

## **Mendlesham Parish Council**

An Ordinary Parish Council meeting was held in the Old School Room, Mendlesham, Wednesday 10 January 2024 at 7pm.

**1. Present:** Cllrs A Davey, ( Chairman), P Allen ( arrived 7.05pm) M Exley, D Foster , N Foster, S Hyde, D Lummis, E Ward, P Grogan ( Clerk), S Jones outgoing Clerk, SCC/MSDC Cllr A Stringer and 4 members of the public.

Cllr S Hyde and Peter Grogan were welcomed to the meeting.

**Apologies:** Cllr H Orton ( personal reasons), Cllr S Judd received after the meeting ( personal reasons)

**Acceptance of apologies:** Confirmed.

**The filming statement** was read out.

7.05pm Cllr Allen arrived

**2. Cllr Hyde's Acceptance of Office and Register of Interests** were duly noted as completed.

### **3. Declarations of interest:**

**a) To note Councillor's declarations of interest in any of the following agenda items.** Nothing declared at present. Cllrs D and N Foster declared they may need to consider declaring an interest with regard to the 50 50 shop and asbestosis agenda item depending on discussion and proposals as their property neighbours the 50 50 shop building. Cllr Ward declared a pecuniary interest in the agenda items regarding allotment rents as she is an allotment holder.

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

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

**a) Ordinary Meeting 13.12.23.** Pages 2099- 2105 inclusive were unanimously agreed as a true and accurate representation of the meeting, signed and dated by the Chairperson.

**5. Police report:** A Constables Country had been received and circulated.

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

MSDC : Cllr Stringer confirmed that the current call for sites from MSDC only applied to land not already part of the Mendlesham Neighbourhood Plan or any land without current planning permission.

The call for sites also included land with biodiversity or Gypsy and Traveller sites .

SCC: Cllr Stringer also reported on the SCC proposal to close Records Offices, other than Ipswich, Details of the planned works in Old Station Road to mitigate flooding and the current situation regarding mitigation of flooding at Chapel Road.

**Public forum:** The member of the public reported an offer of help from his company to assist with flooding mitigation in the Parish. The member of the public was seeking permission of local landowners for work on their land.

The offer of help was very much welcomed with thanks.

**Action:** Chair and Clerk to note regarding potential public communications for residents.

## **6 . New Scout Hut Project:**

a) To note the latest project report. Noted.

b) To ask any questions of the present Scout Hut Representatives. Questions were asked by the Parish Councillors and replies provided by the Scouts.

c) 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. Unanimously agreed.

ii) To act in relation to the Agreement for Lease to Mendlesham 1<sup>st</sup> Scout Group est fee £5,000 plus VAT and disbursements. Unanimously agreed.

**Action:** Clerk to advise Birketts.

d) Any other matters: The Scouts thanked the Parish Council for its continued support.

## **7. Planning matters:**

a) Applications: None received.

b) Results: DC/23/00305 Land adjacent to 17 Brockford Road, Mendlesham: Full Planning Application – Change of Use of land for grazing of horses, and erection of stables with new vehicular access. Refused.

c) Correspondence: MSDC consultation JLP Part 2 DPD- call for sites submissions deadline 10m 2.2.24 noted with no further action proposed.

## 8. Reports

a) Clerks report & delegated decisions:

### **Finance:**

PC Bank account mandates changed.

NatWest and Lloyds Mandate change completed. Prompted a "business review from Natwest in process of completing.

Need to change again regarding change of clerk -but timing to be agreed.

Charity bank account mandates to be discussed Charity meeting 17.1.24

**Parish Council printer** no longer works.

**Action Clerk.** Need to remember to update the PC asset register as at 31.3.24.

### **Mendlesham defib.**

Battery coming to the end of its life. In contact NHS and Community HeartBeat Trust - advised this week battery should take a couple of weeks.

Currently sorting a new checking and reporting system with Clerk and Cllr N Foster.

### **Mendlesham Community Centre Charity and Mendlesham Memorial Playingfields Charity**

Annual returns for ye 31.3.23 submitted 2.1.24.

**Allotments :** Letters requesting payment of hire fees for ye 30.9.24 have been sent 2.1.24 for those who have not already paid.

**Delegated decisions:** None

### **Correspondence:**

New Neighbourhood Policing Model

National Grid : refurbishment of the Bramford to Norwich line- completion now Summer 2024.

BMSDC - JLP Part 2 call for sites

Some correspondence from Mendlesham residents re flooding matters.

Reply from Cllr Stringer further to our letter regarding Mendlesham flooding matters.

b) Bus Services Mendlesham report. A report as previously circulated was noted. There had been subsequent correspondence the day of the meeting. **Action: Clerk** to circulate to all Councillors. Agenda item for the February meeting.

c) Other organisation reports. None

d) Chairs report: The Chairperson reminded Cllrs of the need for them to use the new .gov.uk email addresses.

