

MELLIS PARISH COUNCIL

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FINAL MINUTES OF THE PARISH COUNCIL MEETING HELD ON THURSDAY 20th JANUARY 2022 @ 6:30PM MELLIS MEMORIAL HALL

Present: Cllr L Read, Cllr S Barr, Cllr A Cross
Clerk – J Challis, DC Cllr R Warboys

Apologies: Cllr G Paterson, CC Cllr Fleming

1 Chair's welcome and to consider and approve apologies for absence

Cllr Read welcomed everyone to the meeting, approved apologies received from Cllr Paterson, and noted apologies received from CC Cllr Fleming.

2 To receive Declarations of Interest on agenda items

Cllr Read declared a personal interest against agenda item 15 as a member of the Mellisians.

3 To consider requests for Dispensations on agenda items

None requested.

4 To resolve the draft minutes of the Parish Council meeting held on Thursday 25th November 2021 and 9th December 2021 are a true and correct record.

The minutes for 25th November 2021 were approved unanimously with one abstention (councillor not present at meeting).

The minutes for 9th December 2021 were approved unanimously.

5 Report from County Councillor

CC Cllr Fleming sent her report prior to the meeting, a copy of which can be found as an addendum at the end of the minutes.

6 Report from District Councillor

DC Cllr Warboys sent his report prior to the meeting, a copy of which can be found as an addendum at the end of the minutes.

7 Public Participation Session (10 minutes set aside)

No members of the public present.

8 Chair's Report

Cllr Read attended the Progress Power update meeting in Eye on Monday 17th January 2022. Works are on track with the expected 3-month time frame and are due to complete mid-February, at which point new contractors will take over for the next stage of the project. At this time there

will be temporary traffic lights on the A140 whilst resurfacing is carried out, which may result in some disruption.

No night works are due to take place although this does not apply to the new contractors due to take over mid-February.

9 Clerk/RFO's Report

- Receipts and payments 01/04/21-24/11/21 were sent to councillors prior to the meeting.
- Bank Reconciliation – accounts were sent to Cllr Cross for internal auditing for the first two quarters of the financial year. Cllr Cross approved and signed the bank reconciliation 01/04/21 – 24/09/21. Next reconciliation due for quarter ending 24/12/21.
- An email has been received from Wortham and Burgate PC, also sent to Yaxley PC, raising concerns regarding an increase in HGVs since the completion of the new roundabout at the Yaxley junction on the A140. The problem seems to be vehicles using the Yaxley/Mellis road as a cut through to the A143. Yaxley PC confirmed they share the concerns and raised a further problem of parking outside Mellis primary school during drop off and collection times. Wortham and Burgate PC have completed the Suffolk Lorry Route survey and contacted Stefan Henrikson and CC Cllr Fleming. They suggest 'Unsuitable for HGVs' signage at the Yaxley junction and/or a local Traffic Order. Yaxley PC has also responded to the Suffolk Lorry Route survey and requested the road from Yaxley through Mellis to Wortham is not used by lorries, apart from those needing access to local businesses. They previously requested a weight limit for lorries to be imposed, but this was refused. They have had a traffic survey carried out, and booked a further one, date to be confirmed. Councillors are aware of these issues and agreed they would like to work on improving the situation. After discussing the problems at length, councillors agreed to ensure a response to the Suffolk Lorry Route survey is recorded from Mellis PC, and to support Yaxley PC by sharing the cost of the new traffic survey. The issues will also be raised again with CC Cllr Fleming. Councillors also acknowledged that new SID/VAS signs have already been approved and an update is due further on agenda at item 12.
- Transport East Consultation forwarded to Cllrs prior to the meeting– deadline for comments is 30th January 2022.
- BMSDC Spring Clean Suffolk 2022 – email received from BMSDC promoting community litter picks. Councillors discussed and agreed this to be something the PC should be involved with. There seems to be a lot of litter on the road past the school and it was suggested to contact the school to see what their litter policy is and if they would like to be involved. A set of litter pickers is due to be delivered with the new dog bins as part of the Welcome Back funding project.
- PPC (Police and Crime Commissioner) Survey – deadline for participating in the survey is 27th January 2022.
- Suffolk Highways – Licence for approval of attachments to street lighting. The approval of licence for attachments to street lighting has been transferred to the Licensing and Enforcement team within Suffolk highways ie hanging baskets, lights, Christmas decorations. For 2022 they will do testing FOC, and at a subsidised rate thereafter. We need to advise them of any attachments by the end of March 2022. Cllrs confirmed there are no lights in Mellis with any such hangings.

ACTION

- **Clerk to send accounts to Cllr Cross for internal audit, period ending 24th December 2021**
- **Clerk to reply to Wortham and Burgate, and Yaxley PCs as above re traffic concerns**
- **Clerk to speak to Yaxley PC regarding sharing the cost of the traffic survey**
- **Clerk to contact CC Cllr Fleming with traffic concerns**
- **Transport East Consultation - Councillors to advise Clerk by 30th January if they would to submit any comments**
- **Litter pick – Clerk to contact Mellis Primary School**
- **PCC Survey – Councillors to advise Clerk by 27th January 2022 if they wish to participate**

10 Planning

- **DC/21/06980– Sylvan, Earslford Road, Mellis, IP23 8DY**

After discussing councillors agreed that they had no objection to this planning application.

