

Mendlesham Parish Council

An Ordinary Parish Council meeting was held in the Old School Room, Mendlesham, Wednesday 3 June at 7.36pm.

Present: Cllrs A Davey, M Brennan, C Orton, H Orton, E Ward, D Lummis and A Johnson (Clerk)
9 members of public.

1. Apologies: Cllrs N Foster (personal reasons), D Foster (personal reasons), S Hyde (personal reasons), MSDC/SCC Cllr Stringer (due to other commitments)

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 E Ward declared an interest in item 13 as being a member of the CLT. Noted, as previously, Cllr Ward could contribute to discussion on behalf of the CLT but would not take part in voting on any decisions by the PC.

b) To agree any dispensations regarding any declarations of interest

None.

3. Minutes - to approve as a true and accurate representation:

a) Minutes of Annual Parish Council meeting 06.05.26

Pages 2147-2149, inclusive, were approved and signed by the Chair

b) Minutes of ordinary meeting 06.05.26

Pages 2263-2268, inclusive, were approved and signed by the Chair

4. Reports

a) SCC/MSDC Cllr Stringer

Reports as appended to these minutes. Noted Cllr Stringer was not in attendance due to other commitments. Any queries arising from the reports to be raised with the Clerk or Cllr Stringer directly.

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

None

5. Planning matters:

a) Applications: **DC/26/01815 - Former St Josephs Centre, Old Station Road, Mendlesham, Suffolk** - Householder Planning Application - Erection of domestic garage

Unanimously agreed to support this application

DC/26/00130 - Land To The Rear Of Ceva Logistics, Norwich Road, Mendlesham (In The Parish Of, Wetheringsett Cum Brockford)

IP14 5NA Application under S73 for Variation of a Condition following grant of Planning Permission DC/21/06605 dated 30/10/2022 Town and Country Planning Act 1990 (as amended) - Erection of three warehouse units and external storage area (use class B8), new access from Norwich Road, parking, associated drainage and landscaping - For non-compliance

with and variation of Condition 13 of Planning Permission ref: DC/21/06605.

Noted this was not within the Mendlesham Parish. Unanimously agreed to support this application noting Public Rights Of Way comments to be observed.

b) Correspondence: None

c) Results: **DC/26/02006 Orchid Meadow, Chapel Road, Mendlesham, Stowmarket Suffolk IP14 5SQ** Discharge of Conditions Application for DC/19/05915 - Conditions 5 (Archaeological Evaluation) and 6 (Archaeological Written Investigation) – *APPROVED*

Noted

d) Any other planning matters: Noted MSDC to discuss application for Tollgate Farm, Norwich Road later this week.

6. Reports

a) Clerks report & delegated decisions

Finance:

It is no longer possible to pay in cheques to Lloyds Bank plc using the Post Office, therefore all cheques received will need to be paid in branch, the closest being Ipswich. Noting it is possible to pay cheques in using the mobile app, however as I only have a personal mobile this is not an option. Where possible I will be trying to wait until there is more than one cheque to pay in to avoid too many trips, however this is not always practical with the view of paying the cheques in within a reasonable time frame.

Delegated decisions:

None

Correspondence:

Update on Mendlesham filming – they are a little behind schedule but still aiming for filming to be done on Sunday 12th and Monday 13th July. Re the Beacon lighting, it may be possible to have this filmed on the Saturday 11th July or the Sunday. Unfortunately, they are not going to be able to recreate an authentic version of the Tudor archery butts as hoped due to cost but would still like to do an archery sequence at a regular target. The church has given permission to use an area behind the Church for enactors to demonstrate the blank firing muskets and some pike drill etc but they think it may be more efficient to do all the re-enactment in one place (mid-morning to lunchtime on Sunday 12th) and would prefer to use the playing field. They did have someone out in April and it looks like the area of Parish Council owned playing field (not the top football pitch) would be suitable. I have advised that I will share the update with the PC but any formal decision cannot be made until the next meeting.

Request received from resident to use unoccupied allotment land at Mendlesham Green, as parking for a one-off event on 31st July 2027. To be included as future agenda item for full consideration.

CiLCA training and qualification:

I have completed the third training session. I have spent 8.25 hours dedicated to CiLCA this month (including the training session).

Outstanding actions of councillors and volunteers:

Arrange 365 training for all – Cllr Davey

Installing MG goal posts – Cllr Lummis

Ongoing update remaining address and name details from previous clerk – Clerk

Noted new goal posts for Mendlesham Green were stored on site, installation dependant on availability.

b) Chairs report

None

c) Questions to the Chair

None

7. Playing field matters

a) Any urgent playing field matters

New contractors for grass cutting seem okay after initial delay. Clerk to chase for access to portal for schedule.

