

Mendlesham Parish Council

An Ordinary Parish Council meeting was held in the Old School Room, Mendlesham, Wednesday 8 February 2023 at 7pm.

Present: Cllrs A Davey (Chairman), P Allen, M Exley, D Foster, N Foster, B Gardiner, S Judd, D Nunn, S Jones (Clerk) and SCC/MSDC Cllr A Stringer.

Apologies: Cllrs D Lummis (personal commitments), H Orton (personal commitments) and E Ward (personal commitments). Council noted and confirmed the absences.

The filming statement was not read out.

2. Declarations of interest:

a) To note Councillor's declarations of interest in any of the following agenda items.

Cllrs D & N Foster declared an "other registerable interest" as they are both members of the Mendlesham Community Charity Committee organising the Street Fayre for agenda item 10a hire arrangements for Mendlesham Street Fayre.

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

3. Minutes: To confirm the following as a true and accurate representation.

Ordinary Parish Council Meeting 11.1.23.

It was noted the time the meeting ended was incorrect and duly amended to 9.45pm.

Pages 1998-2004 inclusive were unanimously agreed as a true and accurate representation of the meeting, signed and dated by the Chairperson.

4. Police report: No report had been received.

SCC/MSDC Cllr Stringer: See reports as appended to these minutes.

Public forum: No members of the public present and nothing had been received prior to this meeting.

5. Planning matters:

a) Applications: none received.

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

Page 2005

c) Correspondence:

- i) National Grid Green Newsletter and email. Noted.
- ii) Consultation Wetheringsett Cum Brockford Neighbourhood Plan. No comments required. **Action Clerk** to send confirmation as part of the consultation.
- iii) Any others: Mid Suffolk District Council response to Draft Babergh and Mid Suffolk Local Plan questions re timing and weighting had been circulated and was noted.

d) Any other planning matters. None

6. Mendlesham Scout Hut:

a) To confirm a proposal from Mendlesham Scouts regarding installation of 6m length of drain for rainwater. Unanimously agreed subject to removal and reinstatement of land if the project does not proceed.

7. Mendlesham's Woodland:

a) Report regarding recent tree works. The recent works undertaken by the contractor had been completed as required.

b) To review outstanding works further to the Haydens report 2.2.22. Council reviewed the actions still to be completed, noting that the Woodland Officer was waiting for Spring "top" growth" before actions or proposals to resolve the outstanding trees reported as requiring action. It was also noted that some Sycamore Trees may be subject to a fungal disease that may need removal in a controlled manner. It was agreed that the outstanding actions further to the Haydens report needed to be completed as soon as possible. **Action: Clerk** to inform the Woodland Officer that this would be a March agenda item and request him to advise accordingly.

c) Any other woodland matters: The required gate posts had been donated and were in place. Council confirmed it was acceptable to confirm to the tree contractor that it was happy with the work undertaken.
Action: Clerk.

8. Reports

a) Clerks report & delegated decisions

Finance:

Confirmation of payment of MSDC Cleansing Grant £432.25 further to application ending December 2022.

NatWest 95 day bank account open. Bank statements received confirming receipt of £40k.

Precept 2023/2024:

Confirmation from MSDC of receipt of Mendlesham Parish Council's Precept Upon the Charging Authority with a precept for 2023/24 of £51,000. This will be paid to the Parish in two instalments, 50% in April 2023 and 50% in September 2023. This precept gives the Parish a Council Tax Band D amount of £89.58. This is an increase of 18.83% on 2022/23. These are the amounts that will be shown on the Council Tax Bill.

Election: Clerk attended SALC/MSDC course 31.1.23.

Code of Conduct: Clerk attended SALC Code of Conduct course 2.2.23.

MSDC Parish Liaison meeting to be attended 8.2.23.

Delegated decisions: None

Correspondence:

MSDC Street name and Numbering Policy 2023.

Potential resident enquiry re hanging baskets and window boxes

Debenham Dementia project

b) Other organisation reports. Nothing reported.

c) Mendlesham hedging planting report. The Mid Suffolk District Council project to plant new hedging plants was completed. Eight new oak trees had been planted at Mendlesham Memorial Playingfields to replace those that had not survived as part of the 25 trees planted to recognise those lost in WW1.

d) Asset Inspection report and required actions. An inspection of the Parish Assets had been undertaken 30.1.23. See report as appended to these minutes. It was noted that the Mendlesham Green Bus Shelter barge board work was in progress. It was also agreed the resident with bird feeders on Parish Council land should be asked to remove them onto their own property. **Action: Clerk.**

e) Election May 2023 report. The Clerk reported timings and requirements of the May Elections. The need to be aware of the Perdah period was noted.

f) Chairs report. Nothing to report that is not an agenda item.

g) Questions to the Chair. Nothing asked.

9. Mendlesham Parish Council: Financial matters

a) To confirm payment of invoices:

The following invoices were unanimously agreed for payment.

