

MENDLESHAM PARISH COUNCIL
Notice of Ordinary Meeting
Wednesday 7 October 2026 at 7pm
Old School Room, Mendlesham

To: Members of Mendlesham Parish Council

You are hereby summoned to attend the meeting of Mendlesham Parish Council, details of which are set out above, to transact the business specified in the agenda below.

Public Attendance:

The meeting is open to the public and the press. At Agenda Item 4.b, members of the public will be invited to raise matters not included on the agenda or suggest items for future consideration. Those wishing to speak on an agenda item may be invited by the Chair to do so when that item is reached.

Written comments on agenda items may be submitted to the Clerk by email or by post to 11 Schools Close, Mendlesham IP14 5UQ, to arrive by 12 noon on the working day before the meeting. Submissions must include the sender's name, address and contact details; anonymous submissions will not be accepted.

It should be noted that answers to any submissions may not be forthcoming during the meeting itself.

The minutes of the meeting, once approved, will be published on the Council's website www.mendlesham-pc.gov.uk and are available from the Parish Clerk.

Please note that this meeting may be recorded, filmed, photographed, or broadcasted unless the public and press are lawfully excluded.

AGENDA:

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| 1. Welcome, apologies for absence, acceptance of apologies and filming speech | 2 mins |
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| 2. Interests | 2 mins |
| a) To note Councillor's declarations of interest in any of the following agenda items. | |
| b) To consider any requests for dispensations | |
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| 3. Minutes: To approve minutes of ordinary meeting held on 05.08.26 as a true and accurate representation | 2 mins |
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| 4. Reports | 10 mins |
| a) SCC/MSDC Cllr Stringer | |
| b) Public Participation - to receive questions and representations from members of the public. | |
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| 5. Planning matters: | 10 mins |
| a) Applications: DC/26/03499 Land To North West Of, Mason Court (Known As Old Engine Meadow), Mendlesham Application for the Modification of a Section 106 Planning Obligation - Variation of S106 legal agreement dated 26.02.20218 relating to Outline Planning Permission 4242/16 to allow 100% shared ownership staircasing. | |
| DC/26/03854 - 23 Glebe Way, Mendlesham, Stowmarket, Suffolk IP14 5TL Householder Application - Convert an integral garage to provide increased living Space | |
| DC/26/03946 - Dreams Park , Land On The South-East Side Of Brockford Road , Mendlesham, Stowmarket IP14 5NU Planning Application - Change of use of agricultural land for the siting of 8 x permanent residential Gypsy and Traveller pitches, with associated entrance gates, boundary treatment, hardstanding, landscaping and infrastructure. | |
| DC/26/04085 - 3 Old Orchard, Mendlesham, Stowmarket, Suffolk IP14 5TY Notification of Works to Trees in a Conservation Area - Reduce 1 No. Walnut (T1) by 30% | |
| b) Correspondence: | |
| c) Decisions: DC/26/03259 Land East Of, Old Station Road, Mendlesham, Suffolk Discharge of Conditions Application for DC/24/04832 - Condition 28 (Access and Footway Works). – <i>APPROVED</i> | |

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DC/26/01815 Former St Josephs Centre, Old Station Road, Mendlesham, Suffolk

Full Planning Application - Erection of domestic garage. – *GRANTED*

DC/26/03679 34 Old Market Street, Mendlesham, Stowmarket, Suffolk IP14 5SA

Application for works to trees in a Conservation Area - Coppicing to hazel tree in the garden of 34 Old Market Street to allow a new fence to be erected with neighbouring garden at 30 Old Market Street. Tree is approximately 32m north of back wall of property which equates to approx two thirds of the way down the garden. – *MSDC DOES NOT WISH TO OBJECT*

DC/26/03684 Mendlesham Post Office And Village Store, 48 Old Market Street,

Mendlesham, Stowmarket Suffolk IP14 5SA Notification of works to Trees in a Conservation Area - Re-pollard 1 No. Willow tree – *MSDC DOES NOT WISH TO OBJECT*

DC/26/03661 Land East Of, Old Station Road, Mendlesham, Suffolk Discharge of Conditions Application for DC/24/04832 - Condition 34 (Cycle Storage and Charging) – *APPROVED*

DC/26/01166 The Gatehouse, Norwich Road, Mendlesham, Stowmarket Suffolk

IP14 5NE Full Planning Application - Erection of single storey front extension, new pitched roof to replace existing and external insulation with render finish – *GRANTED*

d) Any other planning matters:

To consider request from Green Access Officer at Suffolk County Council to install an A1 interpretation panel in Mendlesham to promote the 'Mid Suffolk Footpath' from Hoxne to Stowmarket and help walkers learn more about the route.

6. Reports

2 mins
(each)

- a) Clerks report, including any decisions taken under delegated powers
- b) Chairs report
- c) Questions to the Chair

7. Playing field matters

10 mins

- a) To receive and consider advice provided by installation company regarding MUGA surface
- b) To consider any playing field matters requiring a decision.

8. Mendlesham Parish Council: Financial matters

10 mins

- a) To confirm payment of invoices
- b) To confirm bank reconciliation as at 31.08.26
- c) To receive the External Auditor's Report and Certificate for the Annual Governance and Accountability Return (AGAR) from PKF Littlejohn, to note any comments made by the External Auditor and to confirm publication of the results.
- d) To consider transferring surplus funds from the Council's current account to its savings account.
- e) To consider any urgent financial matters requiring a decision.

9. Traffic calming measures

10 mins

- a) To receive an update following meeting with Community Liaison Engineer, Suffolk Highways
- b) To consider and agree any action the Parish Council wishes to take regarding potential traffic calming measures.

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10. Requests from Members of the Public / Community Groups

10 mins

a) To consider a request from a resident for the naming of the currently unnamed road off Oak Farm Lane and to consider whether the Parish Council wishes to support the request.

b) To consider a request from a community group for the installation of a rubbish bin in the Parish Council-owned Community Woodlands, in light of litter and dog waste being left in the area, and to consider the installation cost, arrangements for emptying and maintenance, staff implications and ongoing costs.

11. Community Land Trust

10 mins

a) To receive an update following an informal meeting between Councillors and the Community Land Trust (CLT) regarding the potential sale of land at Mendlesham Green for social and affordable housing.

b) To consider obtaining an independent RICS valuation and progressing discussions towards a potential disposal.

12. Parish Councillor – Vacancy

5 mins

To consider and co-opt a new Councillor to fill the current vacancy

13. Parish Councillor – Request for approval of absence

5 mins

To consider and decide upon a Councillor's request to approve the reason (personal circumstances) for their non-attendance at Council meetings for a period of six months.

14. Matters for consideration at the next meeting

2 mins

Amy Johnson

Parish Clerk 02.10.26