

Mendlesham Parish Council

An Extra Ordinary Parish Council meeting was held in the Old School Room, Mendlesham, Wednesday 17 April 2024 at 7pm.

1. Present: Cllrs A Davey (Chair), H Orton, E Ward, D Foster, N Foster, C Orton, D Lummis, A Johnson (Clerk) and 3 members of the public.

Apologies: Cllrs S Judd (personal reasons), S Hyde (personal reasons), P Allen (personal reasons)

Acceptance of apologies: Confirmed.

The filming statement was read out.

2. Declarations of interest:

a) To note Councillor's declarations of interest in any of the following agenda items.

Cllrs D Foster and N Foster disclosed non-pecuniary interest in relation to the 50 50 shop decisions due to being a neighbouring property

b) To agree to any dispensations with regard to declarations of interest. Not required.

3. Responsible Finance Officer

a) Proposal to appoint Amy Johnson as Responsible Finance Officer wef 1.4.24

Unanimously confirmed

b) Proposal to update MPC Bank accounts so that Amy Johnson has full authorised signatory powers, including online access and is the contact point/address for Mendlesham Parish Council.

Unanimously confirmed

4. Minutes:

a) Extra-Ordinary Meeting 27.3.24. Pages 2130-2133 inclusive were unanimously agreed as a true and accurate representation of the meeting, signed and dated by the Chairperson.

5. Reports

a) Police report: None

b) SCC/MSDC Cllr Stringer: See reports as appended to these minutes.

c) Public forum - to receive written questions and matters of concern: None

6. Mendlesham Parish Council: Financial matters

a) To confirm payment of invoices

Payment of the following invoices was unanimously confirmed.

OL	43.92	Admin March 24 *
DD	87.06	Nest March 24
OL	408.56	March 24 Street Cleaning *
OL	1138.13	Admin March 24 *

DD	9.19	Google workspace fee
OL	26.00	A Johnson 1/12 th annual payment for use of home as an office
OL	390.22	J Lawes Ltd equipment for mess free Mendlesham weeds
OL	625.15	PAYE Quarter 4 2024
OL	31.75	Environmental Agency General Drainage Charges
OL	8.35	S Jones expenses
OL	556.46	SALC Membership Subscription 2024/25
OL	230.40	Rialtas Software Annual Support and Maintenance Licence from 1.4.24 to 31.3.25
OL	180.00	Community Land Trust Membership 24/25
OL	26.83	Petrol for Woodland Lawn Mower
OL	60.00	URC Chapel 27.3.24 and 15.4.24
OL	33.87	H Orton expenses for Annual Parish Meeting April 24

Note: *salaries paid 11.4.24 see Financial standing orders 7.2

b) Any other urgent financial matters: none

7. Planning matters:

a) Applications:

DC/24/01357 Potters Farm, Cotton Road, Mendlesham, IP14 5SR Planning Application. Retention of change of use of a farm building to a space suitable for short term holiday lets.

Unanimously agreed to recommend approval

b) Appeals:

TOWN AND COUNTRY PLANNING ACT 1990 APPEAL UNDER SECTION 78 Appeal Reference: APP/W3520/W/24/3337938 Appeal by: Mr Moss And Miss Humphreys Proposal: Full Planning Application - Change of use of land for grazing of horses, and erection of stables with new vehicular access. Location: Land Adjacent To, 17 Brockford Road, Mendlesham, IP14 5SG Appeal Start Date: 27/03/2024 Response deadline 1.5.24.

Unanimously agreed to recommend refusal. To reiterate previous application response.

Cllr to assist with draft response including the following:

- Not in accordance with Mendlesham Neighbourhood Plan, MSDC Local plan nor National Planning Policies
- Impact on neighbouring Burial Ground
- Ecological, Environment and Health impact – potential for contamination to the River Dove
- Flooding, including photograph of current building submerged in

- flood water following Storm Babet. Further significant highway flooding occurred January 2024
- Public footpath proximity
- Suggestions to mitigate raised concerns if the appeal is approved

c) Results: DC/24/00570 Application under Section 73 of The Town and Country Planning Act 1990 - Variation of Condition 2 (Approved Plans and Documents) of planning permission DC/21/00973 dated: 22/02/2021 - Change of Use of land and erection of a detached holiday let (following removal of existing building) and siting 4No holiday pods; Erection of cartlodge to serve Perkins Farm. To allow revised style of holiday pods, inclusion of CIL phasing plan and reduced size of garage/store Perkins Farm, Tan Office Lane, Mendlesham, Stowmarket Suffolk IP14 5RL - granted

d) Correspondence: Neighbourhood Plan Wetheringsett Cum Brockford Consultation on the submission draft Wetheringsett cum Brockford NP 2022 – 2037 Regulation 16 of the Neighbourhood Planning (General) Regulations 2012 (as amended) – consultation period ends 4pm Friday 3 May 2024

Unanimously agreed to respond noting that Mendlesham should be in concert with Wetheringsett Cum Brockford regarding issues affecting both Parishes. Cllr to assist with draft response

e) Any other planning matters

To note consultation period for National Grid Tilbury to Norwich started 10th April to end 18th June 2024

8. Reports

a) Clerks report & delegated decisions

Finance:

Precept : Notification of payment of the first half of the Precept 2024-25 £26800.50 received. Payment now received.

Epson cashback promotion was available when new clerk printer was purchased. Claim has been approved and payment of £50 should be issued within 30 days.

PKF Littlejohn : Confirmation received and circulated to Parish Councillors of external audit requirements 2023/2024 AGAR. Deadline for submission 1 July 2024.

