regrowth and thin tangled twigs.No objection.

**0397/16 Whymarks, Hobbies Lane, Mendlesham:** Erection of detached garage with guest accommodation ( bathroom and bedroom) above. Erection of single storey outbuilding ( dog kennels) ( revised scheme to that previously approved under ref 2155/15 to include tool store and enclose existing oil tank and submitted partly retrospectively) Grant

**c) Correspondence:**

Two complaints had been received from local residents regarding a hedge at Cay Hill. **Action Clerk** to contact owners of property.

A complaint had been received about a road incident regarding a coach and horse rider. After discussion it was agreed Cllr Stringer would investigate suitable markings/possible reduction on the speed limit for the road.

**4. Reports:**

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

VAT return 1.3.16- 31.3.16 £1190.24 sent off.

MSDC £18328.35 confirmation of payment received. £327.60 street cleansing grant q4 2015/16, £17250 ½ Precept 2016/17, £750.75 Full grant 2016/17.

**Allotments:** All payments as at 30.9.15 now received. Two new requests for plots.

**Road safety/ speed limits re horse/bus incident** near Hawkins Farm  
**Playingfields:**

New project: have had to send a report to Suffolk County Council re " outcomes" for new land further to grant they supplied. Also had confirmation from TGMS we have the responsibility for grasscutting. MSDC have asked if we want play equipment inspected again this year- £42.16 per play area? *Confirmed*

**New Play Equipment:** Confirmation of closure of Awards for All grant.

**New picnic tables and seats:** Mr Gardiner to obtain quotes for work required re concrete pads further to Mr Downie's unavailability and desire to have furniture installed before School Summer holidays.

**Record of delegated decisions:** none

**b) Report from Village Organisation Representatives.** Nothing reported.

**c) Neighbourhood Plan report.** See report as appended to these minutes.

**d) Community Centre rejuvenation working party: to note recent meeting and timing of meeting to discuss and agree way forward.**

An agenda item for the June meeting.

**e) Report re Parish Meeting**

It was noted this has been extremely successful with over 50 people present. Cllr Stringer was thanked for his help.

**f) Report re lighting of the Beacon at Mendlesham Green**

All had gone as planned. It was noted that the pole would need replacing before it was next used.

**g) Chairs report:** The Chair had nothing to report that was not an agenda item.

**h) Questions to the Chair:** no questions asked.

Cllr Stringer and a member of the public left.

**5. Financial matters: Mendlesham Parish Council**

**a) To approve invoices for payment**

The following invoices were unanimously approved for payment.

**Main account**

000504	511.37	Suffolk Association of Local Councils
000505	57.00	Top Notch Bars Ltd -wine for Parish meeting
dd	5.50	Google -monthly subscription
000506	75.90	S Jones reimbursement re imaging unit for printer
000507	71.35	S Jones -reimbursement re stationary
000508	319.45	K Hales -April salary and holiday pay ye 31.3.16
000509	1421.01	S Jones April salary and excess hours ye 31.3.16.
000510	143.80	J Lawes Ltd materials for noticeboard
000511	320.68	DI Driver noticeboard materials and work
000512	2256.36	Business services at CAS Ltd
000513	18.49	J Michell reimbursement for fuel used in woodland

**War Memorial account**

000013	94.91	Business services at CAS Ltd Page 1406
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**b) To approve Accounts and supporting notes for the year ending 31.3.16, including confirmation of allocated reserves.**

A question was asked and answered regarding the transactions forming "Other Income". It was noted that the War Memorial funds could only be used for that purpose.

The accounts and supporting notes were unanimously approved and signed by the Chairperson and Clerk (RFO).

**c) To approve Asset Register as at 31.3.16.**

Unanimously approved and signed by the Chairperson and Clerk (RFO).

**d) To agree requirements regarding annual inspection of assets.**

Cllrs Davey, Favager and Exley volunteered to inspect the assets.

**Action: Clerk.**

**e) To approve The Accounting Statement, Bank Reconciliation, Annual governance statement and Explanation of Variances for External Auditors, BDO LLP Year ending 31.3.16.**

The Annual Governance Statement, The Accounting statement was read out in full. Explanation of Variances and Bank Reconciliation agreed. All unanimously approved and signed by the Chairperson and Clerk (RFO).

**f) To approve monitoring system for year ending 31.3.17.**

Continuation of the existing system was unanimously approved.

**g) To appoint RFO for year ending 31.3.17.**

Sharon Jones was unanimously appointed.

**h) To note Heelis & Lodge appointed as Internal Auditors for year ending 31.3.17.** Noted.

**i) To decide level of Insurance cover and pay requested premium.**

The renewal documents combining Parish Council and Mendlesham Community Centre individual policies had been received as agreed at the last meeting. An amendment had been notified with regard to levels of money cover, but revised documents had not been received in time for the meeting. It was agreed to pay the premium as requested, noting a further small premium would be required for the amendment.

**j) Proposal to authorize the Woodland Officer to spend up to £250 until 31/3/16 at J Lawes, on any items required for the Woodland.**

Unanimously approved.

**k) Proposal to authorize the Woodland Officer to instruct Contractors with regard to Pest Control as and when required subject to completion of the MPC Control Contract for 4 days work, cost approx £60 per day. A increase to £100 per day was proposed and unanimously approved.**

**l) Proposal to allow Cllr Nunn, Brian Gardiner and John Downie (individually) to purchase items in respect of emergency playingfield or community centre repairs up to £100 as required.**

Unanimously approved.

**m) To note pest control contract for Mendlesham Playingfields as per mins 20.4.11 p905.** Noted.

**6. Any other business:** matters of report and future agenda items.  
Future agenda items to be Playingfield car park.