

Mendlesham Parish Council

An Extraordinary Parish Council meeting was held in the Old School Room, Mendlesham, Wednesday 1 April at 7pm.

Present: Cllrs N Foster (Chair), C Orton, H Orton, E Ward, M Brennan, A Davey, D Foster, A Johnson (clerk) and MSDC/SCC Cllr A Stringer.
No members of the public.

1. Apologies: Apologies: S Hyde (personal reasons), D Lummis (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.

None

b) To agree any dispensations regarding any declarations of interest

None.

3. Minutes: To approve minutes of extraordinary meeting 20.03.26 as a true and accurate Representation

Page 2256 was approved and signed by the Chair as a true and accurate representation.

4. Reports

a) SCC/MSDC Cllr Stringer

Reports as appended to these minutes.

Suggested Parish litter pick to be arranged Saturday 11th April. Cllr Stringer to provide clerk with details to circulate and advertise.

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

None

5. Planning matters:

a) Applications: **DC/26/00606 - 26 Horsefair Close, Mendlesham, Stowmarket, Suffolk IP14 5SB** Householder Application - Erection of a single storey rear extension and a front porch

No objections based on drawing alone. No other documents were available.

DC/26/01169 - St Marys Church, Church Road, Mendlesham, Suffolk Notification to works to Trees in a Conservation Area - Fell 1 No. Lime (T1)

No objections. Recommend adhering to any recommendations received by qualified professionals.

b) Correspondence: Received Draft report from Rights of Way and Access Team to be presented to the Development and Regulation Committee in relation to Claimed upgrade of Footpaths 1 & 47 and addition of a Bridleway to resolve existing anomaly, Mendlesham. If the PC wish to make any comments on the reasoning in the draft report these must be

submitted in writing to the Definitive Map Officer by Wednesday 8th April 2026

The PC are happy to accept the recommendations in the draft report.

c) Results: **DC/26/00555 Fleece Cottages, Front Street, Mendlesham, Stowmarket Suffolk IP14 5RX** Application for works to tree/s in a Conservation Area - Rear Garden - Ash T2 (12M high, 400mm dia.) - Reduce and raise canopy on side overhanging Keepers Cottage by up to 2 metres to give a clearance of minimum 2 metres from the property. Balance remainder of raised canopy as required. Norway Maple T3 (12M high, 300mm dia.) - Reduce south side of crown overhanging Old Telephone Exchange by up to 2 metres (not top) and to clear building by minimum of 2 metres. Field Maple T1 (9M high, 350mm dia.) - Reduce the crown of the tree by up to 3 metres and back to the most recent points of reduction. – **MSDC does not wish to object.**

DC/26/00573 50 Old Market Street, Mendlesham, Stowmarket, Suffolk IP14 5SA Application for works to tree/s in a Conservation Area - (T1) Bay tree at boundary adjacent no48: Removal of southernmost of 4 stems to ground level. (T2) Prunus: General reduction of canopy by approximately 1/3. (T3) Birch: Removal of south reaching limb to improve balance. (T4) Bay tree at boundary with Rosan, Ducksen Road: Removal to ground level – **MSDC does not wish to object.**

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. – **MSDC give notice that prior approval is required. Prior approval has been given subject to conditions.**

Results noted.

d) Any other planning matters

None

6. Reports

a) Clerks report & delegated decisions

Finance:

VAT refund has been applied for, for period 1.8.25 – 28.2.26 amount £1,893.78

Allotment rents received to date total £407.92 with cheques received for £300 to be banked.

Delegated decisions:

None

Correspondence:

Enquiry received for short term allotment hire to use as parking for potential new resident at Mill Terrace. This is not one of the properties that currently have allotments to use as parking. Plot E is currently the closest vacant plot

available but would require regular access on the track leading to Vine Cottage, which is owned by the Parish Council. If agreeable, I will advise the annual fee subject to further confirmation, on the agenda, once they confirm their need for the plot. *To go on future agenda to confirm full details.*

Request from a producer/director hoping to make a film about the Mendlesham Armoury and the Mendlesham Men this summer subject to approval from the Church. If it is to go ahead, they would like to hire an area of field, approx. 15m x 200m, to set up a Tudor-style archery butt and have some archers shoot at it. The archers shoot at close range, the majority of the space will be 'closed-off' for safety reasons. Could this be on the PC land at the Mendlesham playing field or put to the playing field charity (or community centre charity) depending on which part of the land would be most suitable, if any deemed suitable. Unfortunately, they have no budget to pay a hire fee for this. If the PC/charities cannot help they would welcome any leads for landowners/farmers that might be willing to host at no cost. Their aim is to be filming mid-July. If agreeable by the PC, confirmation of location and date/times would be a future agenda item. *To go on future agenda to confirm full details.*

b) Parish Meeting report

Annual Parish Meeting working group has organised the event, including refreshments, award winners chosen by the working group are kept confidential until the meeting. *Clerks note: agenda to be circulated and publicised asap.*

c) Chairs report

None

d) Questions to the Chair

None

7. Playing field matters

a) Any urgent playing field matters

Play equipment inspection report completed, as seen by a Cllr, full report yet to be received by Clerk. Once received this will be circulated.

