

Mendlesham Parish Council

An Ordinary Parish Council meeting was held in the Old School Room, Mendlesham, Wednesday 2 September at 7pm.

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

1. Apologies: Cllr H Orton (personal reasons), D Lummis (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 05.08.26 as a true and accurate representation

Pages 2279-2284 inclusive, were unanimously approved and signed by the Chair

4. Reports

a) SCC/MSDC Cllr Stringer

Reports as appended to these minutes.

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

A member of the public requested for a bus stop sign to be put up at the stop near the Kings Head, as they are in place in other areas in the village and parish.

The positioning of the Oak Farm Lane sign was raised as it is actually situated on Church Road.

Clerk to engage with Suffolk County Council for both items.

5. Planning matters:

a) Applications: DC/26/03684 - Mendlesham Post Office And Village Store, 48 Old Market Street, Mendlesham, Stowmarket Suffolk IP14 5SA Notification of works to Trees in a Conservation Area - Pollard 1 No. Willow tree

The Parish Council have no objections, subject to any recommendations by the tree officer.

DC/26/03679 - 34 Old Market Street, Mendlesham, Stowmarket, Suffolk IP14 5SA Application for works to trees in a Conservation Area - Coppicing to hazel tree in the garden of 34 Old Market Street to allow a new fence to be erected with neighbouring garden at 30 Old Market Street. Tree is approximately 32m north of back wall of property which equates to approx two thirds of the way down the garden.

The Parish Council have no objections, subject to any recommendations by the tree officer.

b) Correspondence:

None

c) Decisions: DC/26/03260 Land East Of, Old Station Road, Mendlesham, Suffolk Discharge of Conditions Application for DC/24/04832 - Condition 30 (Prevention of Surface Water Discharge to highway) – APPROVED

DC/26/03261 Land East Of, Old Station Road, Mendlesham, Suffolk Discharge of Conditions for DC/24/04832 - Condition 31 (Estate Roads & Footpaths) – APPROVED

DC/26/03262 Land East Of, Old Station Road, Mendlesham, Suffolk Discharge of Conditions Application for DC/24/04832 - Condition 37 (Improvements to Bus Stops) – APPROVED

Results noted.

d) Any other planning matters:

Denbury Homes - St Mary's Place development - To consider the developer's request for the Parish Council's views on proposed street names for the St Mary's Place development off Glebe Way and Old Station Road, and to agree the Council's preferred names or any alternative suggestions.

It was noted that the name of St Mary's place may cause some confusion due to proximity with the church. Names put forward by the developer were noted with no objections. Alternatives were put forward, including local farming family names, relating to the old school/former St Josephs centre and original name of the land from ordinance survey.

With the agreement of the Council, the Chairman brought this item forward from its original position at the end of the agenda to accommodate members of the public present who wished to speak on and hear the discussion of this matter.

**13. Asset of Community Value: The United Reform Church
Following a request from six councillors in accordance with Standing Order 7(a)**

To reconsider the Council's previous decision in relation to the United Reformed Church and, in light of the potential interest expressed by Mendlesham Community Charity, to consider whether and in what ways the Parish Council may support the Charity in exploring the potential acquisition and/or future operation of the property, including any potential financial or other support.

The Council noted updates on interested parties. While confirming that the Parish Council lacks the human resources to manage the project directly, it was resolved to facilitate what it can to progress the building's long-term preservation for community use, and to advise Mendlesham Community Charity to contact the Mid Suffolk District Council (MSDC) Ward Councillor for a full picture, including how the property could be sustainably operated.

6. Reports

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

Correspondence:

Mid Suffolk District Council is evaluating the Mid Suffolk Taxi Bus pilot operated by Swift Taxi Cabs and has invited feedback from parishes that were served during the pilot. Comments are sought on resident experiences, awareness and use of the service, suitability of routes/timetables/booking arrangements, unmet transport needs and the overall value of this type of rural transport provision. Feedback is requested by **16 September 2026**; a formal Parish Council response is not required.

Suffolk County Council has confirmed that the joint bid submitted by Mendlesham Parish Council and Stowmarket Minibus and Coach Hire for continued funding of the Stowmarket bus service has been successful. Funding has been secured for a further two years, until September 2028.

CiLCA training and qualification:

There were no training sessions in August for my CiLCA qualification, but two are scheduled for September. I have spent 3 hours dedicated to CiLCA this month.

b) Chairs report

None

c) Questions to the Chair

None

7. Playing field matters

a) To review grass cutting contractor services and consider any action required.

It was unanimously approved to terminate contract with Top Garden Services with immediate effect due to unresolved issues. It was also unanimously approved to appoint Vertas as the new contractor to undertake the works as soon as possible.

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

It was noted considerable wear to a section of rope on the play equipment. Clerk to request information and quote from installation company.

The surface of the MUGA was wearing and needed short term remedial action for continued hireable use. Clerk to meet with installation company for advice.

8. Mendlesham Parish Council: Financial matters

a) To confirm payment of invoices

DD	91.56	Nest July 2026 *
DD	91.56	Nest August 2026
OL	194.94	August 26 Street Cleaning
OL	1,223.08	Clerk Salary August 26

OL	26.00	Clerk 1/12th annual payment for use of home as an office
OL	22.95	J Lawes Ltd – new padlock for playing field gate
OL	57.81	Emergency planning expenses (boxes and contents)
OL	18.00	copies of keys for new padlock
OL	30.00	Old School Room hire – 8 th July & 20 th July
OL	475.15	HMRC PAYE – Q2

* Nest July processed for payment by direct debit this month due to delays with website.

b) To confirm bank reconciliation as at 31.07.26

To be presented at next meeting

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

None

9. Playing Field Pavilion / 50/50 Shop

a) To receive an update following further consideration of the proposed external renovation works to the pavilion, including review of the asbestos survey and feedback from Parish Council volunteers

It was noted the asbestos and condition reports, previously carried out, aligned with the works requested by the Mendlesham Community Charity.

b) To consider and agree any further action.

It was resolved to share these two reports with Mendlesham Community Charity and any contractors or volunteers undertaking any works on or to the building.

As set out in the annual agreement, the Parish Council are responsible for repairs and decoration of the building subject to an application to the hirer (MCC) to reimburse or contribute to the cost, with the Mendlesham Community Charity responsible for internal repairs and decoration.

10. Mendlesham Community Centre – Water Leak and Insurance Claim

a) To receive an update regarding the water leak and resulting damage at Mendlesham Community Centre, including the insurance claim notified under the Parish Council's insurance policy

Noted the claim has been notified under PC insurance policy. Clerk chasing for quotes – two required by the insurance company.

b) To consider any action and/or expenditure required.

Noted excess amount to be paid of £100 in the event of pursuing as claim.

11. Open Space at Chapel Road development

a) To consider the developer's response regarding the potential transfer of the 'open space' area on the Chapel Road development

Information following further communications with the developer were circulated to the Councillors prior to the meeting.

b) To agree any further action.

It was unanimously agreed to not pursue this any further.

12. Parish Councillor – Vacancy

a) To note the current casual vacancy for one Parish Councillor and the outcome of the statutory Notice of Vacancy period.

Noted

b) To consider and agree any necessary next steps, including arrangements for cooption if an election has not been requested.

It was confirmed that no election has been requested. Clerk to use recent advertising for vacancy with deadline for applications to be Friday 18th September.

14. Matters for consideration at the next meeting

Schedule a meeting with Highways representative regarding signage and traffic calming measures for 24th September around 12noon.

Meeting closed 8.50pm