

**MENDLESHAM PARISH COUNCIL**  
**Ordinary Meeting**  
**Wednesday 4 March 2026 at 7pm**  
**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](http://www.mendlesham-pc.gov.uk)

**AGENDA:**

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|---|---------|
| <b>1. Welcome, apologies for absence, acceptance of apologies and filming speech</b>  | 2 mins  |
| <b>2. Interests</b>   | 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  |         |
| <b>3. Minutes:</b> To approve minutes of ordinary meeting 04.02.26 as a true and accurate representation  | 2 mins  |
| <b>4. Reports</b>   | 10 mins |
| a) SCC/MSDC Cllr Stringer   |         |
| b) Public forum - to receive written questions and matters of concern   |         |
| <b>5. Planning matters:</b>   | 15 mins |
| a) Applications: <b>DC/26/00130 - Land To The Rear Of Ceva Logistics, Norwich Road, Mendlesham (In The Parish Of, Wetheringsett Cum Brockford) IP14 5NA -</b><br>Application under S73 for Removal or Variation of a Condition following grant of Planning Permission DC/21/06605 dated 30/10/2022 Town and Country Planning Act 1990 (as amended) - Erection of three warehouse units and external storage area (use class B8), new access from Norwich Road, parking, associated drainage and landscaping - For non-compliance with and removal of Condition 13   |         |
| <b>DC/26/00555 - Fleece Cottages, Front Street, Mendlesham, Stowmarket Suffolk IP14 5RX</b> Application for works to tree/s in a Conservation Area - Rear Garden - Ash T2 (12M high, 400mm dia.) - Reduce and raise canopy on side overhanging Keepers Cottage by up to 2 metres to give a clearance of minimum 2 metres from the property. Balance remainder of raised canopy as required. Norway Maple T3 (12M high, 300mm dia.) - Reduce south side of crown overhanging Old Telephone Exchange by up to 2 metres (not top) and to clear building by minimum of 2 metres. Field Maple T1 (9M high, 350mm dia.) - Reduce the crown of the tree by up to 3 metres and back to the most recent points of reduction. |         |
| <b>DC/26/00573 - 50 Old Market Street, Mendlesham, Stowmarket, Suffolk IP14 5SA</b> Application for works to tree/s in a Conservation Area - (T1) Bay tree at boundary adjacent no48: Removal of southernmost of 4 stems to ground level. (T2) Prunus: General reduction of canopy by approximately 1/3. (T3) Birch: Removal of south reaching limb to improve balance. (T4) Bay tree at boundary with Rosan, Ducksen Road: Removal to ground level   |         |
| b) Correspondence:  |         |
| i) Proposed planning Reform to the National Planning Policy Framework and other changes - consultation period ends 10 <sup>th</sup> March 2026  |         |
| ii) To consider and resolve if the PC want to complete the consultation survey.   |         |
| c) Results:   |         |

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**DC/26/00159 20 Front Street, Mendlesham, Stowmarket, Suffolk IP14 5RY**

Notification of works to trees in a Conservation Area - Ash tree, Pollard the tree down to approximately 4m finish height, cutting back to natural unions on the tree where possible.  
- *MSDC as LPA does not wish to object.*

e) Any other planning matters

**6. Reports**

2 mins  
(each)

- a) Clerk's report & delegated decisions
- b) Chair's report
- c) Questions to the Chair

**7. Playing field matters**

15 mins

- a) i) To receive and note the tenders submitted for the Grounds Maintenance Contract to commence 1<sup>st</sup> April 2026
- ii) To consider the tenders received and resolve to appoint a contractor.
- b) Any other playing field matters

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

10 mins

- a) To confirm payment of invoices
- b) To confirm bank reconciliation and management report as at 28.2.26
- c) To note the proposed asset register as at 31.3.25
- d) To consider revision and agree Clerk annual payment for use of home as an office – currently paid on monthly basis (ref approved minutes 6.3.24 pg 2128)
- e) To consider Governance questions and statements for the year ending 31.3.25 (FSO Effectiveness of Internal Control (pc and charities)
- f) To consider grant requests
- g) To confirm proposed transfers between earmarked reserves and general reserves
  - i) Clerk time for Mendlesham Community Centre Charity sale/new build project
  - ii) Any other transfers
- h) Any other urgent financial matters

**9. Website Accessibility**

5 mins

- a) To review and approve the updated Website Accessibility Statement.

**10. To review effectiveness of Internal Auditor and then propose to appoint for year commencing 1.4.26.**

5 mins

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

**11. Standing Orders**

5 mins

- a) To review and consider amendments to Standing
- b) To confirm amendments to Standing Orders with effect from 1.4.26
- c) To review and approve Financial Regulations with effect from 1.4.26
- d) Any other matters

**12. Skills audit of Councillors**

5 mins

- a) Report
- b) Any other matters

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**13. Minibus Service – VC001**

2 mins

- a) Report
- b) To approve any action required

**14. Public Consultation**

5 mins

- a) To review feedback from the public consultation meeting held 25.2.26
- b) To agree a way forward.

**15. Matters for consideration at the next meeting**

2 mins

Amy Johnson  
Parish Clerk 27.02.26