

Mendlesham Parish Council

An Ordinary Parish Council meeting was held in the Old School Room, Mendlesham, Wednesday 8 July at 7pm.

Present: Cllrs N Foster (Chair), E Ward, M Brennan, H Orton, S Hyde, D Foster, T Carter, Amy Johnson (Clerk)
13 members of public

1. Apologies: Cllr D Lummis (personal reasons), L Dowsing (personal reasons), M Orton (personal reasons), A Davey (personal reasons), MSDC/SCC Cllr A 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 Hyde declared an interest in planning application DC/26/02391 due to residential proximity.

b) To agree any dispensations regarding any declarations of interest

Cllr Hyde can participate in discussion but will have no vote.

3. Minutes: To approve minutes of ordinary meeting held on 03.06.26 as a true and accurate representation

Pages 2269-2273, inclusive, were unanimously 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.

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

None

5. Planning matters:

a) Applications: DC/26/00624 - Manor Lodge, Brockford Road, Mendlesham, Stowmarket Suffolk IP14 5SG Householder Application - Rear extension to form double garage, utility room with home office over
DC/26/02012 - Ashes Farm, Oak Farm Lane, Mendlesham, IP14 5TE Planning Application. Erection of 9no dwellings comprising of 7 bungalows and 2 houses with demolition of the existing agricultural buildings following class Q approvals. With associated infrastructure and landscaping works.

DC/26/02302 - White House Farm, Mendlesham Green, Mendlesham, Stowmarket Suffolk IP14 5SL Full Planning Application - Erection of 3No. Duck Rearing Buildings, Straw Barn and Associated Infrastructure.

DC/26/02391 - The Siding , Oak Farm Lane, Mendlesham, IP14 5TE Full Planning Application - Change of use of building to Storage and

Distribution (Use Class B8) and retention of existing hardstanding and access

DC/26/01166 - The Gatehouse, Norwich Road, Mendlesham, Stowmarket Suffolk IP14 5NE Full Planning Application - Erection of single storey front extension, new pitched roof to replace existing and external insulation with render finish

See responses as appended to these minutes.

b) Correspondence:

c) Results:

DC/26/01888 Land North East Of, Chapel Road, Mendlesham, Suffolk Discharge of Conditions Application for DC/23/03187 - Conditions 4 - (Details of Cycle Storage) and 10 - (Scheme for Ditch Management) – *APPROVED*

DC/25/04675 Tollgate Farm, Norwich Road, Mendlesham, Stowmarket Suffolk IP14 5NQ Householder Application - Erection of cart lodge, fencing and gates and erection of acoustic bund to A140 boundary – *GRANTED*

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 - *GRANTED*

Results noted plus addition:

DC/26/01917 St Josephs Centre, Old Station Road, Mendlesham, Suffolk Discharge of Conditions Application for DC/25/03869 - Conditions 4 (External Materials) and 12 (EPS Bat Licence) – *APPROVED*

d) Any other planning matters

None

6. Reports

a) Clerks report & delegated decisions

Finance:

PWLB loan repayment was taken on 6th July – please refer to invoice list.
Payment of £730 received from Mendlesham Football Club for pitch hire season 25/26

Delegated decisions:

None

Correspondence:

PKF Littlejohn LLP (external auditor) has confirmed receipt of documents for the external audit and it is now in the queue for processing.

I have received confirmation from MSDC that the Playing field at Mendlesham Green and the Old School Room have been approved following their nominations as an Asset of Community Value. They will now be recorded on the MSDC list.

CiLCA training and qualification:

No training sessions were held during June. I have spent 6.5 hours dedicated to CiLCA this month.

b) Chairs report

None

c) Questions to the Chair

None

7. Playing field matters

a) i) To review repairs and maintenance for playing fields

Minor repairs and maintenance ongoing following inspection report.
Rotten wooden posts at Mendlesham Green playingfield to be removed for safety.

Football goal posts still to be installed at Mendlesham Green playingfield.
Quote for installation to be obtained (Action: MB).

ii) To consider and approve quotes for repair and maintenance works

Quote for HIC testing on rubber matt under swing bay received at £375 (excl. VAT). Quote for replacing matts to be obtained for comparison.
(Action: Clerk)

New hedge cutter and replacement strimmer required for works at the playingfield and woodlands. Unanimously approved to purchase battery powered hedge cutter and strimmer, including the battery and chargers, with total cost under £500 authorised under Clerk's delegated authority (see Financial Regulations 5.15) to come from Woodland budget.

