

Mendlesham Parish Council

An Ordinary Parish Council meeting was held in the Old School Room, Mendlesham, Wednesday 5 August at 7pm.

Present: Cllrs N Foster (Chair), H Orton, C Orton, E Ward, D Foster, M Brennan, D Lummis, A Davey, T-L Carter, Amy Johnson (Clerk), MSDC/SCC Cllr A Stringer
7 members of public

1. Apologies: Cllr S Hyde (personal reasons), L Dowsing (personal reasons)

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.

None

b) To agree any dispensations regarding any declarations of interest

N/a

3. Minutes: To approve minutes of ordinary meeting held on 08.07.26 as a true and accurate representation

Pages 2274-2278, inclusive, were unanimously approved and signed by the Chair

4. Reports

a) SCC/MSDC Cllr Stringer

Reports as appended to these minutes.

Noted ongoing issues on Chapel Road and works are included in the review by Suffolk County Council as a 'climate' issue.

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

A member of the public queried who and how frequently the defibrillators are checked. It was confirmed that two councillors volunteer to check these on a monthly basis and these checks are reported to the respective companies who hold the details.

A member of the public raised the approval of planning development on the site off Glebe Way and queried what the agreement was with traffic control and use of Glebe Way. Cllr A Stringer confirmed that as part of the approval there are conditions that involve ensuring no construction traffic are permitted to use Glebe Way and there will be a traffic regulation put in place so that larger vehicles and HGVs cannot use Glebe Way once the site has completed.

5. Drought and fire risks:

a) To consider fire risks across the Parish

Prior to the meeting the Local Emergency Co-ordinators for Mendlesham and Mendlesham Green discussed the potential risks across the Parish and this was reported. Noting that one of the biggest risks were standing crop although most has now been harvested and straw stacks are being

dismantled. Naked flames, including barbecues, bonfires and cigarette butts are still considered the highest risk. The Parish Council was advised there are 52 fire hydrants across Mendlesham and Mendlesham Green, with three hydrants in close proximity to the Mendlesham Woods, which was expected to be enough to control a fire in an emergency.

It was highlighted it would be helpful for the Emergency Plan group to have access to a list of farmers with water tankers that would be happy to be called upon in an emergency.

It was queried whether contact with the local schools could be made. A member of the public confirmed that Fire Education Officers do go into schools.

The Parish Council was advised that in an emergency there are 5 fire stations locally that would be positioned to respond and all engines would be expected to arrive in 15 minutes.

b) To consider any risks to the Mendlesham Woods

It was noted that Mendlesham Woods was particularly vulnerable in the drought.

c) To consider any action required

Leaflets to be produced ASAP on fire risks.

Noted that the St Mary's summer festival normally includes firework display. Clerk to contact and confirm whether this would be the case.

7.37pm 3 members of the public left the meeting.

The Chair varied the order of business and brought forward Agenda Item 8 to accommodate those present for this item.

8. Playing field matters

a) To consider any playing field matters requiring a decision.

The Chair formally apologised to the football club as the Parish Council has failed to provide facilities as expected through issues with the recently appointed grounds maintenance contractor.

The issues around pitch marking and cutting were discussed. The Chair confirmed he had spoken to the contractor directly.

The Clerk and Chairman of the football club to arrange a schedule of matches to share with the contractor to assist with scheduling cuts and marking.

It was proposed and unanimously approved that the Clerk should contact the alternative contractor to ask them to re-quote if they still have availability to take on the contract.

A volunteer for the Parish Council offered to have their contact number put on the signage at the playing field in case of emergencies.

8.07pm 2 members of the public left the meeting.

6. Planning matters:

a) Applications: DC/26/02901 - Mendlesham Manor, Brockford Road, Mendlesham, IP14 5SG Householder Application. Installation of air-to-air heat pump system, air-to-water heat pump boiler and meter cabinet to accompany electrical supply upgrade. Removal of oil tank and wet radiator system.

DC/26/02902 - Mendlesham Manor, Brockford Road, Mendlesham, IP14 5SG Application for Listed Building Consent. Installation of air-to-air heat pump system, air-to-water heat pump boiler and meter cabinet to

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accompany electrical supply upgrade. Removal of oil tank and wet radiator system.

Applications DC/26/02901 & DC/26/02902 were discussed together. Response: The Parish Council supports this application subject to the points made by the environmental health officer and so long as the heritage officer is happy with the proposal.

DC/26/02030 - Plot 3 Oaks Meadow, Land North East Of Latin Hall, Brockford Road, Full Planning Application - Plot 3 Oaks Meadow - Change of Use of Land for continued use for 1 Gypsy / Traveller Pitch siting 1 residential static caravan (permanent)

Response: This application is within Wetheringsett parish but we are grateful for an opportunity to comment as similar sites exist in Mendlesham.

As stated by other consultees there is a distinct flooding risk with this and other sites on Brockford Road.

We understand that there is also enforcement action pending. Therefore, we recommend refusing the application.

DC/26/02748 - Tollgate Farm Barn, Norwich Road, Mendlesham, Part In The Parish Of Wetheringsett Cum Brockford IP14 5NQ

Planning Application - Change of Use of agricultural land to residential garden curtilage. Erection of extension, new acoustic bund, cart lodge, acoustic gate and fence with additional landscaping.