ACTION – Clerk to add no objection comment to planning portal

11 Tree Warden's Report

Cllr Paterson was not in attendance.

7:25pm DC Cllr Warboys arrived

Cllr Read returned to agenda item 6

(6) Report from District Councillor

DC Cllr Warboys advised that covid related changes to meetings had been updated again within the last 24 hours, following the Government's advice that England was moving to Plan A. DC Cllr Warboys highlighted the Peer Review of Mid Suffolk's Planning Committee processes, and also Neighbourhood Plans.

There was a discussion regarding Neighbourhood Plans. Councillors were interested to learn from DC Cllr Warboys that NHPs are potentially more influential against future development than they previously thought, and that they may be eligible for part funding from the District Council. Councillors agreed they would like to find out more information and also ascertain whether neighbouring parishes have considered NHPs, and if they would be interested in the possibility of collaborating.

ACTION – Clerk to find out more information and contact neighbouring parishes of Yaxley, Wortham and Burgate, Thornham, and Gislingham.

12 Speed Indicator Devices/Vehicle Activated Signs

The Clerk obtained and forwarded three quotations for new solar powered with battery backup SID/VAS signs to councillors prior to the meeting. A checklist needs to be completed for each location and submitted to SCC for approval. In addition, photographs and letters of support from any residents in the immediate vicinity of each proposed site need to be submitted.

Cllr Read and Cllr Cross agreed to visit the proposed sites on Mellis Road and forward the information required to the Clerk for submission to SCC.

ACTION – Cllr Read and Cllr Cross

13 Queen's Platinum Jubilee 2022

Yaxley Diamond Jubilee Steering Group have asked whether Mellis PC are interested in joint celebrations. Councillors discussed and agreed they would like to do this, and thought it would be a good idea to join the Steering Group if possible.

Councillors discussed holding celebrations on Sunday 5th June 2022, and noted an email received from SCC confirming fees will be waived for street parties and any other local authority led public events held on this day in celebration of the Platinum Jubilee.

They discussed ideas including closing the junction of Earslford Road and organising stalls in the area behind the village sign. It was agreed to look further at installing a beacon, and the Clerk advised that SWT have said that the location would need to avoid species rich grassland areas and suggested the village sign area. Cllr Cross knows a local craftsman who may be able to make a brazier style beacon.

DC Cllr Warboys reminded that funding is available for the QPJ from his locality budget.

ACTION

- **Clerk to confirm Mellis PC are happy to organise events jointly with Yaxley, and ask whether a member of the PC could join the Yaxley Diamond Jubilee Steering Group**
- **Cllr Cross/Clerk to investigate beacons**

14 Mellis Football Goals and Play Area

Deferred to next meeting.

8:25pm DC Cllr Warboys left the meeting

15 Mellisians Donation Request

A Donation request of £300 has been received from Mellis Village Choir Group the Mellisians, to enable them to expand their group and book the Memorial Hall for rehearsals. After discussing, Councillors agreed unanimously to support the £300 donation request, with two abstentions.

ACTION – Clerk to arrange for payment of £300 to be made

16 Mellis Community Support Fund

Deferred to next meeting.

17 New Dog Bin Locations

Deferred to next meeting.

18 Newsteads Land

Deferred to next meeting.

19 Village Improvements

Deferred to next meeting.

20 Precept 2022/23

Councillors discussed, and unanimously approved, the setting of a precept of £7,900.00 for 2022/23. The Precept Request form was completed and duly signed by the Chair, Clerk/RFO, and Cllr Barr.

ACTION – Clerk to submit precept request form to MSDC by the deadline of 31st January 2022.

21 Finance

i) Confirmation of Barclays bank account balance

The Barclays bank account balance of 24th December 2021 £35,605.80.

ii) Review and authorisation of payments presented:

Admin payment (Clerk) - **£280.60**

Expenses (Clerk mileage) - **£5.13**

Mellis Memorial (Dec 21 hire) - **£21.00**

Cllr Read expenses (wreath) - **£50.00**

Gislingham PC (50% share of Clerk's CiLCA training) - **£67.17**

iii) Staffing

Cllr Barr suggested setting up a monthly standing order payment for the Clerk's basic hours, as per Financial Regulation 6.8. Any additional hours incurred to be agreed at the next scheduled Council meeting. Agreed unanimously.

Cllr Read proposed moving the rest of this item to the end of the agenda so it could be held 'IN CAMERA'. Agreed unanimously.

All payments were agreed unanimously with one abstention against expenses for Cllr Read.

ACTION

- **Cllr Read and Cllr Barr to pay agreed payments via online banking (dual authorisation)**
- **Cllr Read and Cllr Barr to set up monthly standing order for Clerk's wages starting 25th February 2022 (dual authorisation)**

22 Policies for review

- **Computer and Email Acceptable Use Policy**
- **Filming, Videoing, Photography and Audio Recording Policy**
- **Media Policy**
- **Public Participation Policy**

The above policies were sent to Councillors in advance of the meeting. Cllr Read made comment that the wording of most of the documents leaves them wide open to differing interpretations. After discussing, all policies above were approved unanimously.

ACTION – Clerk to update and publish each policy

23 Matters for future consideration

None

24 The date of the next Meeting will be Thursday 24th February 2022 at 6:30pm Mellis Memorial Hall.

(21 iii) Staffing - IN CAMERA

Meeting closed at

