

Mendlesham Parish Council

An Ordinary Parish Council meeting was held in the Old School Room, Mendlesham, Wednesday 6 May at 7.36pm.

Present: Cllrs N Foster, M Brennan, E Ward, C Orton, S Hyde, H Orton, D Foster and A Johnson (Clerk) and MSDC/SCC Cllr A Stringer
4 members of public.

1. Apologies: Cllrs D Lummis (personal reasons), A Davey (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 ordinary meeting 01.04.25 as a true and accurate Representation

Pages 2257-2262, inclusive, were 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.

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

None

5. Planning matters:

a) Applications: DC/26/01368 - The Willows, Stowmarket Road, Mendlesham, Stowmarket Suffolk IP14 5RB Householder Application - Erection of single-storey rear extension

No objections

DC/26/01508 - Mendlesham House, Oak Farm Lane, Mendlesham, Stowmarket Suffolk IP14 5TE Householder Application - Installation of 25 solar panels to stable block to improve energy performance

No objections

b) Correspondence: Area Designation Notice Cotton Neighbourhood Plan - Mid Suffolk District Council received an application from Cotton Parish Council (the 'Relevant Body') to designate the whole of their parish as a Neighbourhood Plan Area on 26 March 2026. The application was made under Regulation 5 of the Neighbourhood Planning (General) Regulations 2012 (as amended). A copy of the application and a map identifying the area to which this relates can be found on the Council website: <https://www.midsuffolk.gov.uk/w/cotton-neighbourhood-plan> In accordance with Regulation 5A(2) and Regulation 7(1) of the
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Neighbourhood Planning (General) Regulations 2012 (as amended), Mid Suffolk District Council hereby give notice that it has designated the parish of Cotton as a neighbourhood area in order to facilitate the preparation of a neighbourhood plan by Cotton Parish Council.

Noted. Chair recommended Planning working group to meet and look at this in further detail for areas in common with Mendlesham.

Claimed upgrade of Footpaths 1 & 47 and addition of a Bridleway to resolve existing anomaly, Mendlesham – an updated draft report has been received and circulated to councillors after further consideration by Rights of Way and Access Team Suffolk County Council. This will be an agenda item for SCC Planning Committee with results to follow.

Noted.

c) Results: DC/26/01169 St Marys Church, Church Road, Mendlesham, Suffolk Notification to Works to Trees in a Conservation Area - Fell 1 No. Lime (T1) - **MSDC as Local Planning authority DOES NOT WISH TO OBJECT**

DC/26/00949 Land North East Of, Chapel Road, Mendlesham, Suffolk

Discharge of Conditions Application for DC/19/05915 - Condition 5

(Written Scheme of Archaeological Evaluation) - **PART APPROVED**

DC/26/00606 26 Horsefair Close, Mendlesham, Stowmarket, Suffolk IP14 5SB Householder Application - Erection of a single storey rear extension –

GRANTED

Results noted.

d) Norwich to Tilbury: Following the Examining Authority's (ExA) decision to accept the applicant's change applications for examination [PD-016] (PDF, 199KB), you can now register to have your say. The deadline to register is 23:59 on Friday 15 May 2026. Comments must relate only to the applicant's proposed provision for the compulsory acquisition of additional land as set out in the applicant's 27 March 2026 Change Requests application documents [CR1-001] to [CR1-017] (inclusive) and [CR2- 001] to [CR2-017] (inclusive), which can be found in the Examination Library. Any comments that are not about this will not be seen by the ExA.

Noted Cllrs had not viewed the corresponding documents in detail. Cllrs to view the documents and provide any comments to Clerk by Thursday 14th May. Clerk to collate any responses from Cllrs to be submitted before the deadline.

e) Other planning matters: Communication received from developer of site on Chapel Road regarding potential future ownership of open space on the site once completed. It is in early stages of deciding extent and boundaries but are considering if the open space remains private in the ownership of the resident's management company or possibly transferred to the Parish. If of interest to the Parish Council in principle, they would like to engage in further discussion.

The Parish Council agreed that a meeting with the developer was required to obtain further information before considering this in full.

6. Reports

a) Clerks report & delegated decisions

Finance:

VAT refund received £1,893.78 9th April

Receipt of precept pt 1 £31,268.50 13th April

On processing end of year accounts I have seen that we have not received the year 2 funding for the minibus hire, nor year 3 although this period is not yet complete. I have chased this with the contact at SCC and am awaiting his response.

Delegated decisions:

None

Correspondence:

Update on Mendlesham filming – they anticipate filming of the archery in the morning of Sunday 12th July 2026. Someone will visit site in May to confirm suitability. This will need to be formally considered at June meeting as an agenda item. They have also requested for the beacon at Mendlesham Green to be lit in the evening if possible.

Telephone box at the Green. The plastic casing around the electrical wiring has been broken. Volunteers advised, as this was also looked at last summer, that it would be difficult to replace with a wooden case because of access needs for the electrics, the bolts/screws used to secure the plastic casing are not standard and would need a specialist tool to remove properly. I have spoken to BT Openreach and they have confirmed that all responsibilities have been transferred to the Parish Council, this includes the responsibility for the electrical components. Suggest this needs a temporary fix ASAP (perhaps tape?) and some consideration for a more permanent solution and how to remove the existing broken casing safely.

