

## **Mendlesham Parish Council**

An Ordinary Parish Council meeting was held in the Old School Room, Mendlesham, Wednesday 1<sup>st</sup> October 2025 at 7pm.

**Present:** Cllrs N Foster (chair), E Ward, D Foster, S Hyde, M Brennan, H Orton, P Allen, D Lummis, A Davey, A Johnson (clerk) and MSDC/SCC Cllr A Stringer  
4 member of the public

**1. Apologies:** Apologies: S Judd (personal reasons), C Orton (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 Brennan declared a non-pecuniary interest in agenda item number 12 due to close proximity of residence to the land being discussed.

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

None required

**3. Minutes: To approve minutes of ordinary meeting 3.9.25 as a true and accurate representation**

Pages 2222-2225 were approved and signed by the chair as a true and accurate representation.

**The Chair moved to bring agenda items 9 & 12 forward due to public attendance and interest and combine discussion as related topics.**

### **9. Flooding**

**a) To receive update on areas under investigation by the Parish Council**

Report (covering agenda items 9 & 12) as appended to these minutes was read out for the benefit of the public.

*7.17pm 1 member of the public arrived*

**b) To approve any action required**

Action recommended in the report approved subject to confirming there has been advice from National rivers authority (*clerks note: NRA replaced by Environmental Agency in 1996*)

**c) Any other matters**

None

### **12. Woodland at Mendlesham Green**

**a) Report**

See item 9 – appended report covers items 9 & 12.

**b) To approve any action required**

A valuation of land before and after potential development of woodland to be obtained before approval. It was unanimously agreed to consult with parishioners.

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**c) Any other matters**

None

*7.20pm 2 members of public left the meeting*

**4. Reports:**

**a) SCC/MSDC Cllr Stringer**

Reports as appended to these minutes. *Action Clerk: circulate grants available*

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

MSDC had enquired regarding additional lighting and dog waste bin to be installed near the car park for Mason Court. The PC have no budget for this and unanimously agreed to refer the representative back through MSDC to take forward.

A resident has requested permission to grant access on to the playingfield in order for an arborist to cut a tree overhanging their property. It was unclear which land ownership the tree was under. Clerk to confirm and direct the resident to the relevant land owners.

Mendlesham Bowls Club is planning some major improvements at the clubhouse and grounds. They requested the PC support them by written statement clarifying that these improvements, particularly accessible ones, are needed. The PC approved supporting the bowls club by written statement on request. It was also confirmed that the PC were unable to make a monetary contribution according to the Grant Policy.

A resident had made comment that there are minimal signs on roads as they enter into the village. Clerk to take forward and provide detailed report to bring to the PC at a future meeting.

**5. Planning matters:**

**a) Applications: DC/25/03869 - St Josephs Centre, Old Station Road, Mendlesham, IP14 5RT Planning Application. Conversion of building to 1no dwelling**

It was unanimously agreed that the PC support the application for the building itself however, the PC do not support the positioning of the proposed garage as it would negatively impact the street view of Old Station Road.

**DC/25/03655 - Land At 3 Mill Terrace, Mendlesham Green, IP14 5RW Application for Outline Planning Permission. (All matters reserved) Erection of 1no self-build dwelling**

It was unanimously agreed to recommend refusal of this application. This application is outside the settlement boundary.

**b) Correspondence:**

Norwich to Tilbury application has been submitted and accepted by the planning inspectorate for consideration. There will be a chance for public and the PC to register and put forward their views on the application. The PC will circulate and publicise any information as they receive it.

**c) Results:**

**DC/25/03454 14 Ducksen Road, Mendlesham, Stowmarket, Suffolk IP14 5SE Householder Application - Erection of porch (part retention of). – GRANTED**

Noted that this application had not been received by the PC and therefore the PC had been unable to comment.

**d) Any other planning matters**

None

**6. Reports**

**a) Clerks report & delegated decisions**

Finance:

MSDC Part 2 Precept £28,925 received on 8/9

Mower sale £777.76 received 29/9

VAT return £1,477.83 for 1/4-31/7 submitted

Cheque for Stowmarket foodbank donation returned as incorrect address

– new cheque issued to be sent to address found on website

Delegated decisions:

None

Correspondence:

MSDC Community Governance Review submission window is 27/10 –

7/11. If the PC wish to take part then I recommend delegating a

person(s) to compile the submission for approval at the November

meeting in order to meet the deadline.

