

Mendlesham Parish Council

An Ordinary Parish Council meeting was held in the Old School Room, Mendlesham, Wednesday 2 July 2025 at 7pm.

1. Present: Cllrs A Davey (Chair), S Hyde, D Lummis, P Allen, D Foster, N Foster, E Ward, C Orton and A Johnson (Clerk).

2 members of the public

Apologies: Apologies: S Judd (personal reasons), H Orton (personal reasons), MSDC/SCC Cllr A Stringer (personal reasons)

Acceptance of apologies: Confirmed.

Filming speech was read out.

2. Interests

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

Cllrs Foster declared a non-pecuniary interest in item 11 due to being members of the CLT and item 8.c as members of the patient participation group for Mendlesham Health Centre.

Cllr Ward declared a non-pecuniary interest in item 11 due to being a member of the CLT.

b) To agree any dispensations regarding any declarations of interest

None required – noting Cllrs Foster and Cllr Ward would not be able to vote on any motion relating to CLT.

Clerks note: see Standing Orders 3.u and 13.c and Code of Conduct 6. and Mendlesham Parish Council 'Meeting document' Clerk advise to Chair was that Cllrs Foster and Cllr Ward could present the report on behalf of the CLT but have no voting rights on any decision and did not have to leave the room.

Cllr Allen raised a query over whether the interests declared by Cllrs Foster and Cllr Ward were pecuniary or non-pecuniary in relation to their membership of the CLT. The Chair described Cllr Allen as disruptive. Cllr Allen chose to leave the meeting at 7.07pm as if it had gone to a vote, Cllrs Allen's opinion was that it would damage the meetings progress and the public perception of the Parish Council.

3. Minutes: To approve minutes of ordinary meeting 4.6.25 as a true and accurate representation

Pages 2202 – 2209 inclusive were unanimously approved and signed by the Chair as an accurate representation.

4. Reports

a) SCC/MSDC Cllr Stringer

Reports taken as read with no comments.

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

None

5. Planning matters:

a) Applications: DC/25/02709 - 6 Glebe Way, Mendlesham, Stowmarket, Suffolk IP14 5TL Householder Application – Erection

of a 5M x 3M single storey extension to accommodate a wheelchair accessible shower, washbasin and WC, porch and ramp to new front door

The Parish Council unanimously support this application with no objections or comments.

b) Correspondence: None

c) Results: None

d) Any other planning matters: None

6. Reports

a) Clerks report & delegated decisions

Finance:

Confirmation has been received that the Virgin Money Business 95 day Notice Account is now open. It has been opened with only two signatories, myself and H Orton, and I am in the process of updating this so that other signatories are added as per the other PC accounts. See agenda item 8.d for request to transfer funds.

Documents for External Audit have been submitted to PKF Littlejohn and an auto-response has been received to confirm receipt.

Accounting package with Rialtas is going through some 'modernisation' updates. Their aim is to make it more user friendly and include some new reports and analysis. They are also looking at bringing in an online booking system for rentable facilities (i.e. could be used for MUGA hire) which aims to be launched later in the year. Some updates are only available with certain packages/subscriptions so may not be included in our current package.

Delegated decisions:

None

Correspondence:

Permission has been requested for a non-fixed bench to be put on the allotment(s) that Mr Clements rents out to celebrate his 80th Birthday this month. Noting Mr Clements volunteers his time for the maintenance and general upkeep of the allotments.

Following a meeting with Chair of Mendlesham FC and Cllr Lummis, the requirements for pitch use next season was discussed and agreed. It was also agreed that there was scope for PM availability for Stowmarket FC to use the pitch(es) as well, noting a polite reminder to be given to them to take care with the equipment provided and to use the ball stop net.

Reminder – my Jury service is due to begin Monday 7th July. Emails will be briefly checked as agreed but I will be mostly unavailable. I will make it known amongst Councillors, and posted publicly, once the Jury service has ended.

b) Chairs report

None

c) Questions to the Chair

None

The Chairperson moved to rearrange agenda item 7.e 'Any other playing field matters' to be discussed ahead of other items due to interested public attendance.

7. Playingfield matters

e) Any other playing field matters

The netball team that have hired the MUGA and changing rooms for their latest season request reassurance that the issues with the changing rooms, as highlighted throughout their use, are going to be resolved ahead of the beginning of the new season. The Chair gave confirmation that the Parish Council is and will be looking into this to resolve.

7.32pm 2 members of the public left.

a) To consider request from Mendlesham Memorials Playingfields Charity for equipment repairs/maintenance costs

It was unanimously approved for the bearing to be replaced on the roundabout at Mendlesham with costs paid by the Parish Council. The backing board for the basketball hoop was approved to be replaced by a treated piece of board.

