

MENDLESHAM PARISH COUNCIL
Wednesday 13 December 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 13 December 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) Extra Ordinary Meeting 29.11.23 (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:

DC/23/050322 The Spinney Brockford Road, Mendlesham, Mendlesham. Householder Application -Construction of vehicular access (retention of)

DC/23/04502 Cherrygate Farm, Norwich Road, Mendlesham. Planning Application – Erection of fabrication building (following demolition of existing buildings).

- b) Results:

DC/23/03821 20 Chapel Road, Mendlesham: Householder Application -Erection of front porch extension. Grant.

- c) Correspondence:

- d) Any other planning matters.

(15 mins)

6. To co opt a Mendlesham Parish Councillor.

(10 mins)

7. Reports

- a) Clerks report & delegated decisions

- b) Other organisation reports.

- c) Chairs report:

- d) Questions to the Chair

(5 mins each)

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8. Mendlesham Parish Council: Financial matters

- a) To confirm payment of invoices
- b) To note management and bank reconciliation reports as at 30.11.23.
- c) To continue the budget for the year commencing 1.4.24.
- d) To confirm direct debit arrangements for Compete 366 Ltd via Go Cardless re Microsoft Annual 365 Licences.
- e) Any other financial matters (30 mins)

9. Mendlesham Green new Scout building

- a) To confirm appointment of Birketts LLP to represent Mendlesham Parish Council to:
 - i) provide legal advice of disposal of land est fees £1,000 plus vat.
 - ii) To act in relation to the Agreement for Lease to Mendlesham 1st Scout Group est fee £5,000 plus VAT and disbursements. (10 mins)

10. Playing field matters:

50 50 shop and football store building complex:

- a) Report of information obtained and actions undertaken with regard to closure of the building due to believed broken asbestos panel.
- b) To appoint contractors to provide: Structural Engineers report and Asbestos Report/ advice re works required. (15 mins)

Mendlesham Green Play equipment:

- c) To appoint contractor to replace the Swing Unit and High Bar unit.
- d) To note position re replacement football goals.

- e) Any other playing field matters (15 mins)

11. To confirm Parish Council meeting dates for 2024.

(5 mins)

The meeting will then go into camera and members of the public will be asked to leave as the following agenda items will cover confidential staff matters to include:

12. Staff matters:

- a) Report (F & GP) on Clerk recruitment (Cllr Ward).
- b) To appoint a new Parish Clerk.
- c) To confirm arrangements for training and handover for the new Parish Clerk.
- d) To confirm termination of employment details for the existing Parish Clerk.
- e) Any other staff matters. (20 mins)

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

(2 mins)

Sharon Jones Parish Clerk 8.12.23