8. Speeding and traffic issues

a) To note and receive ongoing concerns of speeding and traffic safety around the parish

A number of parishioners have raised concerns of speeding and traffic safety in various 'hot spots' throughout the parish. Clerk confirmed Police Safety Camera Team is active in Old Station Road and Brockford/Church Road and has requested information on their findings to date.

b) To consider any actions to be investigated and taken forward

Speed Indicator Device to be reinstated soonest to collect data to be used to support traffic calming measures. Information to be taken to Planning and Environmental working group to investigate appropriate traffic calming measures and present to the PC for discussion and approval.

c) Any other matters

None

9. Mendlesham Parish Council: Financial matters

a) To confirm payment of invoices

Noted Clerk salary and Nest pensions payment TBC 2.4.26 and circulated to allow confirmation of end of year calculations.

DD	50.56	Nest March 2026
OL	451.94	March 26 Street Cleaning
OL	700.61	Clerk Salary March 26
OL	26.00	Clerk 1/12 th annual payment for use of home as an office
OL	495.00	SLCC – CiLCA registration fee
OL	1,853.55	Suffolk County Council – Street light maintenance
OL	4.90	J Lawes Ltd – jubilee clips Mendlesham Green dog waste bin relocation
OL	13.81	Clerk stationery reimbursement
OL	1,788.05	MSDC – grass cutting 2025
OL	13.80	Chair - Stationery reimbursement
OL	103.94	Viking Office UK – stationery
OL	524.95	HMRC – PAYE Q4
OL	3,200.00	Stowmarket minibus & coach hire Feb 2026
OL	34.49	Fuel for woodland mower
OL	65.76	Battery for woodland mower
OL	200.00	Grant to Mid Suffolk Citizens Advice – minutes 8.f pg 2253 4.3.26
CHQ	200.00	Grant to Stowmarket Foodbank – minutes 8.f pg 2253 4.3.26 (chq no. 001082)

b) To confirm bank reconciliation as at 28.2.26

Bank reconciliation and management report at 28.2.26 circulated prior to meeting. Unanimously confirmed.

c) Any other urgent financial matters

None

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

Mark Brennan was unanimously confirmed as Parish Council nominated trustee for Mendlesham Welfare Foundation.

11. 'Keep the Heat' Thermal imaging project

a) To receive feedback from thermal imaging project conducted December 2025 and January 2026

See report as appended to these minutes.

Unanimously approved to continue project from Autumn 2026.

b) Any other matters

None

12. Social Media and Communications strategy

a) To receive feedback from Cllr social media training

See report as appended to these minutes.

b) To consider comments for communications strategy

See report as appended to these minutes.

Information to be taken to Communications working group, following related Cllr training in April, for further discussion to be presented to the PC.

c) Any other matters

None

13. Dog fouling

a) To note dog fouling continues to be an ongoing issue around the parish

Noted

b) To consider and approve any initiatives to attempt to combat the issue

Recommendations received from the public for initiatives that are successful in other parishes.

Unanimously approved to purchase two A3 stencils and spray paint to be placed near offending dog mess.

14. Certificate in Local Council Administration (CiLCA)

a) To approve the registration of the Clerk for the Certificate in Local Council Administration (CiLCA) and authorise associated training and examination fees.

Unanimously approved.

b) To consider and approve the CiLCA Learning Agreement for the Clerk.

Unanimously approved and signed by the Chair and Clerk.

c) To note additional hours required for study (guide approx. 200hrs) and approve payment of any additional hours on a monthly basis subject to approval by the Chair (or other delegated Councillor or working group).

Additional hours noted. Payment of any additional hours approved to be evaluated going forward based on actual hours worked and usual annual working pattern, with hours to be noted on Clerks report.

d) Any other matters

Confirmed working equipment is suitable for use noting laptop will be replaced before Windows 10 extension expires.

15. Parish Councillor Vacancies

a) To note the Parish Council currently has two vacancies

Noted

b) To note Mid Suffolk District Council has confirmed the Parish Council can proceed with co-option to fill the two current vacancies

Noted

c) To confirm and approve process of co-option, including advertising the vacancies, receiving applications and conducting interviews if required.

To be advertised on social media platforms, enews and website with deadline Friday 17th April for applications.

16. Matters for consideration at the next meeting

None

Meeting closed 8.20pm