

MENDLESHAM PARISH COUNCIL
Wednesday 7 February 2024
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 7 February 2024. 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 www.mendlesham-pc.gov.uk

AGENDA:

1. Welcome, apologies for absence, acceptance of apologies and filming speech. (2 mins)

2. To note Cllr Exley's resignation. (2 mins)

3. Interests

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. (2 mins)

4. Parish Clerk

a) To note the resignation of Peter Grogan as Parish Clerk wef 12.1.24

b) To confirm appointment of Sharon Jones as Parish Clerk and DPO from 12.1.24 to 31.3.24, or pending confirmation of a new appointment. (2 mins)

5. Minutes:

To confirm the following as a true and accurate representation

a) Ordinary Meeting 10.1.24 (2 mins)

6.

Police report:

SCC/MSDC Cllr Stringer

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

(10 mins)

7. Planning matters:

a) Applications:

DC/24/00320 16 Ducksen Road, Mendlesham: Householder Application – Erection of detached single garage.

b) Results:

Individual decisions re DC/21/05543, DC/21/05564, DC/21/05565 and DC/21/05566

Full Planning Permission Erection of 1 no single storey dwelling with triple cart lodge (following demolition of agricultural barns), plots 1-4, Granted.

c) Correspondence: MSDC Joint Validation List Consultation 22.1.24 to 4.3.24. To consider response.

d) Any other planning matters.

(10 mins)

8. Reports

a) Clerks report & delegated decisions

b) Flood report (Cllr Davey and Lummis)

c) Other organisation reports.

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d) Chairs report:

e) Questions to the Chair

(2 mins each)

9. Better Buses

a) Report (Cllrs Foster)

b) To confirm response to Better Buses further to recent correspondence as received.

c) To confirm extension of delegated authority for Cllrs D and N Foster to represent Mendlesham Parish Council with regard to this project. (5mins)

10. To agree responsibilities for the following:

a) Mendlesham Parish speed signs

b) Mendlesham Parish Council footpath grass cutting project Co Ordinator.

c) Parish noticeboard outside the Old School Room.

d) Mendlesham Village Emergency Planning Officer

e) Memorial flag poles

(10 mins)

11. Mendlesham Parish Council: Financial matters

a) To confirm payment of invoices

b) Any other financial matters

(5mins)

12. Playing field matters:

a) 50 50 shop and football store building complex: To note Asbestos/ Building condition reports as received and agree the way forward.

b) To review arrangements including fees for hire of Mendlesham Playingfields and Muga.

c) To confirm Community Charity event

d) To confirm Vertus contract wef 1.4.24

e) Any other playing field matters

(10 mins)

13 To commence review of general and financial standing orders wef 1.4.24.

(5mins)

14. Risk Assessment: To review internal control risk assessment and management policy.

15. To review all other risk assessments.

(5mins)

16. To review effectiveness of Internal Auditor and then propose to appoint for year commencing 1.4.24. To include a 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

(5mins)

17. Emergency Plan:

a) To continue a review.

(5 mins)

18. Parish Meeting 15.4.24: To confirm Cllr D Foster will join the working party.

(2 mins)

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

(2 mins)

The meeting will then go into camera and members of the public will be asked to leave due to the confidentiality of the following staff matter.

20. Report regarding recruitment of a Parish Clerk. (Cllr Ward)

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22. Finance and General Purposes Advisory Committee: to confirm Cllr Helen Orton as a member.

23. To appoint a new Parish Clerk or agree the way forward.

(10 mins)

Sharon Jones
Parish Clerk 2.2.24