

## **Mendlesham Parish Council**

An Ordinary Parish Council meeting was held in the Old School Room, Mendlesham, Wednesday 3<sup>rd</sup> September 2025 at 7pm.

**Present:** Cllrs N Foster (chair), D Foster, S Hyde, H Orton, E Ward, M Brennan, P Allen, D Lummis, C Orton, A Davey and A Johnson (Clerk).  
1 member of public.

**1. Apologies:** Apologies: S Judd (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.**

Cllr Ward declared an interest in agenda item 10 due to being a member of the CLT

Cllrs Foster declared an interest in agenda item 10 due to being members of the CLT

Cllr Allen declared an interest in agenda item 5.a planning application due to being the applicant.

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

Dispensation has been granted to Cllr Ward and Cllrs Foster in relation to their membership of the CLT. They will be allowed to remain in the meeting for discussion however will not have any voting rights. This dispensation has been granted until the end of the election term.

**3. Minutes: To approve minutes of ordinary meeting 12.8.25 as a true and accurate representation**

Pages 2220-2221 were approved and signed by the chair as a true and accurate representation.

### **4. Reports:**

**a) SCC/MSDC Cllr Stringer**

Chair postponed this item until Cllr Stringers arrival

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

None

7.13pm Cllr Allen left the meeting

### **5. Planning matters:**

**a) Applications: DC/25/03364 - The Kings Head, Old Market Street, Mendlesham, Stowmarket Suffolk IP14 5SA - Application for Listed Building Consent - Replacement of Windows to front elevation**

It was unanimously approved to support the application with recommendation to follow any comments made by Heritage and Conservation.

7.15pm Cllr Allen returned to the meeting

**b) Correspondence:**

None

**c) Results: DC/25/02523 5 Church Road, Mendlesham, Stowmarket, Suffolk IP14 5SF - Householder Application - Installation of 2 no. rooflights to roof of existing garage building. – Permission has been GRANTED**

Noted

**d) Any other planning matters**

National Grid has submitted an application for a Development Consent Order for Norwich to Tilbury. The Planning Inspectorate now has up to 28 days to decide whether to accept the application. Noted this item will be a future agenda item dependant on the Planning Inspectorate decision.

**6. Reports:**

**a) Clerks report & delegated decisions**

Finance:

SCC £516.34 Grant received to cover cost (excluding VAT) of barriers/cone signage for Mess free Mendlesham. VAT to be reclaimed by the PC.

Delegated decisions:

None

Correspondence:

Scouts are happy to arrange a 'clean up' of play equipment following advice on inspection reports, including the addition of the telephone box. A date needs to be arranged, along with any required supplies, but if a Cllr (or Clerk) is available on the date just to have a meet up would be beneficial, no need to stay the duration.

I have received a number of messages regarding over grown trees/hedges throughout the village, although it has been nesting season, however the issues seems to be these pieces of land don't seem to have an obvious owner. I have checked with MSDC/SCC in case they were council owned land but they are not, and next steps will be enquiring with land registry to see if the land areas are indeed registered and owned

**b) Chairs report**

None

**c) Questions to the Chair**

None

7.28pm MSDC/SCC Cllr Stringer arrived.

**7. Playingfield matters:**

**a) i) To review cleaning arrangements for the changing rooms**

The school have refused to include the changing rooms as part of their cleaning schedule. The PC is to take action to resolve.

**ii) To agree a way forward**

Cllr Allen, N Foster, D Foster and Clerk were unanimously given delegated authority to make a decision to take action following meeting at the changing rooms.

**b) To receive update on status of outstanding invoices**

All outstanding invoices have now been paid and received into the PC bank account.

**c) To review status of mower currently for sale**

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An offer has been received and accepted through eBay. The buyer is due to collect the mower on 16<sup>th</sup> September.

**d) Any other playing field matters**

The roundabout bearing has not been received. Clerk to chase.  
Missing brackets required for new goalposts for Mendlesham Green to be acquired imminently.

**4. Reports:**

**a) SCC/MSDC Cllr Stringer**

Reports as appended to these minutes.

It was unanimously agreed for a meeting to be arranged with the URC in relation to the building. Cllr Stringer to circulate date for Clerk any available Cllrs to attend.

**8. Financial matters:**

**a) To confirm payment of invoices**

DD	102.99	Nest August 25
OL	219.67	August 25 Street Cleaning
OL	1,326.69	Clerk Salary August 25
OL	26.00	Clerk 1/12 <sup>th</sup> annual payment for use of home as an office
OL	3.60	Clerk – postage 1 <sup>st</sup> Class letter signed for
OL	16.79	J Lawes Ltd – wood for bus shelter Mendlesham Green
OL	15.00	Old School Room hire for 12 <sup>th</sup> August 2025
OL	9,760.00	Minibus & Coach hire – 1 <sup>st</sup> April – 30 <sup>th</sup> June 2025
OL	79.20	SALC – Councillor basics session 1 & session 2

**b) To confirm bank reconciliation as at 31.7.25**

This will be circulated via email and updated ahead of October meeting.

**c) Any other urgent financial matters**

None

**9. Skills audit of Councillors:**

**a) Report**

As a group of councillors, we have a whole variety of useful skills.

Anecdotally, we know what some of those strengths are but we don't really know the extent of who has experience in what particular areas.

Therefore, it would be useful for us to look at our skills and to identify where we might have more need for expertise or for further training. It will also help our cohesion and effectiveness as a group.

Please see the simple form below and I would be grateful if members could kindly complete it and send it back to Amy so we can look at the issue as a future agenda item.

Councillor (Name)

Strengths and Skills:

Would like more expertise or training on:

Projects or Themes to investigate and possibly take forward:

Cllrs to return in time for full agenda item in October.

**b) Any other matters**

None

**10. CLT:**

**a) Report – to include further information relating to potential purchase of land**

Please find appended to these minutes

**b) To approve any action required**

It was unanimously agreed for a group meeting to discuss with the CLT group to then bring back to a PC meeting for any decisions or actions required.

**c) Any other matters**

None

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

Mendlesham Bowls club will be making applications for upgrades including accessibility. PC will likely be approached for support.

Meeting closed 7.53pm