

Mendlesham Parish Council

An Ordinary Parish Council meeting was held in the Old School Room, Mendlesham, Wednesday 3 December 2025 at 7pm.

Present: Cllrs A Davey (chair), M Brennan, P Allen, E Ward, H Orton, S Judd, D Lummis, A Johnson (clerk) and MSDC/SCC Cllr A Stringer

1. Apologies: Apologies: D Foster (personal reasons), N Foster (personal reasons), S Hyde (personal reasons), C Orton (personal reasons)

Acceptance of apologies: Confirmed.

Filming speech was not read out.

2. Interests

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

Cllr Brennan declared a pecuniary interest in item 5d due to residential proximity to PC owned land.

Cllr Ward declared a non-pecuniary interest in item 5d due to allotment lease on PC owned land.

Cllr Allen has pecuniary interest in item 13 due to being the owner of one of the properties listed as an ACV.

b) To agree any dispensations regarding any declarations of interest

None required

Note Cllr Allen to remain to answer questions directly but will not be involved in further discussion or any decision.

3. Minutes: To approve minutes of extraordinary meeting 10.11.25 as a true and accurate representation

Pages 2233-2236 were approved and signed by the chair as a true and accurate representation.

4. Reports

a) SCC/MSDC Cllr Stringer

See reports as appended to these minutes.

Noted works on land of Glebe Way site is pre-commencement archaeological works.

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

None

5. Planning matters:

a) Applications: DC/25/05083 - Barn At Ashes Farm, Oak Farm Lane, Mendlesham, IP14 5TE Application to determine if prior approval is required for a proposed: Change of Use of Agricultural Buildings to Dwellinghouses (Use Class C3), and for building operations reasonably necessary for the conversion. The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) Schedule 2, Part 3, Class Q - Conversion into 3no residential dwellings.

Noting previous similar applications have been made. PC wish to have the chance to comment on any application that follows.

b) Correspondence: The Essex and Suffolk Water transfer, recycling and storage project non-statutory consultation ends 10th December

Noted

c) Results: DC/25/03869 St Josephs Centre, Old Station Road, Mendlesham, IP14 5RT Full Planning Application - Conversion of building to 1 no. dwelling (Self-Build). – GRANTED

Noted

Cllr Brennan left the meeting 7.27pm

d) Any other planning matters:

i) Babergh and Mid Suffolk Joint Local Plan Call for Sites 2025 BMSDC are inviting site submissions to be put forward for a variety of land uses for consideration for future development. Submissions to be made by 5pm on Friday 9th January 2026. Further information available on MSDC website.

Noted

ii) To discuss if any PC land is to be submitted for consideration

Further details to be confirmed for all pieces of PC land for further consideration at next meeting.

iii) Any other matters

None

Cllr Brennan returned to the meeting 7.52pm

6. Reports

a) Clerks report & delegated decisions

Finance:

Lloyds are changing our account from a Business Account to a Community Account on 13 January 2026. This means the monthly charges and day-to-day banking services (e.g electronic and cheque payments) are being charged at half the amount of our current Business Account. The monthly charge will be £4.25.

'The Prudential Regulation Authority (PRA) has confirmed that from 1 December 2025 the Financial Services Compensation Scheme (FSCS) will cover up to £120,000 of a depositor's money should their bank, building society, or credit union fail.

This marks an increase from the current £85,000 limit which was set in 2017. It is also more than the previous PRA proposal of £110,000, which has been changed in light of consultation feedback and to reflect the latest inflation data.'

(Taken directly from SLCC News & Publications page published 1st December 2025)

Delegated decisions:

None

Correspondence:

CiLCA registration is now open with first intake on 2 February 2026 – I hope to be registered for this first intake. However, I am waiting for an introductory training session to become available with SALC before registering as recommended by SALC/SLCC.

Scouts will look at cleaning the play equipment once better weather in the new year.

Suffolk Streetlighting have asked if any changes to be made to lights switch on/off timings for Christmas Eve and New Years Eve. SCC will be leaving lights on Christmas Eve into Christmas Day and New Years Eve into New Years Day.

