

MENDLESHAM PARISH COUNCIL
Ordinary Meeting
Wednesday 6 May 2026
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 01.04.25 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/26/01368 - The Willows, Stowmarket Road, Mendlesham, Stowmarket Suffolk IP14 5RB** Householder Application - Erection of single-storey rear extension
DC/26/01508 - Mendlesham House, Oak Farm Lane, Mendlesham, Stowmarket Suffolk IP14 5TE Householder Application - Installation of 25 solar panels to stable block to improve energy performance
 - b) Correspondence: Area Designation Notice Cotton Neighbourhood Plan - Mid Suffolk District Council received an application from Cotton Parish Council (the 'Relevant Body') to designate the whole of their parish as a Neighbourhood Plan Area on 26 March 2026. The application was made under Regulation 5 of the Neighbourhood Planning (General) Regulations 2012 (as amended). A copy of the application and a map identifying the area to which this relates can be found on the Council website:
<https://www.midsuffolk.gov.uk/w/cotton-neighbourhood-plan> In accordance with Regulation 5A(2) and Regulation 7(1) of the Neighbourhood Planning (General) Regulations 2012 (as amended), Mid Suffolk District Council hereby give notice that it has designated the parish of Cotton as a neighbourhood area in order to facilitate the preparation of a neighbourhood plan by Cotton Parish Council.
Claimed upgrade of Footpaths 1 & 47 and addition of a Bridleway to resolve existing anomaly, Mendlesham – an updated draft report has been received and circulated to councillors after further consideration by Rights of Way and Access Team Suffolk County Council. This will be an agenda item for SCC Planning Committee with results to follow.
 - c) Results: **DC/26/01169 St Marys Church, Church Road, Mendlesham, Suffolk** Notification to Works to Trees in a Conservation Area - Fell 1 No. Lime (T1) - *MSDC as Local Planning authority DOES NOT WISH TO OBJECT*
DC/26/00949 Land North East Of, Chapel Road, Mendlesham, Suffolk Discharge of Conditions Application for DC/19/05915 - Condition 5 (Written Scheme of Archaeological Evaluation) - *PART APPROVED*

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DC/26/00606 26 Horsefair Close, Mendlesham, Stowmarket, Suffolk IP14 5SB

Householder Application - Erection of a single storey rear extension - *GRANTED*

d) Norwich to Tilbury:

Following the Examining Authority's (ExA) decision to accept the applicant's change applications for examination [[PD-016](#)] (PDF, 199KB), you can now [register to have your say](#). The deadline to register is 23:59 on Friday 15 May 2026.

Comments must relate only to the applicant's proposed provision for the compulsory acquisition of additional land as set out in the applicant's 27 March 2026 Change Requests application documents [CR1-001] to [CR1-017] (inclusive) and [CR2-001] to [CR2-017] (inclusive), which can be found in the Examination Library. Any comments that are not about this will not be seen by the ExA.

e) Other planning matters:

Communication received from developer of site on Chapel Road regarding potential future ownership of open space on the site once completed. It is in early stages of deciding extent and boundaries but are considering if the open space remains private in the ownership of the resident's management company or possibly transferred to the Parish. If of interest to the Parish Council in principle, they would like to engage in further discussion.

6. Reports

2 mins
(each)

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

7. Playing field matters

10 mins

- a) To discuss cutting and marking of Mendlesham playing field
- b) Inspection reports:
 - i) To note playing field inspection reports received for Mendlesham and Mendlesham Green playing fields
 - ii) To approve action required following reports

8. 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 31.3.26, including confirmation of allocated reserves.
- d) External Audit: To approve for External Auditors, PKF Littlejohn LLP as 31.3.26
Annual Governance Statement 2025/26
The Accounting Statement 2025/26
Bank Reconciliation as at 31.3.26
Explanation of Variances
- e) To confirm the asset register as at 31.3.26
- f) To approve the CIL return to MSDC as at 31.3.26
- g) To approve the monitoring system for year ending 31.3.27
- h) To appoint the RFO for year ending 31.3.27
- i) To consider Governance questions and statements for the year ending 31.3.26
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 31.3.27 on any items required for the Woodland.

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9. Allotments

5 mins

- a) i) To note new allotment enquiry for use as parking space received, with confirmation of understanding that no hardstanding or other materials may be placed on the allotment and will be returned to original condition on vacation of the plot.
- ii) To consider and approve payment terms
- b) To consider renewal proposal re licence land in front of the Cedars
- c) To confirm rent waived for plots A and B ongoing as tenant volunteers to maintain allotment area and prepare new plots where required.

10. Parish Council communications and branding

10 mins

- a) To receive report following councillor training
- b) To consider any recommendations following the report

11. Parish Councillor Vacancies

5 mins

- a) To note four applications received for the two vacancies.
- b) To approve Finance and General Purposes Committee to conduct interviews with the four candidates and present a recommendation to the PC at June meeting.

12. Matters for consideration at the next meeting

2 mins

Amy Johnson
Parish Clerk 30.04.26