

# MELLIS PARISH COUNCIL

Clerk: Ms Jane Challis

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## FINAL MINUTES OF THE PARISH COUNCIL MEETING HELD ON THURSDAY 28<sup>th</sup> OCTOBER 2021 @ 6:30PM MELLIS MEMORIAL HALL

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

**Apologies:** Cllr G Paterson

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

Cllr Read welcomed everyone to the meeting and approved apologies received from Cllr Paterson.

### **2 To receive Declarations of Interest on agenda items**

None received.

### **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 30<sup>th</sup> September 2021 are a true and correct record.**

The Clerk advised she needed to add the payment made to the Messenger of £500.00 on 4<sup>th</sup> September 2021 under finance.

The minutes for 30<sup>th</sup> September 2021 were approved with one abstention (Councillor not present at meeting), to include the above amendment.

### **5 Report from County Councillor**

CC Cllr Fleming read through her report, a copy of which can be found as an addendum at the end of the minutes.

In response to SCC's LED Street lighting upgrade project, Cllr Cross asked if there were any plans to convert roadside lighting to solar panels. CC Cllr Fleming advised not at present but it is definitely something worth consideration by SCC.

CC Cllr Fleming advised that in addition to her report, if anyone needs to log an issue with the new roundabout system on the A140, there is a Transport Policy report number to reference which is CR329020.

6:52pm CC Cllr Fleming left the meeting

### **6 Report from District Councillor**

DC Cllr Warboys read through his report, a copy of which can be found as an addendum at the end of the minutes.

Councillors discussed the Local Energy Showcase's aim to assist Parish Council's to decarbonise and felt grant and funding schemes need to be made more straight forward.

7:30pm SC Cllr Warboys left the meeting

## **7 Public Participation Session (10 minutes set aside)**

No members of the public present.

## **8 Chair's Report**

- The Remembrance wreath for the Royal British Legion has arrived. The Parish Council normally gives £25.00 in support, Cllr Read proposed increasing this amount to £50 this year. Agreed unanimously.
- Cllr Paterson has repaired the damaged panel of the phone box.

## **9 Clerk/RFO's Report**

- The new laptop has been ordered and received, and is making administration much easier than the previous one.
- The 2 new dog waste bins have been requested through BMSDC's Welcome Back Funding Scheme and we are awaiting delivery.
- A remittance advice has been received from MSDC advising of a CIL payment for £6,340.54 due to be paid this month.
- The Clerk attended Budget Training on 21<sup>st</sup> October 2021 which was extremely helpful and informative. The budget 2022/23 will be an Agenda in November.
- A resident has requested a no dog fouling sign be placed on the post at the entrance to Drury Lane. The Council has ordered two new dog waste bins as above, so this will be a future agenda item.
- The Clerk advised on behalf of Cllr Paterson that he proposes an event for the 10<sup>th</sup> anniversary of the Mellis Phone Box project next year, involving everyone originally involved. Future Agenda item.
- The Clerk was contacted by the resident who approached the Council regarding cutting down conifer trees, as per the 30<sup>th</sup> September 2021 minutes, and advised that any permissions required would need to be sought from MSDC.
- The Clerk will forward accounts to Cllr Cross for internal auditing.

### **ACTION**

- **Clerk to update asset register with new laptop details**
- **Clerk to advise resident that dog waste/dog waste bins will be a future agenda item**
- **Budget 2022/23 to be an agenda item in November**
- **Mellis Phone Box Project 10<sup>th</sup> anniversary to be a future agenda item**
- **Clerk to forward accounts to Cllr Cross**

## **10 Planning**

- **DC/21/05592– Ash Tree Farm, The Common, Mellis, IP23 8EB**

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

- **DC/21/03944 – Flavours Farm, Mellis Road, Thrandeston, IP21 4BD**

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

- **DC/21/05647 – Progress Power, Potash Lane, Eye, IP23 7HE**

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

- **DC/21/05697 – The Old Rectory, Earlsford 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 for each application**

## **11 Wellhead Reconstruction**

No further updates. To be removed as a permanent agenda item.