The Chairperson reported that he would be leading further consultation with residents regarding obtaining historical flooding /drainage evidence to cover various locations and possible sources of flooding within the parish. Consideration of any Parish Council Facebook use would form part of the Communications Policy when next reviewed.

e) Questions to the Chair: None

**9. Parish Clerk**

a) To note the appointment of Peter Grogan as Mendlesham Parish Council wef 1.1.24. Unanimously confirmed.

b) To appoint Peter Grogan as Data Protection Officer for Mendlesham Parish Council wef 1.1.24. Unanimously confirmed.

c) To appoint Peter Grogan as Responsible Finance Officer wef 1.4.24. Unanimously confirmed

d) To confirm Mobile phone /data plan with GiffGaff £8/10 per month, payment by Direct Debit. Unanimously confirmed.

e) To note the existing Parish Council printer needs replacing and to confirm a budget of £200 for a replacement. A budget of £300 plus a 3 year ink package was unanimously confirmed.

f) To confirm any training courses as required. Various training courses, including Cilca and Filca as proposed by the Clerk were unanimously confirmed.

g) Any other Clerk requirements to include membership of the Society of Local Council Clerks. SLCC membership for Peter Grogan was unanimously confirmed.

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

a) To confirm 1x MS365 Business Basic purchased 19.12.23 @ £64.24 Unanimously confirmed.

b) To confirm payment of invoices.  
Payment of the following invoices was unanimously confirmed.

OL	1166.83	Administration December 23
DD	93.19	Nest December 2023
OL	297.44	December Street Cleaning Dec salary and back pay

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DD	9.20	Google docs monthly fee
OL	2383.92	Vertus Group Ltd new MG football goals
OL	24.90	S Jones reimbursement Viking invoice paper
DD	64.24	Compete 266 Ltd via Go cardless. I x MS365 business basic account
DD	35.00	ICO Data Protection annual renewal fee.
DD	See monthly payment above	Renewal of Google domain name for mendleshampc.org To note we need to automatically renew for another 12 months from 27.1.24. We must renew this pending full setup of MS365 and change over of clerk re pc records.
		To note new clerk pc phone no via GiffGaff with unlimited uk calls and text, £8 per month, if there is a need to increase data usage will be £2/month more.
Transfer	30,000	From c/a to deposit 87981068 to earn some interest pending review banks (bank guarantee scheme and other savings accounts).
OL	550.84	HMRC PAYE Q3

c) To note management and bank reconciliation reports as at 31.12.23.  
Noted.

d) To consider any reserve requirements: The RFO reported the source of the various Ear Marked Reserves. The need to increase General Reserves/ Current Year Fund as per standing orders was noted.

e) To complete the budget process for Mendlesham Parish Council for the year commencing 1.4.24. A third revised draft of the budget had been previously circulated to all Parish Councillors. After consideration, it was unanimously agreed to confirm the budget for 2024/2025 with a precept of £53,601 (£51,000) a 5% increase for Band D and budget total of £65,450.

f) To consider CIL Expenditure for monies already received. No changes to existing agreements were agreed, i.e. continuing commitment to the new Village Hall.

g) To set the Precept for the year commencing 1.4.24 and complete Precept Billing Authority. The Authority was completed requesting a precept of £53,601 signed by Cllr Davey Chairperson , Peter Grogan Clerk and Sharon Jones RFO.

h) To consider a three-year budget. The information provided by the Clerk was considered and noted.

i) To note back pay arrangements and review staff Spinal points wef 1.4.24. It was unanimously agreed to increase the Street Cleaner to SCP 3 from 1.4.24.

j) To confirm Pride in Your Place grant expenditure. It was unanimously agreed the £400 grant should be spent before 31.3.23 by Mess Free Mendlesham in order to clear pavements. This could also include brown bin provision for Mendlesham and Mendlesham Green. **Action: Cllrs D and N Foster.**

k) Any other financial matters. There was a question about sufficient dog bin provision. It was agreed the list of dog bins should be provided to all. **Action Clerk.**

**Action: Cllrs** to assess and return if any further provision is required, noting the implications on budgets.

## **11. 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. It was noted that an asbestos inspection was booked for 19 January 2024. If an Air test was then required this would be commissioned to take place thereafter.

b) Any other playing field matters:

Mendlesham Green replacement play equipment:

Confirmation of a £5k locality grant from Cllr Stringer and £1K from Mendlesham Community Cafe towards the replacement equipment at Mendlesham Green had been received. The clerk reported she had not yet asked the Community Charity or the Mendlesham Charities for a grant- the next step being to ask Mendlesham Charities.

50 50 shop building:

The Community Charity were considering a request for financial support. Mendlesham Football Club had reported they were unable to contribute financially towards the asbestos project but their Chairperson had and would continue to support the project using his professional expertise.

## **12. Allotment fees:**

Cllr Ward declared a pecuniary interest and took no part in discussions as she is an allotment holder. After consideration it was agreed to increase the allotment fees by 33 ⅓ % for the allotment year commencing 1.10.24. **Action Clerk** to notify allotment holders before the end of March 2024.

## **13. Mendlesham's Woodland**

a) To review completion of works further to the Haydens report 2.2.22 . After discussion it was agreed that any remaining works should be delegated to the Woodland Officer.

## **14. Emergency Plan:**

a) To commence a review.

It was noted that Mr K Shelton had accepted the invitation to join this review on a strictly confidential basis. The existing plan had been circulated to all Parish Councillors and Mr Shelton with a request to review the content and report according to the Parish Clerk by the end of January 2024. **Action: All**

## **15. Consultations:**

- a) BMSDC draft Scrap Metal Policy. Consultation ends 5.2.24. Noted no further action.
- b) BMSDC draft Sexual Entertainment Policy. Consultation ends 5.2.24. Noted no further action.

**16. Parish Meeting 15.4.24:** It was unanimously agreed that the working party to review the Parish Awards should be: Cllrs A Davey, H Orton, L Ward, SCC/MSDC Cllr Stringer and Sharon Jones.

**17. Any other business:** None

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Meeting closed 9pm.

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