

MENDLESHAM PARISH COUNCIL
Ordinary Meeting
Wednesday 1 April 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

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 extraordinary meeting 20.03.25 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:** 10 mins
- a) Applications: **DC/26/00606 - 26 Horsefair Close, Mendlesham, Stowmarket, Suffolk IP14 5SB** Householder Application - Erection of a single storey rear extension and a front porch
- DC/26/01169 - St Marys Church, Church Road, Mendlesham, Suffolk** Notification to works to Trees in a Conservation Area - Fell 1 No. Lime (T1)
- b) Correspondence: Received Draft report from Rights of Way and Access Team to be presented to the Development and Regulation Committee in relation to Claimed upgrade of Footpaths 1 & 47 and addition of a Bridleway to resolve existing anomaly, Mendlesham. If the PC wish to make any comments on the reasoning in the draft report these must be submitted in writing to the Definitive Map Officer by Wednesday 8th April 2026
- c) Results: **DC/26/00555 Fleece Cottages, Front Street, Mendlesham, Stowmarket Suffolk IP14 5RX** 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. – **MSDC does not wish to object.**
- DC/26/00573 50 Old Market Street, Mendlesham, Stowmarket, Suffolk IP14 5SA** 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 – **MSDC does not wish to object.**

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DC/25/05083 Barn At Ashes Farm, Oak Farm Lane, Mendlesham, IP14 5TE

Application to determine if prior approval is required for a proposed: Change of Use of Agricultural Buildings to Dwellinghouses (Use Class C3), and for building operations reasonably necessary for the conversion. The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) Schedule 2, Part 3, Class Q - Conversion into 3no residential dwellings. – ***MSDC give notice that prior approval is required. Prior approval has been given subject to conditions.***

d) Any other planning matters

6. Reports

2 mins
(each)

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

7. Playing field matters

2 mins

- a) Any urgent playing field matters

8. Speeding and traffic issues

10 mins

- a) To note and receive ongoing concerns of speeding and traffic safety around the parish
- b) To consider any actions to be investigated and taken forward
- c) Any other matters

9. Mendlesham Parish Council: Financial matters

5 mins

- a) To confirm payment of invoices
- b) To confirm bank reconciliation as at 28.2.26
- c) Any other urgent financial matters

10. Mendlesham Charities: to appoint Parish Council nominated Trustees as required.

2 mins

11. 'Keep the Heat' Thermal imaging project

5 mins

- a) To receive feedback from thermal imaging project conducted December 2025 and January 2026
- b) Any other matters

12. Social Media and Communications strategy

10 mins

- a) To receive feedback from Cllr social media training
- b) To consider comments for communications strategy
- c) Any other matters

13. Dog fouling

5 mins

- a) To note dog fouling continues to be an ongoing issue around the parish
- b) To consider and approve any initiatives to attempt to combat the issue

14. Certificate in Local Council Administration (CiLCA)

10 mins

- a) To approve the registration of the Clerk for the Certificate in Local Council Administration (CiLCA) and authorise associated training and examination fees.
- b) To consider and approve the CiLCA Learning Agreement for the Clerk.
- c) To note additional hours required for study (guide approx. 200hrs) and approve payment of any additional hours on a monthly basis subject to approval by the Chair (or other delegated Councillor or working group).
- d) Any other matters

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15. Parish Councillor Vacancies

5 mins

- a) To note the Parish Council currently has two vacancies
- b) To note Mid Suffolk District Council has confirmed the Parish Council can proceed with co-option to fill the two current vacancies
- c) To confirm and approve process of co-option, including advertising the vacancies, receiving applications and conducting interviews if required.

16. Matters for consideration at the next meeting

2 mins

Amy Johnson
Parish Clerk 27.03.26