

## **Mendlesham Parish Council**

An Ordinary Parish Council meeting was held in the Old School Room, Mendlesham, Wednesday 2 October 2024 at 7.00pm.

**1. Present:** Cllrs H Orton (Chair), C Orton, D Foster, N Foster, E Ward, S Hyde, A Johnson (Clerk)  
MSDC/SCC Cllr A Stringer

**Apologies:** Cllr A Davey (personal reasons), P Allen (personal reasons), S Judd (personal reasons), D Lummis (personal reasons)

**Acceptance of apologies:** Confirmed.

Filming speech was not read out as no members of public present.

### **2. Interests**

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

None declared

**b) To agree any dispensations regarding any declarations of interest**

None required

### **3. Minutes:**

Minutes of Ordinary Meeting 04.09.24, pages 2163-2166 (inclusive), were unanimously agreed as a true and accurate representation of the meeting, signed and dated by the Chairperson.

### **4. Reports**

**a) SCC/MSDC Cllr Stringer**

See report as appended to these minutes

**b) Public forum - to receive written questions and matters of concern**

Issues of flooding has been raised, particularly on the road from Mendlesham to Stowupland and around the area of Chapel Road. Cllr Stringer advised work in progress and ongoing for Chapel Road and provide a statement to be circulated to residents.

### **5. Reports**

**a) Clerks report & delegated decisions**

See report as appended to these minutes.

Actions to follow: Clerk to find previous playquip inspection report and cost

Cllr Foster delegated to continue communications regarding new bus service and find details of conservation mower and any servicing required.

**b) Chairs report**

See item 4.b) regarding flooding.

Outstanding payments for playingfield pitch use – Action Clerk: provide total figure outstanding to Chair

**c) Questions to the Chair**

None

### **6. Mendlesham Parish Council: Financial matters**

**a) To confirm payment of invoices**

DD	97.82	Nest September 24
OL	179.31	September 24 Street Cleaning
OL	1151.63	Admin September 24
OL	173.58	Admin September 24
DD	9.20	Google workspace fee
OL	26.00	A Johnson 1/12 <sup>th</sup> annual payment for use of home as an office
OL	2405.14	Vertas Ground Maintenance 01/10/2024 - 31/12/2024
OL	131.49	A Johnson – August 2024 (outstanding net amount due to HMRC application error)
CHQ	30.00	Mendlesham URC hire for 3rd July 2024 – <i>already approved 7.8.24</i>
OL	42.00	SALC – training for recruitment of cllrs
OL	504.00	PKF Littlejohn LLP – external audit
OL	242.07	HMRC PAYE Q2 2024-25

**b) To approve authorised signatories to be registered for online banking**

Cllr H Orton to be added for online banking access as already a signatory.

**c) i) To note the pc bank reconciliation report as at 31.7.24**

Noted

**ii) To consider the pc management report as at 31.7.24**

Noted

**d) Any other urgent financial matters**

Bus Service Improvement Plan 2 (BSIP2, formerly BSIP+) Stakeholder Led Scheme Grant Funding Agreement Between Suffolk County Council and Mendlesham Parish Council unanimously approved.

**7. Planning matters:**

**a) Applications:**

**DC/23/03187 - Land North East Of, Chapel Road, Mendlesham**

Submission of Details (Reserved Matters) application and Discharge of Conditions 8, 16, 17 and 26 under Outline Planning Permission DC/19/05915 for approval of Scale, Layout, Appearance and Landscaping in relation to erection of 20 dwellings, associated internal roads, parking, drainage infrastructure, open space and landscaping.

