

## Mendlesham Parish Council

A Parish Council Ordinary meeting was held in the Old School Room, Mendlesham on Wednesday 5th October 2016 at 7.30pm.

**1. Present:** Cllrs M Exley ( Chairperson), A Davey, M Favager, D Foster, N Foster, D Nunn, E Ward, M Watson, S Webb and S Jones (Clerk).

**Apologies:** Cllr H Orton. SCC/MSDC Cllr A Stringer had advised he would be late.

All were welcomed to the meeting. The filming statement was not read out as no members of the public were present.

### 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.

7.35pm The meeting was suspended to allow for the following:

**Police report:** The September newsletter had been previously circulated and was noted.

**SCC/MSDC Stringer:** To be reported when Cllr Stringer arrived.

**Public Forum:** No members of the public present.

7.40pm Meeting reopened.

### 3. Minutes:

**a) Extra Ordinary meeting held on 22nd September 2016.**

Pages 1437-1439 inclusive were approved as an accurate record of the meeting, signed and dated by the chairperson.

### 4. Planning

**a) Correspondence:**

Details of a MSDC Committee meeting 12.10.16 to consider application **2211/16 re GR Warehousing site** was noted. Cllr Exley confirmed he would attend and speak on behalf of the Parish Council.

**2822/15 Galloway Coach Travel-** New company signage on existing building. Notice of withdrawal received.

### 5. Reports:

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

**Financial:**

£40,000 32d Notice account application and transfer completed @ 0.45% wef 12 September 2016.

Instructions to give notice on this account or a new transaction can now be completed by a telephone call with id requirements and during working hours.

**Allotments :** We have had three holders give notice to give up their plots- reasons unknown.

**Scout Hut:**entrance chain now in place.

**Playingfield:** bridge installed on Tower. Invoice sent to insurers.

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**Correspondence:**

Letter received from landlord confirming no intention to close Kings Head PH doors.

One Suffolk web host: bug on system meaning minutes and files cannot be sorted into chronological order. Apology on page.

14.11.16 SALC AGM.

**Delegated Decisions by Clerk :**

9.16 Community Centre- permission for R & J Leisure to install a TV, subject to acquiring a TV licence ( received)

**b) Report from Village Organisation Representatives.**

Cllr Davey reported that he had attended the Mendlesham Community Council AGM. There had been a change of treasurer to Meg Clarke and a new committee member, Mrs Howard-Rees appointed. The charity wished to make more of the Mendlesham Web site and Cllr Favager volunteered to assist.

**c) Report on Police Conference:**

See report by Cllr D and N Foster, as appended to these minutes.

Cllrs also noted the recent break in at Mendlesham Bakery. There was discussion about if the absence of any street lighting after midnight was a contributing factor and should be reviewed. No further action was agreed as this was Suffolk County Council policy, would have financial implications for the parish and had been as much supported as not supported by residents. It was agreed to note the event and thank those involved for keeping the shop open in the village newsletter. **Action:**

**Clerk.**

**d) Report on Clerks Police meeting:**

The Clerk reported that she had attended a meeting with three other clerks to meet the Safer Neighbourhood Team representatives. Content of the meeting had included changes to the Safer Neighbourhood Team and other police departments, issues with the 101 service, but reports could be done online and how to access specific crime data for the parish.

**e) Report on SALC Area meeting:**

Cllr Exley reported content of the meeting included:

Suffolk Planning and Infrastructure Framework: need to prepare a joint local plan (currently out of date ) between Babergh and Mid Suffolk, which will include work on devolution and its effects on the area, including functional clusters. Mendlesham is clustered with Bacton, Wyverstone, Wickham Skeith, Gislingham ,Finningham, Westhorpe and Cotton. These clusters will be used to allocate growth to the areas ie housing and employment.

A possibility exists under this joint plan to combine housing needs.

Babergh has no problem with its 5 year housing supply, able to allocate large areas of Ipswich borders and Manningtree with redundant brownfield industrial sites together with much larger towns within its district.

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Mid Suffolk apart from Stowmarket /Needham has few such sites which have not been used already ie we are a largely rural area and have

particular problems not recognised in the housing supply arena.  
 We currently have 3.7 years supply.  
 The local plan is considered out of date however our NP when it has passed the referendum stage will in effect become our local plan, When we have a District up to date local plan that will then over take our NP.  
 Neighbourhood Watch, seems to have died since local police stopped attending meetings, no contact point remains at village level.  
 No police reports for 2 months.  
 SALC consultation on precept. Note average increase was 6.4pct  
 government threatening to again cap pc/town councils.

**f) Report on Neighbourhood Plan.**

See report as appended to these minutes.

**g) Report on meeting with Paul Allen.** Cllrs noted that Cllrs Favager, Nunn and the Clerk had meet with Mr Allen who had confirmed he had no present plans to close the Kings Head PH.