Volunteer to look at telephone box at the Green.

Hours for Clerk availability – the following hours are when I am regularly available for Cllrs and the public to make contact:

Monday, Wednesday & Friday 10am-2.30pm.

Note they do not make up full working hours and often work in the evenings. There also may be times when training falls within these hours (particularly for my CiLCA training session). I can also make myself available for urgent calls or emergencies over the weekend, or if workload requires, but weekends do not form part of my regular working pattern.

CiLCA training and qualification. I have completed two training sessions and have registered for the remaining 5 sessions. I have spent 9.75 hours dedicated to CiLCA this month (including the two training sessions).

b) Chairs report

None

c) Questions to the Chair

None

8.05pm Cllr Stringer left the meeting due to other commitments.

7. Playing field matters

a) To discuss cutting and marking of Mendlesham playing field

Noted new contractor has taken over contract as of 1.4.26 Clerk to communicate further with the contractor and chase for portal access, contract and invoice. Clerk to check play area coverage as it had been 'double cut'.

b) Inspection reports:

i) To note playing field inspection reports received for Mendlesham and Mendlesham Green playing fields

Noted

ii) To approve action required following reports

Unanimously approved to get quotes for all recommended works under moderate risks and finger traps and obtain quote for HIC impact test under swing set.

Clerk to re-issue posters for playing field to remove previous Cllr name.

8. Mendlesham Parish Council: Financial matters

a) To confirm payment of invoices

Unanimously confirmed

DD	91.56	Nest April 2026
OL	194.94	April 26 Street Cleaning
OL	1,234.88	Clerk Salary April 26
OL	26.00	Clerk 1/12 th annual payment for use of home as an office
OL	45.60	Reimburse 4x A2 posters Emergency planning project
OL	83.19	Reimburse Annual Parish Meeting refreshments and frames
OL	252.00	Rialtas Alpha Software Annual Support and Maintenance Licence
OL	40.00	OSR Hire 10 th March, 20 th March 2026
OL	43.20	SALC Cllr finance training
OL	3,520.00	Minibus hire 2 nd Mar – 31 st March 2026
OL	78.00	SALC CiLCA unit 2a & 2b training
OL	129.60	SALC 3x Cllr training sessions
OL	588.89	SALC membership subscription 2026-2027
OL	41.33	Reimburse 'bag it bin it' stencils and spray paint

b) To agree requirements regarding annual inspection of assets.

Unanimously agreed to continue annual inspection as per previous years.

c) To approve Accounts and supporting notes for the year ending 31.3.26, including confirmation of allocated reserves.

Unanimously approved

d) External Audit: To approve for External Auditors, PKF Littlejohn LLP as 31.3.26

Annual Governance Statement 2025/26

The Accounting Statement 2025/26

Bank Reconciliation as at 31.3.26

Explanation of Variances

Unanimously approved

8.57pm Chair requested an extension of time to allow discussion of remaining agenda items, approved by the Clerk.

e) To confirm the asset register as at 31.3.26

Unanimously approved with revision that the pavilion (a.k.a 50/50 shop/football storage) on the playing field should have it's own line with nil value.

f) To approve the CIL return to MSDC as at 31.3.26

Unanimously approved

g) To approve the monitoring system for year ending 31.3.27

Unanimously approved

h) To appoint the RFO for year ending 31.3.27

It was unanimously approved to reappoint Amy Johnson

i) To consider Governance questions and statements for the year ending 31.3.26 Effectiveness of Internal Control (pc and charities)

Unanimously approved

j) To note the level of insurance cover and pay as requested

Noted and unanimously approved for payment once revised fee received following Clerks update according to end of year figures.

k) Proposal to authorise the Woodland Officer to spend up to £250 until 31.3.27 on any items required for the Woodland.

Unanimously approved.

9. Allotments

a) i) To note new allotment enquiry for use as parking space received, with confirmation of understanding that no hardstanding or other materials may be placed on the allotment and will be returned to original condition on vacation of the plot.

Noted

ii) To consider and approve payment terms

Unanimously approved annual payment in advance, noting this term does not align with standard allotment rent year.

b) To consider renewal proposal re licence land in front of the Cedars

Unanimously approved to renew for one year.

c) To confirm rent waived for plots A and B ongoing as tenant volunteers to maintain allotment area and prepare new plots where required.

Unanimously approved.

10. Parish Council communications and branding

a) To receive report following councillor training

Report and supporting documents received prior to meeting. As appended to these minutes.

b) To consider any recommendations following the report

Unanimously approved Communications working group to proceed with development plan.

11. Parish Councillor Vacancies

a) To note four applications received for the two vacancies.

Noted

b) To approve Finance and General Purposes Committee to conduct interviews with the four candidates and present a recommendation to the PC at June meeting.

Unanimously approved.

16. Matters for consideration at the next meeting

Police & speeding updates.

Meeting closed 9.17pm