It was agreed to engage the community with the cleaning of the play equipment and to ask if the Scouts could participate. *Action: Clerk*

b) To receive update on outstanding invoices and items in the container belonging to previous user

A 7 day notice to clear belongings in the container to be issued. If not cleared Clerk to use delegated powers to purchase a replacement padlock and extra keys. Outstanding invoices remain unpaid.

c) To receive report on changing rooms and consider action required

Report as appended to these minutes.

It was unanimously agreed to take the MFC Chairman up on the offer of arranging their contact to inspect and provide a professional opinion, from which the Parish Council can request and obtain quotes for works required.

d) To note Mendlesham Playingfield Memorial Charity have agreed, with the Mendlesham Community Centre Charity, to align their objectives

Noted

8. Mendlesham Parish Council: Financial matters

a) To confirm payment of invoices

Unanimously approved

DD	88.71	Nest June 25
OL	188.87	June 25 Street Cleaning
OL	1,186.17	Admin June 25
OL	26.00	Clerk 1/12 th annual payment for use of home as an office
OL	350.00	Internal Audit Parish Council year end 31.3.25

OL	40.00	Internal Audit Mendlesham Community Centre Charity year end 31.3.25
OL	2,681.72	Vertas Ground Maintenance – 01/04/2025 – 30/06/2025
OL	619.61	Mess Free Mendlesham – barriers and cone signs (<i>note: grant to be received to cover cost</i>)
OL	66.82	Clerk mileage expenses – drop off and collection of internal audit documents
OL	2,681.72	Vertas Ground Maintenance – 01/07/2025 – 30/09/2025
OL	794.88	HMRC PAYE Q1
OL	34.45	B Gardiner – fuel for mower

b) To consider Annual Internal Audit report and any actions required

Report noted with no actions required

c) To consider requests for grants and CIL funding

See attached reports as appended to these minutes.

Grant request from Bacton and Mendlesham Primary Schools – to be referred to the Mendlesham Education Foundation in the first instance. If, after exhausting other funding options, another application would be made the Parish Council would require further information as per the Grants Policy.

Request for CIL funding from Mendlesham Health Centre – a Health Centre to go directly to MSDC for the application in the first instance.

Clerk to request guidance from the Infrastructure Team at MSDC.

d) Any other urgent financial matters

Approval requested for transfer of funds from our 'current' account into the newly opened 95day notice savings account. The amount of £80,756.05 was unanimously approved. This is the closing balance of the PC previous notice account.

9. Flooding

a) Report

See report as appended to these minutes.

It was agreed to follow up works to be completed by landowner and SCC/EA.

It was unanimously agreed to pursue further investigations with officer from River Waveney Trust. Noting that no decisions are to be made until further information is presented to the Parish Council.

b) Any other matters

Clerk to request Highways report from MSDC/SCC Cllr Stringer for Chapel Road investigations.

10. Mess Free Mendlesham

a) Report

"Change in Litter picking Methodology.

We have been litter-picking under the banner of "Mess-Free Mendlesham" for several years and it has been a real success in clearing our approach roads on a regular basis.

We have discussed the venture with our volunteers and there is a wish to change how and when picking takes place.

Up to now, we have picked as a group once a month.

It has now been decided that we could be more effective by smaller groups taking on certain approach roads and picking when needed and convenient to them.

The situation is now as follows:

{Table including volunteer details redacted for confidentiality}

It is necessary to amend the existing risk assessment and it is attached at Appendix A for discussion and approval."

It was unanimously agreed to update risk assessment according to new requirements. Noting that there needs to be a consistent message to all volunteers each time they begin.

b) Any other matters

None

11. Community Land Trust

a) To receive a report from CLT

See report as appended to these minutes

b) To consider any action required

It was unanimously agreed in principle that the Parish Council would be prepared to receive a request to sell PC land to the CLT following further investigations being carried out and information presented. It was emphasised that this bears no commitment to sell at any time and would only be considered once the PC has received all information that is required to make an informed decision.

Clerks note: Cllrs D & N Foster and Cllr Ward presented the report on behalf of the CLT but did not vote on any decision.

c) Any other matters

None

12. To Co-opt a Mendlesham Parish Councillor

Postponed until future meeting to allow candidate to be present

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

Farmer that cuts PC land in Mendlesham Green for hay has requested permission to apply 'weed killer' to target docks in Spring 2026 and offered to cut the hedging and trees along the far boundary once nesting season is over.

Meeting closed 8.50pm