Bench at Mendlesham Green – Work is due to be completed over the Autumn to replace rotten wooden slats by a volunteer. It has been noted that the bench will need replacing in the 'not too distant future'.

I have attended a training module for the update to Assertion 10 that will apply to our audit for 2025/2026. The update relates to digital and data compliance. It requires all Parish Councils to use specific email and website domains. The PC are already registered for their gov.uk domain so no further action needs to be taken. The other requirement is website accessibility. Our IT Policy and Accessibility Statement will be reviewed and any amendments to be approved at a future meeting.

I attended an information forum held by Suffolk Highways with SALC on Flooding and drainage. This gave an insight into responsibilities of agencies and landowners. Some important points I noted were that the Capital budget had previously been shared with Footways, and as footways are more visible to the public they were often given priority, however now the footways have their own budget so the focus can be put on drainage. The age of the drainage systems in most areas now means that the deterioration is significant. Suffolk Highways also do not have a full scope of all their underground assets as some were built before records were kept. Due to the complex nature of responsibilities the large majority of water issues requires input from multiple agencies and/or landowners. It was also noted that the timeline for a drainage issue to be resolved is 12-24months, where minimal obstacles are found, however it has been known to take up to 5 years to complete required works due to complications.

**b) Chairs report**

None

**c) Questions to the Chair**

None

**7. Playingfield matters**

**a) To receive an update on changing rooms**

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Changing rooms have been brought up to an acceptable standard of cleanliness, with thank to those involved. Regular cleaning to be scheduled around use.

Repairs to roof still required. Clerk to obtain quotes promptly.

**b) Any other playing field matters**

Confirmation that the mower has been sold and money received into the PC bank account.

It was unanimously agreed to issue Vertas with 6 months notice of termination of contract due to repeated issues with failure to provide service.

The bearing for the roundabout at Mendlesham playingfield has now arrived with Playquip who will now include the replacement in their works schedule.

**8. Mendlesham Parish Council: Financial matters**

**a) To confirm payment of invoices**

Unanimously approved

DD	91.56	Nest September 25
OL	194.94	September 25 Street Cleaning
OL	1,214.28	Clerk Salary September 25
OL	26.00	Clerk 1/12 <sup>th</sup> annual payment for use of home as an office
OL	10.91	Clerk – document tray
OL	5.90	J Lawes Ltd – items for changing rooms
OL	15.00	Old School Room hire for 3 <sup>rd</sup> September 2025
OL	120.00	Old School Room hire for April – July 2025
OL	10,400.00	Minibus & Coach hire – 1 <sup>st</sup> July – 30 <sup>th</sup> Sept 2025
OL	43.20	SALC – Chair training x1
OL	361.91	HMRC – PAYE Q2
CHQ	200.00	Stowmarket Foodbank – re-issue due to non-delivery
OL	24.79	Changing rooms cleaning – 1.42hrs
DD	56.37	Google – commitment cancellation fee
OL	504.00	PKF Littlejohn – External audit y.e. 31/3/25
OL	121.64	CLT – transfer to their own account
OL	80,756.05	Transfer to savings account – pg 2213 8.d
OL	644.69	MSDC Dog bin emptying 2025/2026

OL	161.94	Defib pads Mendlesham
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**b) To note PC management report to 31.08.25**

Noted. Earmarked reserves also circulated and noted.

**c) To note 2024/25 AGAR Section 3 External Auditor Report and any actions required**

Report noted with no action required.

**d) Any other urgent financial matters**

Goalpost missing bracket to be ordered at a cost around £400. It was unanimously approved to spend in order to get the goalpost up at Mendlesham Green.

**Chair moved to postpone agenda items 10 Standing Orders & 11 Skills Audit of Councillors until a future meeting due to time constraints.**

**At 20.55pm the Chair took the meeting in camera and all members of the public left the meeting. MSDC/SCC Cllr A Stringer remained in the meeting, as requested by the Chair, to aid in discussion.**

**Chair requested time extension 30mins granted by Clerk.**

**13. URC Chapel**

Once further information received by the PC an extra-ordinary meeting to be called by Chair to decide whether to take forward.

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

Mendlesham Community Charity have agreed to fund the publishing of Emergency Plan leaflet and will deliver alongside the monthly newsletter. Many thanks to them.

Meeting closed 9.10pm