## **12 MSDC Tree, Hedge, and Wildflower Planting Initiative**

Ongoing. The Clerk has forwarded details of two other planting initiatives called Orchards for Schools, and Free Trees from eforests.co.uk to Councillors. Councillors discussed the Orchards for Schools project and felt it might be an idea to be considered with the School for Newsteads Land. Cllr Cross suggested that should something like this go ahead there is a Suffolk company which provides an apple pressing service which may be worth looking into. To be discussed further when Tree Warden Cllr Paterson present.

## **13 Speeding within the village**

The Clerk has obtained two quotations for SID (VAS) devices which flash with a SLOW DOWN message or happy/sad face alongside the speed. There is the option of mains powered, solar powered with battery backup, or battery powered, with or without data capture. CIL funds can be used to purchase these, and a site checklist has to be completed and sent to SCC for them to approve and authorise.

Councillors discussed and agreed they would like detailed quotations for two solar powered devices with battery backup, including two additional posts to enable them to be moved from one side of the road to the other. This will be an agenda item for full discussion in November.

**ACTION – Clerk to obtain three quotations for SID (VAS) devices to present at the November meeting.**

## **14 Queen’s Platinum Jubilee 2022**

Councillors discussed ideas for the Queen’s Platinum Jubilee 2022 bank holiday weekend including some form of street party, purchase and installation of a beacon to be lit at 9.15pm on 2nd June as being organised across Suffolk by the Pageantmaster for the Queen’s Jubilee Beacons, and also incorporating the 10<sup>th</sup> Anniversary of the Mellis Phone Box Project to any plans. After discussing, it was agreed to speak with other organisations within the village to see if they had made any plans yet, or would like to organise something in conjunction with the Parish Council. It was also agreed to speak to Wortham Parish Council about how they arranged for their beacon to be installed, and to approach Suffolk Wildlife Trust for permission.

**ACTION – Clerk to contact organisations within the village, as well as Wortham Parish Council and SWT.**

## **15 Mellis Community Support Fund**

Cllr Cross presented an idea to create a Community Support Fund, using CIL funding if possible, to enable organisations within the village to book the Memorial Hall for the benefit of their club or organisation.

Councillors discussed this idea and agreed it to be something they would like to progress with, but would like confirmation on whether CIL funding could be used. The alternative would be a donation to the Memorial Hall Committee under s.19 Local Government Act 1976, but this would involve the Memorial Hall being responsible for the management.

**ACTION – Clerk to seek confirmation from MSDC Infrastructure Team as to whether CIL funds can be used.**

## 16 Finance

### i) Confirmation of Barclays bank account balance

The Barclays bank account balance of 22<sup>nd</sup> October 2021 £37,231.46.

### ii) Review and authorisation of payments presented:

121 Computers (new laptop) - **£519.00**

St. Mary's Church Mellis - **£800.00**

Adventure Services (grass cutting) - **£49.50**

MSDC (bin emptying) - **£201.12**

Suffolk Cloud (hosting) - **£30.00**

Admin payment (Clerk inc. tax refund) - **£657.90**

Agreed unanimously

**ACTION - Cllr Read and Cllr Barr to pay agreed payments via online banking (dual authorisation)**

## 17 Training

The Clerk attended SALC's Introduction to CiLCA training webinar this morning. To complete CiLCA there are 5 modules run by SALC at £50 plus VAT each, plus a £410.00 (non-vatable) registration fee with SLCC.

After discussing, Councillors agreed to support and share the cost of the Clerk's CiLCA training with Gislingham Parish Council, who have previously indicated they would be happy to do this.

**ACTION – Clerk to advise Gislingham Parish Council**

## 18 Matters for future consideration

- Erosion to areas of the Common

## 19 The date of the next Meeting will be Thursday 25<sup>th</sup> November 2021 at 6:30pm Mellis Memorial Hall.

Councillors agreed not to hold a meeting in December 2021.

Meeting closed at 8:55pm

## County Councillor Report

Oct. 2021



### Mellis Parish Council

Councillor Jessica Fleming, Hartismere Division, Suffolk

[Jessica.fleming@suffolk.gov.uk](mailto:Jessica.fleming@suffolk.gov.uk) Tel: 07714-597980 Twitter: @jesstfleming

**Suffolk Special Education Needs and Disabilities (SEND) Review Published** - An Independent Report into SCC services was published on 20<sup>th</sup> September following a review led by Lincolnshire County Council. You can [read the report and action plan here](#). To comment on any aspect of the report or action plan please contact us via email at [SendReview@suffolk.gov.uk](mailto:SendReview@suffolk.gov.uk)

**Street Lighting Replacement Programme Commenced in September** - SCC in partnership with Bouygues E&S commenced a large scale LED street lighting upgrade project involving about 43,000 lights. The objectives are to reduce energy, minimise light pollution, and reduce maintenance costs.