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

**i) Questions to the Chair:** No questions asked.

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

a) To agree invoices for payment.

The following invoices were unanimously approved for payment.

000547	17.00	Reimbursement J Downie, replacement pfield lock. Note conventional receipt not obtained but packaging and price label held.
dd	5.50	Google monthly sub
000548	360.00	BDO LLP External audit ye 31.3.16
000549	18.00	S Jones reimbursement new keys for pfield lock
000550	200.00	Stowmarket Skip Hire Ltd re Scout Hut demolition
000551	600.00	J.T.Few Plant Hire Ltd -soil re Scout Hut demolition
000552	6.00	J Lawes Ltd bin bags for st cleaner
000553	111.29	Mid Suffolk District Council -2 ROSPA inspections Page 1442
000554	60.00	Suffolk Association of Local Councils planning workshop for Cllrs Foster.

000555	136.80	S Jones reimbursement printer ink
000556	150.70	K Hales salary plus tax rebate
000557	750.67	S Jones salary plus tax rebate

b) To note external auditors report and agree any actions as required. BDO LLP, external auditors had completed the audit for the year ending 31.3.16 with no comments or actions required. The notice of completion and report had been displayed on the parish noticeboards and web as required plus circulated via E news.

c) To review financial position to date, including management information and position at bank. Management reports as at 1.9.16 had been circulated, with no questions or matters of concern.

d) Report on new Lloyds bank accounts and to agree Sharon Jones, RFO, to sign on Lloyds Bank accounts as an authorised signature. Instructions to give notice on the new 32n notice account or a new transaction can now be completed by a telephone call with id requirements during working hours. With this, plus the instant access deposit account and need to manage funds in the current account, it was agreed that Sharon Jones, RFO should be an authorised signatory on the bank mandate and online mandate to action transfers between accounts. It was noted that as authorised signature, payment of funds to third parties could also be authorised with a second authorised signature. Financial standing orders had been reviewed with no amendments required. Unanimously approved.

e) Any other financial matters: none

#### **7. New charity bank accounts:**

a) To appoint Birketts solicitors, Ipswich to provide charity letters required for new TSB charity bank accounts and agree source of payment of legal fees.

Birketts had reported there would be no fee payable for these letters. Birketts were unanimously appointed to provide the letters on behalf of Mendlesham Community Centre Charity and Mendlesham Memorial Playingfields Charity.

#### **8. Playingfield matters:**

a) Report on new playingfield land.

Cllr Nunn reported that there had been concern from Mendlesham Football club that the new pitch grass was deteriorating. Contact with TGMS had confirmed that this was a maintenance matter for the Parish Council and so an application of fertiliser had been applied.

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b) To review ROSPA reports for Mendlesham Playingfield and Mendlesham Green Playingfield and agree any actions required.

The report for Mendlesham Playingfield was noted as all areas very low or low risk. No further actions, other than those already completed as part of the maintenance/inspection arrangements were required. The report for Mendlesham Green playingfield was noted. The " balance beam" was noted as moderate risk with the need to monitor and replace one post. Cllrs Ward and Nunn were monitoring this equipment and the need to replace the post was agreed. The swings were also identified as moderate risk, needing bolts tightening. Cllr Nunn reported that he had to regularly tighten the bolts and would continue to do so. The other equipment was either low or very low risk with no further actions, other than regular maintenance work required.

Whilst not mentioned as part of the ROSPA report for Mendlesham, the Clerk reported Mr Gardiner had identified a new rope for the tower was required which she would order.

c) Report further to working party meeting re Mendlesham Playingfield vision.

A positive meeting of Councillors and volunteers had taken place with further consultation now required to consider future plans for the playingfields. A further meeting was due early November.

d) Any other playingfield matters.

Decoration of the external of the 50: 50 shop was in hand.

#### **9. Jubilee Gardens, Old Market Street:**

a)Grasscutting:

A resident was concerned about the unkempt condition of an area in Old Market Street. After discussion, it was noted that this area was either private property or part of the highway.

The history of the volunteer grasscutting and care of flower beds on Jubilee Gardens was noted.

Two members of the public arrived.

b) Condition of bench.

The need for the bench to be stained had been identified at the last Parish Council asset inspection. No volunteers had come forward so Cllr Favager volunteered to undertake the work if Cllr Exley could obtain the materials.

**Action:** Cllrs Exley and Favager

**10. LAIS 1393:** to agree consultation response.

The Clerk had prepared a response which was unanimously agreed.

#### **11.Any other business: matters of report and future agenda items.**

Nothing raised.

8.35 pm Meeting closed.

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*Clerks note: Cllr Stringer arrived at 8.45pm during a Mendlesham Community Centre Charity meeting and provided his reports with no questions asked.*