

MENDLESHAM PARISH COUNCIL
Wednesday 8 February 2023
Ordinary Meeting
Old School Room, Mendlesham
7 pm

Members of the public may submit comments on any item on the agenda via email to the Clerk: or letter to Honeysuckle, Hockey Hill, Wetheringsett IP14 5PL, to be received by noon Wednesday 8 February 2023. Any individual submitting comments should ensure that their name, address and contact details are included in their communication and should note that anonymous submissions will not be accepted. It should also be noted that answers to any submissions may not be forthcoming during the meeting itself.

The minutes of the meeting once approved, are available from the Parish Clerk. The minutes of the meeting will be published, once approved, as usual via <https://mendlesham.suffolk.cloud/>

AGENDA:

1. Welcome, apologies for absence, acceptance of apologies and filming speech.

2. To note Declarations of Interest:

- a) To note Councillor's declarations of interest in any of the following agenda items.
- b) To agree any dispensations with regard to declarations of interest. (5 mins)

3. Minutes:

To confirm the following as a true and accurate representation

- a) Ordinary Meeting 11.1.23 (5 mins)

4.

Police report:

SCC/MSDC Cllr Stringer

Public Forum – to receive written questions and matters of concern.

(10 mins)

5. Planning matters:

a) Applications:

b) Results:

DC/22/05854 Pear Tree Cottages, 66 Front Street, Mendlesham:

Householder Application -erection of a link extension between existing garage and house -grant

c) Correspondence:

i) National Grid Green Newsletter and email.

ii) Consultation Wetheringsett Cum Brockford Neighbourhood Plan

iii) Any others

d) Any other planning matters.

(10 mins)

6. Mendlesham Scout Hut:

- a) To confirm proposal from Mendlesham Scouts regarding installation of 6m length of drain for rainwater. (5 mins)

7. Mendlesham's Woodland:

a) Report regarding recent tree works

b) To review outstanding works further to the Haydens report 2.2.22.

c) Any other woodland matters:

(5 mins)

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8. Reports

- a) Clerks report & delegated decisions
- b) Other organisation reports.
- c) Mendlesham hedging planting (Cllr Exley)
- d) Asset Inspection report and required actions.
- e) Election May 2023 report
- f) Chairs report
- g) Questions to the Chair (5 mins each)

9. Mendlesham Parish Council: Financial matters

- a) To confirm payment of invoices
- b) To agree grant applications re Mess Free Mendlesham
- c) Any other urgent financial matters. (5 mins)

10. Mendlesham Playingfields:

- a) To confirm arrangements for hire of Mendlesham Playing fields and MUGA for Street Fayre 1.5.23 including fees.
- b) To review hire fee policy
- c) To confirm maintenance contract wef April 2023.
- d) Any other playing field matters (15 mins)

11. To commence review of general and financial standing orders (5 mins)

12. Risk assessment: To review internal control risk assessment and management policy. (5 mins)

13. To review all other risk assessments

- a) Woodland hazzard map and risk assessment
- b) Handyman/Volunteer risk assessment
- c) Playingfield Rospa reports:
- d) Mess Free Mendlesham risk assessments
- e) Street Cleaner risk assessments, noting email of 18.1.23.
- f) To consider if any others are required. (10 mins)

14. To review effectiveness of Internal Auditor and then propose to appoint for year commencing 1.4.23. To include review of

- a) Independence
- b) Competence
- c) Review of relationship with Clerk and Councillors
- d) Review of audit planning and reporting
- e) Review of audit scope

- f) To correct approved minutes of meeting 9.2.22 no 16, page 1931 as appointing for the year commencing 1.4.22 rather than 1.4.21 as minuted. (5 mins)

15. Buckingham Palace Garden Party Nominations: to agree (5 mins)

16. Any other business: matters of report and future agenda items. (5 mins)

Sharon Jones Parish Clerk 3.2.23