

Mendlesham Parish Council

An Ordinary Parish Council meeting was held at the Old School Room, Mendlesham, Wednesday 17 May 2023 at 7.45 pm .

Present: Cllrs A Davey, P Allen, M Exley, D Foster, N Foster, S Judd, D Lummis, H Orton, E Ward and S Jones (Clerk). SCC/DCllr Stringer and three members of the public.

Apologies: Cllr C Orton (personal reasons). This was accepted by the Parish Council.

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. Nothing declared.

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

3. Police report. No report had been received.

SCC/MSDC Cllr Stringer: Please see District and County reports as attached. A question was asked regarding what had been done, could be done and who was aware of the District item regarding unauthorized works along Brockford Road/ Buces Hill junction. Cllr Stringer reported accordingly.

Public Forum – to receive written questions and matters of concern received. No written questions had been received. No members of the public wished to raise anything.

4. Planning

a) Applications:

DC/23/01502 Bendalls Farm, Hobbies Lane, Mendlesham:

Householder Application- Erection of a single storey, double height, pitched rear extension to the main farmhouse with single storey link to existing kitchen.

It was unanimously agreed to recommend support of this application as the proposed works fits in with the style of the existing farmhouse.

DC/23/02162 White Oak Farm, Norwich Road, Mendlesham:

Full Planning Application -Erection of single storey detached agricultural building. It was unanimously agreed to recommend support of this application as the proposed building was of modest size and fits with the use of this property.

b) Results:

DC/23/01258 Suffolk Barns, Norwich Road, Mendlesham IP14

5NQ Application to determine if Prior Approval is required for a proposed: Change of use from Commercial, Business and Service (Use Class F) to Dwellinghouses (Use Class C3) Town and Country Planning) General Permitted Development) Order 2015 (as amended) Schedule 2, Part 3, Class MA -Conversion of existing Restaurant to Dwelling. Decision: 1. Prior Approval to the Development is required. 2. Prior approval has been given subject to conditions.

DC/23/00979 Land adjacent to Mendlesham Manor, Brockford

Road, Mendlesham IP14 5SG. Planning Application - Installation of 80 no ground mounted solar panels, on 10 no frames, each frame holding 8 no panels and battery backup system. Approved.

c) Correspondence: Mid Suffolk District Council Joint Local Plan Modifications Hearing 26.6.23.

d) Any other planning matters : none

7.55pm 2 members of the public left.

5.Reports

a) Clerks report & delegated decisions:

Finance:

£37,026.63 CIL payment received April 2023 (re Old Engine Meadow DC/19/05949 Project 11).

1.3.23- 31.3.23 £1183.24 s126 VAT monies reimbursed.

USA War Memorial flower rota: now sorted.

Resident transport issues: sorted for the short term, advised to return as required in the longer term if Supporting Communities are still unable to assist if required.

Woodland theft : reported to Police crime ref 37/26997/23 10.5.23 . Police checking vehicle registration and will speak to witness.

Playingfields Maintenance Contract 1.4.23-31.3.24 £4413.18 plus vat completed.

Footpath 57: reports of flooding sent to SCC Rights of Way (report no 400772), SCC Flooding Dept, MSDC Planning Enforcement.

Mendlesham Defib: Needs an upgrade and pads coming up to expiry. Have been in contact with NHS -in the meanwhile working.

Brockford Rd /Buces Hill junction : works reported to MSDC Planning Enforcement and Environmental Agency.

Delegated decisions: None

Correspondence:

SALC- Consultation for electricity transmission Infrastructure -deadline 25.5.23

The Football Foundation (FF) Grass Pitch Maintenance Fund.

b) Other organisation reports: none received.

c) Chairs report: nothing to report.

d) Questions to the Chair: No questions asked.

6. Mendlesham Parish Council Financial matters

The following payments were unanimously confirmed.

OL	161.00	April 23 Street Cleaning paid 10.5.23
OL	1747.15	April 23 Admin plus holiday pay/excess hours ye 31.3.23
DD	152.51	Nest April 23
OL	46.80	Reimbursement for Parish meeting refreshments 18.4.23
DD	9.20	Google monthly fee
OL	545.97	Suffolk Association of Local Councils Membership 2023/24
OL	288.00	Playequip Leisure safety inspection Mendlesham Green Playingfield subject to meeting confirmation
OL	288.00	Playequip Leisure safety inspection Mendlesham Playingfield subject to meeting confirmation
OL	240.00	Mendlesham Education Charity Jan-Mar 23 hire
OL		MSDC 2023 Playingfields and Scout Hut Grassing cutting £ 1220.20 plus vat invoice to follow.
OL	2258.34	Vertus Playingfield Maintenance 1.4.23-30.6.23
TF	37,026.63	Nat West 95 day account to keep within Lloyds Bank Deposit Guarantee Scheme

b) To agree to requirements regarding annual inspection of assets.