**DC/23/04608 - Land North East Of, Chapel Road, Mendlesham, Suffolk** Submission of Details (Reserved Matters) and Discharge of Conditions 8, 16, 17 and 26 for Outline Planning Permission DC/19/05915, for the erection of 20no dwellings associated internal roads, parking, drainage infrastructure, open space and landscaping. (Matters of scale,

layout, appearance and landscaping to be considered). Alternative application to DC/23/03187

**DC/24/03872 - Woodfield, Mendlesham Green, Mendlesham, Stowmarket Suffolk IP14 5RJ** Householder Application - Erection of a single storey rear and side extensions (following demolition of conservatory)

**DC/24/03935 - 4 Church Road, Mendlesham, Stowmarket, Suffolk IP14 5SF** Notification of works to Trees in a Conservation Area - Reduce crown of 1 No. Birch (T1) by up to 3m. Reduce crown of 1 No. Willow (T2) by up to 5m.

**DC/24/03453 - Plot 4, Mendlesham Road, Wetheringsett Cum Brockford** Full Planning Application - Change of use of amenity land to a site for a Gypsy / Traveller family consisting of two static caravans, a touring caravan and ancillary works (retention of Access and Hardstanding).

**DC/24/04208 - Land Opposite Hill House, Norwich Road, Mendlesham** Free Standing advertisement for Bayfield Homes

**DC/24/04209 - Land At, Corner Of Blue House Lane And A140, Mendlesham** Application for Consent to Display Advertisements. Free Standing advertisement for Bayfield Homes

***See full responses in document appended to these minutes***

**b) Results:**

**DC/24/02467 The Siding, Oak Farm Lane, Mendlesham, IP14 5TE** Planning Application - Change of use of land to a single pitch gypsy and traveller residential site for the siting of up to 3no static caravans and 3no touring caravans on previously developed land, refurbishment and relocation of existing building to act as day room and ancillary works.

**PLANNING PERMISSION HAS BEEN REFUSED**

**DC/24/03525 Land South Of, Chapel Road, Mendlesham Discharge of Conditions Application for 4242/16** - Part-discharge of Condition 12 (Construction of Carriageways) in relation to plots 1-18 only and part iv of Condition 21 (Contamination Report) **Approved**

**DC/24/03313 Ashes Farm, Oak Farm Lane, Mendlesham, Stowmarket Suffolk IP14 5TE** Application to determine if Prior Approval is required for a proposed Change of Use of Agricultural Buildings to Dwellinghouses (C3) and for building operations reasonably necessary for conversion. Town and Country Planning (General Permitted Development) (England) Order 2015 as amended Schedule 2, Part 3, Class Q - Conversion of barn to form 2No dwellings. **Formal Approval IS required - Approved**

***All results read out and noted***

**c) Correspondence:**

None

**d) Any other planning matters**

None

**8. Remembrance Day: to make arrangements for Remembrance Service**

Mr Nunn has confirmed he will purchase the wreaths for the Remembrance Service. Chair is unable to attend service, Vice-Chair to be asked to lay a wreath on behalf of the PC.

## **9. Speeding/Traffic Cameras**

### **a) Report**

A need has been identified for erected traffic cameras at designated points through the village. There is currently no existing post on Brockford Road that is suitable to hold a traffic camera. A location has been identified and would need to have a post erected.

### **b) To approve any action required**

Speed cameras to be erected at the two existing sites, Chapel Road and Old Station Road. Action Clerk to find out if SCC undertake erection of poles and enquire about any grants available.

## **10. Emergency Plan**

### **a) Report**

Good progress is being made, Rest Centre training is being provided by Suffolk County Council. Noted that Mendlesham Green does not currently have anywhere suitable to be a designated Rest Centre. The emergency boxes need updating with a number of items needing to be replaced. A resilience leaflet will be created and distributed.

### **b) To approve any action required**

Quotes for replacement items to be obtained and presented to the council in due course.

## **11. Parish Councillor Recruitment: to consider approach for filling Councillor vacancy**

Chair to coordinate and put into place actions to advertise the vacancy and support available once the vacancy has been filled.

## **12. Any other business: matters of report and future agenda items**

None

Meeting closed 21.00pm.