

MENDLESHAM PARISH COUNCIL

Ordinary Meeting

Wednesday 7 May 2025

**After Parish Council Annual meeting and Charity AGM's starting no earlier than 7.30pm
Old School Room, Mendlesham**

Members of the public may submit comments on any item on the agenda via email to the Clerk or letter to 11 Schools Close, Mendlesham IP14 5UQ, to be received by noon the day before the meeting. 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 and will be published as usual via www.mendlesham-pc.gov.uk

AGENDA:

- 1. Welcome, apologies for absence, acceptance of apologies and filming speech** 2 mins
- 2. Interests** 2 mins
 - a) To note Councillor's declarations of interest in any of the following agenda items.
 - b) To agree any dispensations regarding any declarations of interest
- 3. Minutes:** To approve minutes of ordinary meeting 2.4.25 as a true and accurate representation 2 mins
- 4. Reports** 10 mins
 - a) SCC/MSDC Cllr Stringer
 - b) Public forum - to receive written questions and matters of concern
- 5. Planning matters:** 15 mins
 - a) Applications: **DC/24/04832 - Land South Of Glebe Way, Mendlesham, Suffolk**
Proposal: Hybrid Application: (i) Full Planning Application for the construction of 76no dwellings (including 27no affordable local needs dwellings), link road between Old Station Road and Glebe Way, access roads, vehicular accesses, parking, garaging, public open space, landscaping, ecological enhancement areas, sustainable drainage and associated infrastructure. (ii) Outline Planning Application for 2no Self Build plots with all matters reserved save for access.
Reason(s) for re-consultation: Documents and amended drawings received on 01.04.2025
DC/25/00421 - Meadow View, Oak Farm Lane, Mendlesham, Stowmarket Suffolk IP14 5TE Planning Application - Erection of 1no. agricultural machinery store
 - b) Other applications:
Suffolk Trading Standards WK 148165 -Application for permanent attachment to Street Lighting Columns at Ducksen Road, Mendlesham, Stowmarket, IP14 5SE/5SD/ 5TJ Suffolk Trading Standards department would like to arrange the installation of 3x No Cold Calling Zone signs on column units 0027, 0028 & 0029
 - c) Correspondence: **Adoption of the Babergh and Mid Suffolk Biodiversity and Trees Supplementary Planning Document** Following a period of public consultation between 15th May and 19th June 2024, Babergh and Mid Suffolk District Councils have adopted their Biodiversity and Trees Supplementary Planning Document (SPD).
 - d) Results: **DC/25/00488 Land South Of, Chapel Road, Mendlesham, Suffolk**
Discharge of Conditions Application for DC/19/05949 - Condition 6 (SUDS) - Approved
The Siding, Oak Farm Lane, Mendlesham IP14 5TE - APP/W3520/C/24/3353244-7 and APP/W3520/W/24/3353417 DC/24/02467 - Appeal A - *It is directed that the enforcement notice be varied by extending the period of compliance from three months to eight months. Subject to this variation the appeal is dismissed and the enforcement notice is upheld.* [Enforcement notice extension 18 November 2025] **Appeal B** – *The appeal is dismissed.*
 - e) Any other planning matters

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6. Reports

2 mins
(each)

- a) Clerks report & delegated decisions
- b) Chairs report
- c) Questions to the Chair

7. Mendlesham Parish Council: Financial matters

15 mins

- a) To confirm payment of invoices
- b) To agree requirements regarding annual inspection of assets.
- c) To approve Accounts and supporting notes for the year ending 31.3.25, including confirmation of allocated reserves.
- d) External Audit: To approve for External Auditors, PKF Littlejohn LLP as 31.3.25
Annual Governance Statement 2024/25
The Accounting Statement 2024/25
Bank Reconciliation as at 31.3.25
Explanation of Variances
- e) To confirm the asset register as at 31.3.25
- f) To approve the CIL return to MSDC as at 31.3.25
- g) To approve the monitoring system for year ending 31.3.26
- h) To appoint the RFO for year ending 31.3.26
- i) To consider Governance questions and statements for the year ending 31.3.25
Effectiveness of Internal Control (pc and charities)
- j) To note the level of insurance cover and pay as requested
- k) Proposal to authorise the Woodland Officer to spend up to £250 until 31.3.26 on any items required for the Woodland.

8. Playingfield matters

15 mins

- a) To receive updates on the following items:
 - i) outstanding invoices for field hire
 - ii) installation of new goals at Mendlesham Green
 - iii) clearance of items in the container
 - iv) changing rooms
- b) To approve replacements and repairs required to play equipment and gate at Mendlesham Playingfield
- c) To note ROSPA inspection has been instructed with Playquip scheduled for inspection in May. Report to be circulated as soon as received.
- d) To agree terms of Mid Suffolk District Council grass cutting work for 2025
- e) Any other playing field matters

9. Allotments: To confirm renewal proposal re licence land in front of the Cedars

2 mins

10. Scout Hut

10 mins

- a) To receive update on draft lease progress
- b) To approve any actions required
- c) Any other matters

11. Community centre sale

10 mins

- a) To note meeting arranged with SCC and Oxlip with working group as agreed at Mendlesham Community Centre Charity meeting
- b) To confirm matters to be discussed at the meeting
- c) Any other matters

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12. Installation of Coronation Bench. To approve action required to obtain road signs and barriers from SCC Highways. 5 mins

13. Litter picking. To approve action required to obtain a banner for litter picking. 5 mins

14. Any other business: matters of report and future agenda items 2 mins

Amy Johnson
Parish Clerk 02.05.25