8. Playing field Pavilion / 50/50 shop

a) To receive and consider request from Mendlesham Community Charity for external renovation works to the pavilion, including door and cladding

Noted email circulated to Cllrs prior to meeting. Community Charity had received ball park figures for works to be completed noting the installation of a new door would be the most expensive as a new frame would also need to be installed due to presence of asbestos.

It was unanimously approved to look at this further by asking PC volunteers for opinions and looking at the full asbestos survey to compare suggested works.

b) Any other matters

None

9. 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	16.70	Reimburse Clerk mileage – pay in cheques at Ipswich branch
OL	145.00	OSR hire – 8 bookings February – May '26
OL	41.16	Viking stationery
OL	15.90	J Lawes Ltd – glue and key set
OL	3,520.00	Minibus hire – 1 st April – 30 th April

OL	25.90	J Lawes Ltd – wooden posts
OL	3,040.00	Minibus hire – 1 st May – 31 st May
OL	1,020.90	Top Garden Services - Grass Cutting Contract 1/12 Payment
OL	1,020.90	Top Garden Services - Grass Cutting Contract 2/12 Payment
OL	1,020.90	Top Garden Services - Grass Cutting Contract 3/12 Payment
OL	2,753.92	CAS Insurance Services Ltd – annual PC insurance 1.6.26-31.5.27
OL	359.93	HMRC – PAYE Q1
OL	14.40	Reimburse – repairs to woodland mower

b) To confirm bank reconciliation as at 31.5.26

Noted bank reconciliation at 31.4.26 presented as Clerk awaiting receipt of final bank statement for 31.5.26

With reference to clerks report and inability to use Post Office to pay in cheques, Clerk to look at options for PC mobile phone to enable use of mobile banking app.

c) To note the dates for the Period for the Exercise of Public Rights: commencing on Friday 5th June 2026 and ending on Thursday 16th July 2026. The unaudited AGAR and supporting documents are available for inspection by appointment. Please contact the Clerk for details.

Noted

d) Any other urgent financial matters

None

10. Speeding and traffic issues

a) To review current figures from traffic enforcement by Suffolk Police

Noted enforcement figures were not forthcoming and were needing to be chased by the Clerk to receive.

Since enforcement began July 2025 figures received, but not believed to be total number due to gaps in reporting, 105 tickets had been issued for speeding by Suffolk Police. 47 tickets from Old Station Road with highest speed recorded 52mph and 58 tickets from Brockford Road/Church Road with highest speed recorded 56mph.

Noted only one report of figures included the times that enforcement was in place and these were 34minutes at Brockford/Church Road and 52minutes at Old Station Road.

Given the number of tickets issued and the assumed average time spent in the locations by enforcement officers this was considered a considerably high number.

Clerk to maintain contact with enforcement officers and request a base number to compare the number of vehicles with the number of those speeding.

b) To consider potential future action

Clerk to produce a short piece for publication to advise the Parish of the findings.

Additional signage, road markings or other traffic calming measures to be investigated for consideration at next meeting.

11. Flooding

a) To receive updates on works to combat flooding issues

Works to clear ditches have been ongoing and the volunteer has had multiple meetings with Waveney Trust and SCC to look into the flooding issues and consider options, including creating shallow lakes on volunteers own land to hold water which would create a significant reduction from the A140. Noted exploration and works around the moat behind the Church/farm is the biggest concern.

b) Any other matters

None. Noted many thanks to the volunteer for their continued time and efforts on this.

12. To Co-opt Mendlesham Parish Councillors - Two vacancies

a) To note feedback from candidate interviews

Noted feedback from interviews circulated to Cllrs ahead of the meeting. No further questions raised by Cllrs.

Four candidates were considered: Peter Gammage, Terence Moore, Laura Dowsing and Tracy-Lee Carter. A ballot was held for each vacancy.

b) To vote and co-opt for vacancy one

Secret ballot held – receiving 5 out of 6 votes, Tracy-Lee Carter was co-opted.

c) To vote and co-opt for vacancy two

Following the first ballot, the remaining candidates were considered for the second vacancy.

Secret ballot held – receiving 4 out of 6 votes, Laura Dowsing was co-opted.

d) Co-opted councillors to sign Declaration of Acceptance of Office

Both co-opted councillors signed Declaration of Acceptance of Office, witnessed by the Clerk.

13. Community Land Trust

a) To receive report on taking forward the development of affordable housing by the CLT in Mendlesham Green

Noted report circulated prior to meeting, requesting an informal meeting between the CLT and Cllrs to go through finer details.

Queries of need were raised by members of the public and it was confirmed that a housing needs survey was completed a short time ago and established an immediate need for affordable housing.

b) To agree any action required

To aid in further discussion the price of land to be obtained (Action: Clerk). Re-circulation of housing survey outcome to Cllrs. CLT to provide an agenda for a meeting and suggest available dates.

16. Matters for consideration at the next meeting

Speeding/traffic calming measures.

Filming in Mendlesham.

Use of unused allotment land as car parking for one-off event.

Meeting closed 8.25pm