DD	18.40	Google monthly subscription
DD	90.49	Nest January 23
OL	159.63	February 23 Street Cleaning
OL	1173.08	February 23 Admin
OL	2976.00	MB Trees (East Anglia) Ltd -Mendlesham's Woodland work
OL	147.31	S Jones reimbursement Toner Giant ink toner and paper
DD	23.25	Wave Mendlesham Playingfields water.

b) To agree grant applications re Mess Free Mendlesham: A draft grant funding letter, on Parish Council headed paper was approved for application to a corporate organisation. It was also unanimously agreed that similar applications could be requested on behalf of the Parish Council.

c) Any other urgent financial matters. None

10. Mendlesham Playingfields:

a) To confirm arrangements for hire of Mendlesham Playing fields and MUGA for Street Fayre 1.5.23 including fees.

Cllrs D & N Foster declared an "other registerable interest" as they are both members of the Mendlesham Community Charity Committee organising the Street Fayre and took no part in discussions relating to this agenda item.

It was agreed to move this agenda item to later in the meeting.

b) To review hire fee policy

After much discussion, due to increasing costs, it was unanimously agreed the hire fees should be increased for all new enquiries and bookings, as follows:

Top adult Football Pitch £60 per match (two hours)

Bottom adult Football Pitch £25 per match (two hours)

Other grass areas:

Junior football and community events £12.50 per full hour

Mendlesham Football Club Junior football no charge until a full sized pitch is required in view of use of Mendlesham Football Club equipment.

Changing Rooms:

£5.50 per hire (to include showers and use of changing rooms) .

Toilets only no charge

MUGA

£20 per hour plus £5 for one one hour lighting.

£30 for block bookings of 2 hours (pc 13.7.22 p 1968)

All Playingfield hire, whatever the purpose to be full hours.

New : It was unanimously agreed other than for football, the Top Pitch was not available for hire or any other purpose.

Continuation:

Delegation to a small group, not individuals, to include Cllrs Davey, Garnier ,Lummis and the Clerk, to agree to any requests received remains in place. (pc 13.7.22 p 1968).

Cancellation policy:

The following was unanimously agreed with immediate effect:

Greater than seven days of the event : 100% refund

3-7 days 50% refund

Less than 3 days no refund.

Action: Cllr Lummis and Clerk to notify existing and potential users.

Action Clerk : To update Mendlesham web site.

Action Clerk to diarise for February 2024 meeting to review.

c) To confirm maintenance contract wef April 2023. No further information had been received. Action: Clerk an agenda item for the March meeting. The need to review the top pitch sand drains was noted.

d) Any other playing field matters: None

11. To commence review of general and financial standing orders wef 1.4.23

Notification of the Procurement Threshold from £25,000 to £30,000 from 21.12.22 (SI 2022/1390) for Public Contracts (including VAT) and revised amounts for the thresholds of public contracts over £213,477 (ex vat) for goods or services, or over £5,336,937 (ex vat) for public works construction had been received.

It was unanimously agreed to change the Mendlesham General and Financial standing orders wef 1.4.23 accordingly. It was also unanimously agreed to amend General Standing Order 18 to remove the words " No individual shall serve as Chairman for more than three consecutive years"

Action: Clerk to amend and present revised standing orders to the March meeting for ratification.

12. Risk assessment: To review internal control risk assessment and management policy. Reviewed with no changes required.

13. To review all other risk assessments

a) Woodland hazard map and risk assessment Reviewed with no changes required.

b) Handyman/Volunteer risk assessment Reviewed with no changes required.

c) Playingfield Rospa reports: It was noted that ROSPA inspections for both playing fields had been undertaken 21.4.22. A decision had also been made during the recent budget process not to commission the next reports until after 1.4.24. Continuation of the weekly inspections (Cllrs Gardiner and Nunn) would continue.

d) Mess Free Risk assessment. Reviewed with no changes required.

e) Street Cleaner risk assessments, noting email of 18.1.23. Reviewed with no changes required. Email from Street Cleaner noted.

f) To consider if any others are required. None

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

Unanimously confirmed, noting Heelis and Lodge were qualified and experienced to undertake this role with no conflicts of interest.

The relationship with the Clerk was good and whilst councillors do not normally get involved with contacting the internal auditor directly, there was no reason to anticipate any difficulties in such a situation. It was agreed the form of audit planning, reporting and scope should remain unchanged.

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. Unanimously confirmed.

15. Buckingham Palace Garden Party Nominations: It was unanimously agreed to nominate Cllr Orton .

10a To confirm arrangements for hire of Mendlesham Playing fields and MUGA for Street Fayre 1.5.23 including fees.

Cllrs D & N Foster declared an "other registerable interest" as they are both members of the Mendlesham Community Charity Committee organising the Street Fayre and left the meeting.

Confirmation had been received that the Community Charity no longer wished to hire the MUGA or Changing Rooms. It was agreed, due to potential large numbers of visitors and concerns about potential damage to the MUGA Surface, that the MUGA would be locked on the day of the Street Fayre. **Action: Cllr Gardiner.**

16. Any other business: matters of report and future agenda items. None.

Meeting closed 8.40pm

Page 2011