MENDLESHAM PARISH COUNCIL
Notice of Ordinary Meeting
Wednesday 4 November 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.

Planning applications: Full details, plans, and documentation for all planning applications listed on this agenda can be viewed online via the Mid Suffolk District Council Planning Search Portal by entering the relevant reference number at: https://planning.baberghmidsuffolk.gov.uk/online-applications/

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 consider any requests for dispensations

3. Minutes: To approve minutes of ordinary meeting held on 07.10.26 as a true and accurate representation 2 mins

4. Reports 10 mins
a) SCC/MSDC Cllr Stringer
b) Public Participation - to receive questions and representations from members of the public.

5. Planning matters: 10 mins
a) Applications**: DC/26/04449 - 30 Front Street, Mendlesham, Stowmarket, Suffolk IP14 5RY** Application for works to trees in a Conservation Area - T1 Ash - Crown reduce the height and spread by approximately 2-2.5m back to previous points. T2 Silver birch - Crown reduce the height and spread by approximately 1.5-2m and shape.
b) Correspondence:
c) Decisions:
DC/26/03854 23 Glebe Way, Mendlesham, Stowmarket, Suffolk IP14 5TL Householder Application - Convert an integral garage to provide increased living space – *GRANTED*
DC/26/03258 Land East Of, Old Station Road, Mendlesham, Suffolk Discharge of Conditions Application for DC/24/04832 - Condition 27 (Off-Site Highway and PROW Improvements) – *REFUSED*
DC/26/04085 3 Old Orchard, Mendlesham, Stowmarket, Suffolk IP14 5TY Notfication of Works to Trees in a Conservation Area - Reduce 1 No. Walnut (T1) by 30% - *MSDC DOES NOT WISH TO OBJECT*

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DC/26/03331 Land East Of, Old Station Road, Mendlesham, Suffolk Discharge of Conditions Application for DC/24/04832 - Condition 39 (Fire Hydrants) – *REFUSED*
DC/26/03613 Land North East Of, Chapel Road, Mendlesham, Suffolk Discharge of Conditions Application for DC/23/03187 - Condition 7 (Energy and Sustainability Statement). – *REFUSED*
d) Any other planning matters:
To consider a formal Street Naming and Numbering consultation from Mid Suffolk District Council (Ref: SN/26/00305/SNL) for the development at Land East of Old Station Road, and to determine the Parish Council's official response.

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 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 30.09.26
c) To commence budget for year 2027/28
d) To consider approving an additional mid-year expenditure for the RialtasWeb cloud-hosting add-on, enabling secure read-only access for Councillors to improve financial reporting oversight and understanding.
e) To consider any urgent financial matters requiring a decision.

9. Traffic Calming Measures: Progress on Actions 10 mins
a) To receive updates on agreed actions from the last meeting regarding potential traffic calming measures.
b) To consider any new data or information received as a result of those actions and agree any next steps.

10. Play Equipment RoSPA Inspections: 10 mins
a) To note the 15-day administrative deadline imposed by Mid Suffolk District Council (MSDC) to secure an inspection window, and to ratify the Clerk's provisional response requesting a February 2027 slot subject to formal council confirmation.
b) To consider quotes for the annual play equipment safety reports and determine whether to formally appoint MSDC or an alternative provider.

11. Allotments 5 mins
a) To consider an application for the transfer of an allotment parking space tenancy to a new occupant.

12. Matters for consideration at the next meeting 2 mins

13. Exclusion of the Public and Press 2 mins
To consider passing a resolution under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and press from the remainder of the meeting. This is due to the confidential nature of the business to be transacted, which involves the review of internal operational data protection records.

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14. Confidential Data Protection Update *(In Camera)* 10 mins

a) To receive a verbal report from the Clerk regarding an update to the council's internal Personal Data Breach Register.

b) To review and note the containment and preventative actions implemented.

Amy Johnson Parish Clerk 29.10.26