Response: Unanimously support this application.

b) Correspondence:

None

c) Decisions: DC/26/01894 Land North East Of, Chapel Road, Mendlesham, Suffolk Discharge of Conditions Application for DC/19/05915 - Conditions 13 (Roads and Footpaths), Condition 15 (Surface water Discharge Prevention), Condition 18 (Construction Management Plan) and Condition 27 (Wildlife Sensitive Lighting Design Scheme) – *APPROVED*

DC/24/04832 Land South Of Glebe Way, Mendlesham, Suffolk Hybrid Application: (i) Full Planning Application for the construction of 76no dwellings (including 27no affordable local needs dwellings), link road between Old Station Road and Glebe Way, access roads, vehicular accesses, parking, garaging, public open space, landscaping, ecological enhancement areas, sustainable drainage and associated infrastructure. (ii) Outline Planning Application for 2no Self Build plots with all matters reserved save for access. – *APPROVED*

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 – *GRANTED*

DC/26/02867 19 Front Street, Mendlesham, Stowmarket, Suffolk IP14 5RX Notification of works to Trees in a Conservation Area - Larch (T1) Removal back to a near vertical of the 6 ft overhang at the top of the tree. – *MSDC DOES NOT WISH TO OBJECT*

Results noted.

d) Any other planning matters

None

7. Reports

a) Clerks report, including any decisions taken under delegated powers

Finance:

Cleansing Grant 2026/27 from MSDC of £2,313.22 received on 13th July

Delegated decisions:

None

Correspondence:

Two separate incidents of fly-tipping at Mendlesham Green have been reported by residents during the month. Both incidents have been reported directly to the relevant authority for removal. The Clerk has acknowledged and thanked the residents for reporting the incidents. There have been a number of similar incidents at this location over the past year.

A new resident moving into the village has enquired whether the Parish Council has any land that may be suitable for approximately 2 acres of grazing for two retired ponies. The Council's existing land does not have a water supply or existing hardstanding. The resident may be able to arrange a water supply and has indicated that a moveable field shelter could potentially be used, subject to any necessary permissions. Councillors are asked to advise whether they wish the enquiry to be considered further.

Smaller Authorities' Audit Appointments Ltd (SAAA) has advised that a new voluntary Digital AGAR Portal is expected to be available for the 2027 AGAR submissions. SAAA intends for the portal to become the primary submission route, with its use expected to become mandatory for 2029 AGAR submissions, subject to final arrangements. The Clerk will update the Council's contact details on the Small Authority Portal as requested and monitor further guidance regarding the new system.

CiLCA training and qualification:

I had one training session in July for my CiLCA qualification, there are none scheduled for August. I have spent 8 hours dedicated to CiLCA this month (this includes the training session).

b) Chairs report

None

c) Questions to the Chair

N/a

9. Mendlesham Parish Council: Financial matters

a) To confirm payment of invoices

Unanimously approved

DD	91.56	Nest July 2026 *
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OL	194.94	July 26 Street Cleaning
OL	1,234.88	Clerk Salary July 26
OL	26.00	Clerk 1/12th annual payment for use of home as an office
OL	448.00	Hedgecutter and strimmer
OL	13.90	J Lawes Ltd – wood for repairs
OL	21.75	J Lawes Ltd – replacement fuel cans etc for woodland mower
OL	78.64	MSDC Play Inspection Mendlesham Playing field
OL	679.80	MSDC Dog bin emptying 26-27
OL	78.64	MSDC Play Inspection Mendlesham Green Playing field
OL	7,200.00	Stowmarket Minibus Hire June & July

*Note Nest payment to be confirmed as site had technical issues. To be processed at earliest available opportunity.

b) To confirm bank reconciliation as at 30.06.26

Unanimously approved. Note Community Centre Charity to pay outstanding amounts owed to the PC as soon as new bank opens.

c) 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

Unanimously approved but noted increase in land fees have not increased proportionately to the increase in rental amount.

d) To note Period for the Exercise of Public Rights ended 23rd July 2026 and no requests for inspection were received by the Clerk

Noted

e) To consider any urgent financial matters requiring a decision.

None

10. Mendlesham Charities Nominative Trustees

a) To vote and reappoint PC nominative Trustees for Mendlesham Welfare Foundation

Following a vote, it was resolved to reappoint Mr P Allen as the Parish Council's nominative trustee to Mendlesham Welfare Foundation

b) To vote and reappoint PC nominative Trustees for Mendlesham Education Foundation

Following a vote, it was resolved to reappoint Mr D Nunn and Mr R Fenning as the Parish Council's nominative trustees to Mendlesham Education Foundation

c) Any other matters

None

11. Open Space at Chapel Road development

a) To consider the possibility of obtaining 'open space' area on the Chapel Road development

Noted an informal meeting between some councillors and the developer and information shared at this meeting was discussed.

b) To approve any action required

It was agreed that the Clerk would respond to the developer to advise that the transfer of open space would ordinarily be expected to be accompanied by a substantial commuted sum, reflecting the long-term maintenance liability being transferred to the Parish Council.

12. Sale of Registered Asset of Community Value: The United Reform Church

a) To note the owner has submitted a 'Notice of intent to dispose' to MSDC on 14 July 2026, triggering a 6-week interim moratorium period which will end on 25 August 2026. Any eligible Community Interest Group wishing to trigger the full moratorium must submit a written request to Mid Suffolk District Council by 25 August 2026.

Noted

b) To consider any action required

Make contact to village organisations as the PC Chair has been made aware that there is significant funding available should an eligible group choose to purchase and take on this building.

13. Matters for consideration at the next meeting

New internal minutes format to highlight actionable points. Note will be redacted for public publishing.

Meeting closed 8.50pm