It was unanimously agreed the inspection for 2023/24 would be undertaken ideally February 2024 by Cllr Exley, Cllr Judd and the Clerk.

c)To approve Accounts and supporting notes for the year ending 31.3.23, including confirmation of allocated reserves. The accounts and supporting notes, plus allocated reserves were unanimously approved.

d) External Audit: To approve for External Auditors, PKF Littlejohn LLP as at 31.3.23.

Annual Governance Statement 2022/23. Councillors confirmed they had read and confirmed the requirements of this statement. Unanimously approved.

The Accounting Statement 2022/23. The Responsible Finance Officer had signed this statement 5.5.23. Councillors confirmed they had read and confirmed the requirements of this statement. Unanimously approved.

Bank Reconciliation as at 31.3.23. Unanimously approved (*Clerks note Cllr Davey subsequently checked bank account balances to bank statements. This included the RBS accounting system bank reconciliation and the document as required by the External auditors*) .

Explanation of Variances. Unanimously approved.

All documents signed by the Chairperson and Clerk (RFO).

e) To confirm the asset register as at 31.3.23. Unanimously approved.

f) To approve the CIL return to MSDC as at 31.3.23. Unanimously approved.

g) To approve the monitoring system for the year ending 31.3.24. Continuation of the existing system was unanimously approved.

h) To appoint RFO for the year ending 31.3.24. Sharon Jones was unanimously appointed.

i) To consider Governance questions and statements for the year ending 31.3.23 Effectiveness of Internal Control (parish council and as trustee of charities) JPAG was considered and confirmed as accurate.

j) To decide the level of Insurance cover and pay requested premium. See minutes Annual Parish Council meeting 17.5.23,p 2032, agenda item 18.

k) Proposal to authorise the Woodland Officer to spend up to £250 until 31/3/24, on any items required for the Woodland. Unanimously approved.

7. Playing fields and Mendlesham Green Scout Hut land:

a) Report regarding Mid Suffolk District Council grass cutting activities. Further to a complaint to Mid Suffolk District Council and investigations, it has become apparent that Mendlesham Green Playingfields, Mendlesham Green Scout Hut and the playequipment area at Mendlesham Memorial Playingfields have been cut six times a year by Mid Suffolk District Council since at least 2016.

No request for payment for this period has been received by Mendlesham Parish Council.

The first cut of the year has been made and requested by the Clerk due to the Mendlesham Street Fayre and Coronation community events.

b) To agree terms of Mid Suffolk District Council grass cutting work for 2023. It was unanimously agreed to confirm the arrangements for 2023 @ £1220.20 plus vat. The last invoice received being £929 2016.

It was also agreed all grasscutting work in the parish should be reviewed later 2023 to ensure requirements and best value is being obtained.

Action: Clerk to diarise for a later meeting.

c) To note ROSPA reports 2023 and agree to pay invoices as requested. It was noted that the reports had not been commissioned but unanimously agreed to pay for this work, in the interests of maintaining the good working relationship with the company concerned. **Action: Clerk** an agenda item for the reports at the June meeting.

d) Roundabouts: to agree work required for 2x roundabouts.

It was noted that the Mendlesham roundabout had virtually stopped working and that volunteers had not been able to grease the roundabouts at Mendlesham and Mendlesham Green due to difficulties accessing the grease connection. It was also noted both roundabouts had an inspection hatch.

A quote had been obtained to modify the access and lubricate the roundabouts. A subsequent conversation with the contractor had confirmed the fee to grease each roundabout and modify the access would be £190 plus vat each ie £190 x2. To retrofit an inspection hatch would be £280.

It was agreed that Cllr Lummis would see if he could lubricate both roundabouts 20/21 May. If he could not, he would advise the Clerk and the Clerk would appoint the contractor accordingly. It was also noted if the access hatches had been fitted incorrectly the contractor would claim the costs of this work from their supplier and there would be no fee.

Action: Cllr Lummis and Clerk.

e) To approve sand drain work for Mendlesham Playingfields

A quote to refill the sand drains with rootzone and reseed, for the Parish Council football pitch and the old line of the hedge that has been previously removed had been received @ £4032.90 plus vat.

This was unanimously agreed, with a partial transfer from the Playingfields EMR £1813.60. It was also agreed to suspend Financial Standing Orders 11h regarding three required quotes, as this work could only practically be done by the Playingfields appointed contractor.

It was agreed to request that the work is completed as soon as possible to allow the grass to then grow in time for preseason football hire.

Action: Clerk.

f) Any other matters.

The condition of the gate way to the Mendlesham Playingfields, nearest the 50 50 shop was noted as in need of urgent repair or the gate needed to be shut until repair work had been completed. **Action: Cllr N Foster.**

The need to resolve the outstanding matter of flooding in the area of the gate and then down Old Station Road to Front Street corner was discussed. It was agreed that Cllrs Stringer, Lummis and Davey needed to manually dig the area to try to identify the source of the problem and then identify the remedy. It was agreed the land was too wet at present.

Action: Clerk to remind all fortnightly until the work can be completed.

8. Allotments: To confirm renewal proposal re licence land in front of the Cedars. Unanimously agreed. Fee to remain unchanged. **Action: Clerk.**

Meeting closed 8.32 pm.