**Greenest County Awards on 12<sup>th</sup> November at The Hold, Ipswich** –This year’s award categories include biodiversity and landscape, business, community, schools, waste and recycling. [READ MORE](#)

**Suffolk Recycling Centres Booking System Upgrade** - As of 27 September all time slots are viewable in real time, booking can be completed seven days in advance, or easily amended. The system is also able to advise customers on which sites accept specific materials. To book a slot visit [suffolkrecycling.org.uk](http://suffolkrecycling.org.uk).

**Temporary suspension of visiting at Suffolk and NE Essex hospitals** – Visiting has been suspended as of 27<sup>th</sup> October for three weeks due to increased COVID-19 infections. Please note visiting for end-of-life care, formal caring roles, parents of children and maternity will continue as normal. The situation will be reviewed in two weeks.

**Covid Vaccination and Booster Service** – Information about the Suffolk and NE Essex services for Covid vaccinations and boosters can be found on: <https://sneevaccine.org.uk/> Boosters are available for people who meet the eligibility criteria six months after their second vaccination, regardless of vaccine received, and others in vulnerable categories. Walk in clinics offering the booster are listed on the web site, or contact the Patient Helpline - [0344 257 3961](tel:03442573961) .

## DISTRICT COUNCILLOR'S REPORT OCTOBER 2021

<p>MSDC Full Council Meeting 23/09/2021</p>	<p>A “No Casino” Policy was approved.</p> <p>The CIFCO Business Plan was approved. Active management of portfolio including a sustainability strategy.</p> <p>A comprehensive Wellbeing Strategy (to 2027) was introduced and approved unanimously with a budget of £1million pounds. This was developed through cross party workshops.</p> <p><i>“The long-term ambition and focus of this strategy is to enable families to lead active, healthy, safe and independent lives and manage their own health &amp; wellbeing; to create sustainable places and spaces which maximise health and wellbeing opportunities and for health inequalities to be reduced. Our aim is to do everything we can to stimulate and enhance the social, economic, environmental ,and cultural wellbeing of our communities and this will be achieved not only through this strategy, but by ensuring that well-being also continues to be embedded in the delivery of the strategies that support the Councils’ five other strategic priorities.”</i></p> <p><i>“The identities and contributions made by people, communities, and local organisations to life in our Districts will be celebrated and further encouraged and developed.”</i></p> <p>Recommendations on Payment Scales for Senior Staff was withdrawn.</p> <p>Revisions of Neighbourhood Plans were approved – procedure simplified - automatically proceeding to referendum after parish and councils modifications, and approved at cabinet rather than full council meeting.</p> <p>Motions on light pollution and inclusion of lighting control within the Biodiversity Supplementary Planning Document, and on the proposed use of ID cards at Elections – a solution without a problem, were deferred.</p> <p>Meeting closed 10.00pm.</p>
<p>MSDC Extraordinary Meeting 18/10/2021</p>	<p>The council passed the following motions:</p> <ol style="list-style-type: none"> <li>1. The Council recognises that light pollution is increasing and that it causes harm to wildlife and insects and can increase health risks in people. The Council therefore will seek to reduce the intensity and extent of outdoor lighting within its own public realm and housing assets and other lighting schemes where it has influence, to the extent practical. The Council will also include guidance in its Biodiversity Supplementary Planning Document to protect and enhance dark skies for the benefit of wildlife and human health and well being. Proposer: Cllr Dr Daniel Pratt. Seconder : Cllr Jessica Fleming</li> <li>2. This Council Resolves: To oppose the introduction of photo ID as a requirement to vote at polling stations. To request the Leader to write to the relevant minister indicating this opposition and the reasons why and requesting this measure should be excluded from the Elections Bill. That should mandatory photo ID be passed into law, this council will investigate low-cost and no-cost options for residents, bearing in mind the barriers outlined and focus efforts to promote the ID to those who are most likely to need it. Proposer: Cllr Andrew Mellen. Seconder: Cllr Keith Scarff</li> </ol>
<p>Platinum Jubilee 2022</p>	<p>I have enquired about any funding available for events to celebrate the Queen’s Jubilee next year. At present MSDC have no plans to create a special fund however I am able to fund projects from my Locality Fund Next Year.</p> <p>So I am provisionally offering a grant of £250 towards a community event in each Parish. Forms would have to be filled in in the usual way and the event would have to meet the usual criteria regarding access for the larger community and not specific religious or political events.</p>