To note that the mower is requiring parts and fixing more frequently and will need replacing soon. To be included in budget considerations for next financial year.

b) i) To consider issues raised over the current surface of the MUGA by users

Noted surface becoming hazardous with loose chippings. In need of resurfacing.

ii) To approve any action required

Clerk to contact installation company for details and cost, including any alternative heavy duty surface.

c) Any other urgent playing field matters

Quality of grasscutting is poor. Clerk to contact contractor, including confirmation of pitch marking for pre-season matches.

8. Mendlesham Parish Council: Financial matters

a) To confirm payment of invoices

Unanimously approved

DD	91.56	Nest June 2026 *
OL	194.94	June 26 Street Cleaning *
OL	1,234.88	Clerk Salary June 26 *
OL	285.00	Heelis & Lodge – PC internal audit *
OL	40.00	Heelis & Lodge – Mendlesham Community Center Charity independent examination (to be reimbursed by charity) *
OL	26.00	Clerk 1/12th annual payment for use of home as an office
OL	83.52	Reimburse Clerk mileage – pay in cheques at Ipswich branch & audit docs drop off and collection
OL	312.00	SALC – CiLCA training x5 sessions

OL	1,020.90	Top Garden Services – grass cutting contract 4/12
OL	55.21	Reimburse mower replacement parts
OL	19.78	Environment agency – land drainage
OL	4.41	J Lawes Ltd – wood for repairs
OL	84.00	SALC Councillor basics 2x sessions
OL	45.00	Old School Room Hire June 2026 x3
DD	1,129.27	PWLB loan repayment

* Paid prior to meeting as per standing orders 11.1 & 6.9

b) To confirm bank reconciliation as at 31.5.26

Circulated prior to the meeting. No questions.

c) To note the updated dates for the Period for the Exercise of Public Rights: commencing on Friday 12th June 2026 and ending on Thursday 23rd July 2026. The unaudited AGAR and supporting documents are available for inspection by appointment. Please contact the Clerk for details.

Noted.

d) To consider Annual Internal Audit report and any actions required

Annual Internal Audit report circulated to councillors ahead of meeting.

Noted recommendation to adopt stand alone IT Policy as soon as possible.

e) To consider the year-end reserves position as at 31 March 2026, noting the explanation for the differences between the Payments and Receipts Summary and the Accounts Supporting Statement, and confirm the reserves position reflected in the accounting records.

Transfers as previously presented unanimously approved. Explanation of differences noted.

f) To consider and approve purchase of pay-as-you-go mobile for Clerk

Unanimously approved. Maximum budget £90 plus £5 per month sim tariff.

g) To consider and approve the annual rent increase for the public playing fields at Mendlesham Green from £2 per annum to £100 per annum payable to Mendlesham Welfare Foundation with effect from 11th October 2026

Clerk to request explanation for the increase and if the MWF have a record of roles and responsibilities for both parties, as it was noted the hedges are not maintained.

h) Any other urgent financial matters

None

9. Mendlesham Filming

a) To receive latest updates on filming company plans for filming between Saturday 11th July – Monday 13th July 2026

Update circulated to cllrs ahead of the meeting.

b) To consider any requests for use of land where appropriate

Request to use Parish Council owned land at Mendlesham Green for reenactments was unanimously approved. The licensee of the land had been contacted by the Chair prior to the meeting and agreed to the use of land for reenactments as advised by the filming company.

c) Any other matters

None

10. To consider and resolve a request from a member of the public to use the unused allotment land in Mendlesham Green as a temporary car park for a one-off event on 31st July 2027

Unanimously approved on the basis that only if the meadow has been cut prior to the event and subject to weather conditions.

11. To consider offering a Parish Council liaison representative to the emerging community group exploring the future of the village pub and, if appropriate, appointing that representative.

Unanimously approved to appoint a representative for the purposes of liaison only. S Hyde unanimously appointed. With an additional Cllr to be confirmed.

12. Traffic issues and signage

a) To consider installation of additional signage and other traffic calming measures

Consideration was given and unanimously agreed it was worth looking further into before any decisions were made.

b) To approve any action required

Environmental working group to convene and take forward in more detail for future presentation to the full Parish Council. Clerk to chase Police Safety Camera Team for base rate figures to be able to get a clearer picture of the proportion of speed figures reported.

13. Matters for consideration at the next meeting

Open space at Chapel Road development.

To vote and reappoint PC nominative trustees for Mendlesham Welfare Foundation and Mendlesham Educational Foundation.

Communications group and other working groups to reconvene.

Meeting closed 9.10pm