UK Power Networks LV Mains from 1.4.24 to 31.3.25 cheque received (and banked) £55.80

MSDC: Notification of payment of Neighbourhood Parish Payment April 2024 £18,595.71 received.

Delegated decisions: None

Correspondence:

Member of public from Debenham has asked for basic details in relation to the E-news so that he can build a case to put forward to Debenham Parish Council for using a similar system. So far 2 pcllrs have approved – any others happy to go ahead or have any issues?

Birketts has requested proof of ID from Amy Johnson as new clerk.
Details received from National Grid to confirm Statutory Consultation for Norwich to Tilbury: 12:00 noon on Wednesday 10 April 2024 until 11:59pm on Tuesday 18 June 2024. To be a future agenda item.
Email received from Director/ Volunteer - Wild Heritage Suffolk CIC
Seeking land for use as a community garden and social hub. Note: if this is to be considered this will need to be a future agenda item.

b) Chairs report: none

c) Questions to the Chair: none

9. Playing field matters:

a) 50 50 shop and football store building complex:

i) Report – to include fire assessment

Fire assessment pending

ii) To note works carried out

Works carried out including encapsulating asbestos panels, fixing guttering and downpipe, clearing scrub on and around the building.

iii) To note electrical safety tests

Pending response from electrical company

iv) To agree a way forward

Unanimously agreed that once fire assessment and electrical testing has been completed and is satisfactory the building can be reopened for use

v) Request for storage of Parish Party boxes

Parish Party to make request directly to Mendlesham Community Charity for storage in the 50 50 shop building

b) Mendlesham Green Playing field

i) Report

To note works on playingfield equipment completed

ii) To note surplus from grants received and agree a way forward

Surplus to be spent on paint for other play equipment

c) To consider requests for parking on the Playingfield

Request for parking on playingfield for event on 6th May unanimously approved, to include use of changing rooms toilets.

d) Outstanding financial matters

Outstanding unpaid invoices noted

e) Any other playing field matters

Blocked drain in playingfield attended and resolved by Anglian Water. Chamber in field believed to require a new manhole lid. Cllr to inspect and confirm if only lid is required or lid and biscuit.

10. Emergency Plan:

a) Report

Report as appended to these minutes. To note new template for Emergency Plan has been received.

b) To appoint Emergency Planning Co-ordinators for Mendlesham, Mendlesham Green and outlying areas

Unanimously agreed to appoint D Nunn as Co-ordinator for Mendlesham Green and P Andrews for Mendlesham, pending P Andrews viewing the report.

c) To appoint EP officers

Unanimously agreed to appoint all Parish Councillors and those on Emergency Plan list

d) To confirm proposed amendments and provide any further information as required at present

Proposed amendments unanimously confirmed

11. Scout Hut:

a) Report

See report as appended to these minutes

b) Propose serving notice under s123 Local Government Act 1972 for disposal of land

Unanimously agreed

c) Any other matters: None

12. 34th Bomb Group Memorial

a) Report

See report as appended to these minutes

b) Proposal to undertake a project to provide a replacement US 34th Bomb Group Flag

Unanimously refused as further clarity needed

c) Proposal to accept the grant offer from Daughters of the American Revolution for a replacement flag

Unanimously refused as further clarity needed

d) Any other matters: none

13. Allotments

a) Report to include hirer request to provide some form of hard standing for car parking

See report as appended to these minutes

b) To agree a way forward

Unanimously refuse the request to provide some form of hard standing for car parking due to being allotment land and any changes must be applied for through the courts.

Unanimously agree to advise it is the Parish Councils understanding that resident are responsible for maintaining the road surface as right of way users.

14. SCC Local Transport Plan Consultation

a) Report

See report as appended to these minutes

b) Proposals further to report

Unanimously agreed to send response pending re-wording from the Chair

15. Bus Services

a) Report

See report as appended to these minutes

b) Proposals further to report

Unanimously agreed proposals as per report

16. Devolution Consultation

a) Report

See report as appended to these minutes

b) Proposals further to report

Cllr N Foster to draft response and circulate ahead of next meeting for approval

17. Container storage

a) Reports for requesting use of storage container

i) Mess Free Mendlesham items

Currently no available space in the container for storage. Inventory of items noted.

b) Proposals further to reports

Unanimously agreed to dispose of any 'scrap' metal by way of sale or exchange.

18. Asset Inspection

a) Report

13 March 2024: with apologies from Cllr Judd, an Asset inspection was carried out by Cllr Hyde, Amy Johnson, Parish Clerk and Sharon Jones (ex-parish clerk) .

Mendlesham Green:

Bus shelter: the need for barge boards to be stained and repairs to the roof have been reported for many years. It was noted that currently there were no bus services visiting Mendlesham Green and there had been no significant deterioration since last year. No action proposed.

Allotments and Meadow behind the Chapel: No action proposed.

Village sign: in need of a clean. Volunteers?

Telephone Box/defib. In need of a clean and maybe a touch up/new coat of paint? Volunteers?

Seats, Scout Hut, Allotments: no action proposed.

Playingfields: no action proposed other than the replacement equipment already in hand.

Mendlesham:

Jubilee Gardens: Village Sign pointing work to base as previously discussed still required. Action?

Jubilee Gardens: seat in need of re stain? Volunteers?

Woodland, playingfields, War Memorial not checked as separate arrangements on place to do this.

b) Proposals further to report

Cllr Ward to arrange re-painting of telephone box

Village sign to be cleaned by Mess Free Mendlesham group

Re-pointing of bottom of village sign – Cllr Davey to contact tradesman

Cllrs Foster to arrange re stain of seat

19. Any other business: matters of report and future agenda items

None

Meeting closed 8.27pm.