MSDC/SCC Cllr Stringer left the meeting 7.55pm

b) Chairs report

None

c) Questions to the Chair

None

7. Playingfield matters

a) To receive update on changing room repairs

To note repairs have been completed.

To confirm numerous companies were approached to provide a quote but only 2 were received, with a third company unavailable. The contractor chosen was selected as they provided a full and complete quote based on an on-site survey.

b) Any other playing field matters

Hedging needs to be cut as an urgent matter before nesting season begins. Clerk to obtain quotes for works.

8. Mendlesham Parish Council: Financial matters

a) To confirm payment of invoices

DD	91.56	Nest November 25
OL	194.94	November 25 Street Cleaning
OL	1,214.48	Clerk Salary November 25
OL	26.00	Clerk 1/12 th annual payment for use of home as an office
DD	743.04	Complete 366 Ltd - Annual 365 licenses x12 7/12/25-6/12/26
OL	2,681.72	Vertas – grounds maintenance 1/10/25-31/12/25
OL	80.00	Mendlesham Education Foundation OSR Hire – Nov-Dec 2025
OL	500.00	LJBrough Roofing – changing room roof repairs
OL	275.00	Mr I K Ball Builder – changing room ceiling repairs (through LJBrough Roofing)

OL	6,880.00	Stowmarket Minibus & Coach Hire VC001 Oct-Nov 2025
OL	0.40	J Lawes Ltd – Bracket for allotment seat
OL	524.75	HMRC – PAYE Q3 2025/2026
OL	779.80 +VAT	Morrish – payable on receipt of invoice (note Locality Grant received to cover cost excl. VAT)

b) To confirm bank reconciliation as at 30.11.25

To be circulated following the meeting

c) To continue budget for year 2025/26

Cllr Allen and Clerk to meet and go through in further detail to present to the PC at next meeting.

d) Any other urgent financial matters

None

9. Emergency Plan

a) To receive an update

Emergency Plan Progress

- Links have been made with the Health Centre. We can work together in respect of vulnerable members of the community as their staff may need help to access patients who require medication, nursing or care services if flooding, etc prevents normal vehicles getting through to them. This would be via the Emergency Coordinators. There are no GPs living in or near the parish.
- Stay Safe leaflet has been delivered via the newsletter. There are spare ones for the shop, pub, Health Centre, school, OSR, fish and chip shop and for new residents.
- The draft of the Emergency Plan document is almost ready to be sent to SCC for their comments. SCC will also, need to inspect the Bowls Club premises as a second Rest Centre for Mendlesham.
- Further work needs to be done in respect of a code of behaviour for residents and visitors to the Rest Centres.

b) To approve any action if required

None

10. 'Keep the Heat' - Thermal imaging project

a) Report

Please see report as appended to these minutes.

b) To approve any action required

Unanimously approved to go ahead with the project. Advertising to go out on social media and e-news.

c) Any other matters

None

11. Mendlesham Charities: to appoint Parish Council nominated Trustees as required.

Cllr Davey to contact suggested nominee. To be considered at future meeting.

12. To confirm meeting dates for 2026

Unanimously confirmed ordinary meetings for the first Wednesday of each month.

The Chair took the meeting into camera due to the sensitivity of the following items at 8.30pm

13. Asset of Community Value

a) To note current two listings are due to expire 23 February 2026

Noted

b) To discuss and agree any nominations to be requested

Cllr Allen left the meeting 8.36pm

The PC unanimously approved re-listing of Mendlesham Green Playingfield as an ACV but not The Kings Head on the basis that the PC would not look to take it on if the opportunity arose. It was noted that any community group can make a nomination to MSDC to register a property as an ACV.

Cllr Allen returned to the meeting 8.44pm

The PC approved to nominate two new properties, the URC and the Old School Room, as considered to be of value to the community.

Chair requested an extension at 8.52pm to allow full discussion of remaining agenda items.

14. URC

Chair and Clerk to draft letters to other community organisations to enable further future discussion.

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

The PC has been approached by the Colchester's in respect of their collection of Mendlesham historical items. Cllr Davey to liaise and make arrangements to view for further consideration.

Meeting closed 9.10pm