<p>Locality Awards</p>	<p>New grants available now for 2021/22.  Open to groups with projects that provide a clear and tangible benefit to the community. Full information available using the link or contact me to discuss your project.  <a href="https://www.midsuffolk.gov.uk/communities/grants-and-funding/locality-awards-2021-22/">https://www.midsuffolk.gov.uk/communities/grants-and-funding/locality-awards-2021-22/</a></p>
<p>Response expected next Full Council Meeting 25<sup>th</sup> Nov. All party workshops: These are the proposals put forward by the Green and Liberal Democrat Group – no responses have been received.</p>	<ol style="list-style-type: none"> <li>1. £1m should be directed to exemplar zero-carbon housing projects, in particular selecting those that can be delivered within a 2-year timeframe using innovative techniques. We also propose that a set of Suffolk specific designs and specifications be drawn up and used for these developments, and then made open-source for small-scale developers and selfbuilders to use. The intention is that more housing will be delivered at social rents.</li> <li>2. Up to £1m should be used to improve the delivery of our planning services, to strengthen and train the staff team, and make the department the best in the region. In particular the role of planning enforcement should be enhanced, so that conditions imposed on developers are followed up and implemented in full, thus moving enforcement into a positive, proactive role alongside its current reactive function.</li> <li>3. £1m to be retained for future response to the Covid pandemic as needs arise over the next couple of years.</li> </ol>

<p><b>Local Energy Showcase</b></p> <p>21<sup>st</sup>/22<sup>nd</sup> October</p>	<p><b><u>Notes from Workshop: Support for Decarbonisation in Local Parishes</u></b></p> <p><i>Chaired by Alex Templeton from Eastern New Energy</i></p> <p>Eastern New Energy (ENE) working in partnership with NALC and SALC to assist organisations including parish councils to decarbonise.</p> <p>Parishes in the meeting agreed that parish councils can play a large role as a catalyst for emissions reductions, however some barriers:</p> <ul style="list-style-type: none"> <li>• Parishes often struggle with large solar and housing developers</li> <li>• Parishes often feel there is a disconnect between themselves, the County and District Councils, and other Parish Councils</li> <li>• Parish Councils may feel they lack the data and information needed to make plans</li> <li>• Finance is required to fund new community assets or renew or adapt existing local infrastructure. (PWLB)</li> </ul> <p>ENE can provide advice and help with discreet projects. Parish Councils would need to form a social enterprise or charity in which ENE can legally engage. The organisation would be eligible for assistance on behalf of the parish.</p> <p>ENE can assist with:</p> <ul style="list-style-type: none"> <li>• Preparing 'net zero' implementation schemes</li> <li>• Technical feasibility studies and parish surveys</li> <li>• Grants and funding schemes</li> <li>• Local energy production development, retrofit and insulation schemes</li> </ul> <p>For more information on ENE please see - <a href="https://www.uel.ac.uk/our-research/research-school-architecture-computing-engineering/sustainability-research-institute-sri/eastern-new-energyproject">https://www.uel.ac.uk/our-research/research-school-architecture-computing-engineering/sustainability-research-institute-sri/eastern-new-energyproject</a></p> <p>(MSDC has let a contract for the construction of a solar carport in the Stowmarket Leisure Centre car park; works are expected to begin shortly and be complete by spring 2022. More than half of the cost is being met from the Government's Getting Building Fund).</p>
<p><b>New NPPF</b></p>	<p>The revised National Planning Policy Framework sets out government's planning policies for England and how these are expected to be applied.</p> <p>This was updated 20<sup>th</sup> July 2021. A link:</p> <p><a href="https://www.gov.uk/government/publications/national-planning-policy-framework--2">https://www.gov.uk/government/publications/national-planning-policy-framework--2</a></p>

