

# MELLIS PARISH COUNCIL

Clerk: Ms Jane Challis  
75 Shelfanger Road  
Diss, IP22 4EH  
Tel: 07796 410694  
Email: mellisparishcouncil@gmail.com

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

**Present:** Cllr L Read, Cllr A Cross, Cllr G Paterson  
Clerk – J Challis, DC Cllr R Warboys, one member of the public

**Apologies:** Cllr S Barr

### **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 Barr.

### **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 26<sup>th</sup> August 2021 are a true and correct record.**

The minutes for 26<sup>th</sup> August 2021 were approved with one abstention (Councillor not present at meeting).

As the member of the public was present for item 10, Cllr Read proposed making this the next agenda item.

Approve unanimously.

#### **(10) Burial Ground Grant Request**

A request has been received from St Mary's Church Mellis for a donation of £800 towards upkeep of the parish burial ground.

After discussing at length, Councillors agreed unanimously to approve the donation of £800 using S214 LGA 1972.

**ACTION – Clerk to obtain bank details from the Church Treasurer and forward to Cllrs Read and Barr to make the payment (dual authorisation).**

6:43pm the member of the public left the meeting

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

CC Cllr Fleming was not in attendance but sent her report to councillors 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 read through his report, a copy of which can be found as an addendum at the end of the minutes.

Cllr Read asked DC Cllr Warboys whether Mellis Singing Group would be eligible to apply for funding through his locality budget. DC Cllr Warboys advised the group would need to approach him directly to see if they met the criteria required.

This led to a suggestion from Cllr Cross for a Community Fund for organisations/groups within the village to access to use for booking the Memorial Hall. This will be added as a future agenda item.

7:18pm DC Cllr Warboys left the meeting

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

See item 10 above.

## 8 Chair's Report

- Cllr Read advised he had attended the Progress Power Community Liaison Group meeting held on 20<sup>th</sup> September 2021. The work is due to complete within 3 months however the landing pad will take approximately 2 ½ years.  
As part of the works, SCC intends to close the Byway 11 Mellis at the railway crossing to facilitate the installation of a traffic light system from 09/10/2021 - 26/10/2021.
- Maintenance of the Village Sign – an indirect request for the Parish Council to clear the area behind the sign has been received. Grass cutting to the area has been carried out but an area of brambles was specifically left as a haven for wildlife. Cllrs discussed the request and felt that so long as there is access for residents to walk through the area which there is, it should be managed sympathetically in accordance with Suffolk Wildlife Trust's values.
- A resident has contacted advising their intent to cut conifer trees which have grown too tall overhanging their property. Cllrs discussed and agreed that the resident should contact MSDC in the first instance to seek any planning permissions that might be required. The Parish Council can only discuss and comment on planning applications referred to them by MSDC.  
Elsewhere in the village, trees on the Common have already cut down by another resident, for which planning permission was not sought. The Council was only made aware of this once the work had already started. Cllrs discussed writing a letter to MSDC advising them as to what had happened.
- The Carnser and Earlsford Road sign problems have been reported to SCC.

### **ACTION**

- **Cllr Read to speak to resident regarding indirect request relating to maintenance of village sign**
- **Cllr Paterson to speak to resident in his capacity as Tree Warden, regarding conifer trees overhanging their property, to advise they speak to MSDC regarding any permissions required**
- **Cllr Paterson to speak to resident in his capacity as Tree Warden, regarding trees already cut, to advise permission should have been requested from MSDC, before PC decides whether to write a formal letter advising MSDC**

## 9 Clerk/RFO's Report

- The Internal Audit carried out by SALC is complete with no non compliances.
- Remittance advice received from MSDC advising second half of the precept, £3,950.00, has been paid.
- The Parish Council laptop has been struggling to start and running very slowly. 121 Computers in Diss looked at it FOC and advised it requires a new DC Jack and updated

software totalling £140.00. They also provided pricing for 3 equivalent replacement laptop options. After discussing Councillors agreed that it was not cost affective to repair the old laptop, and approved the purchase of an Asus Vivobook 712 laptop £432.50 plus VAT, from 121 Computers.

**ACTION**

- **Clerk to publish Internal Audit on the PC website**
- **Clerk to request pro forma invoice for purchase of new laptop from 121 Computers**

**10 Burial Ground Grant Request**

As above

**11 Welcome Back funding.**

BMSDC have been allocated a share of ERDF funding to support the return to the high street safely. The majority of the funding has been allocated to larger towns, but in recognition of the increase in littering resulting from more people walking and staying close to home during the pandemic, smaller parishes are being offered a free set of litter pickers in addition to one of the following options:

- Two new litter bins
- Two new dog waste bins
- One new litter bin and one new dog bin
- One new planter 75cm x 75cm

The Clerk has requested more information on the size of the bins being offered in order for Cllrs to make a decision, as requested at the September meeting, but has had no reply.

After discussing, and due to the end of September deadline for selecting an option, Cllrs agreed they would like 2 x dogs bins.

**Action – Clerk to request 2 x dog bins from BMSDC Welcome Back Funding**

**12 Planning**

- **DC/21/04694 – The Glebe, Thrandeston Road, Mellis, IP23 8DR**

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

- **DC/21/04966 – Sunnyside, The Common, Mellis, IP23 8EE**

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

- **DC/21/05287 – Easter Barn, The Common, Mellis, IP23 8EB**

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

**ACTION – Clerk to add no objection comment to planning portal for each application**

**13 Wellhead Reconstruction**

No further updates.

**14 MSDC Tree, Hedge, and Wildflower Planting Initiative**

Ongoing - Cllr Paterson advised he completed an application for 150 trees, 100m of hedgerow and 25 bare rooted hazel, and is awaiting acknowledgement/further advice from MSDC.

## 15 Speeding within the village

Deferred to next meeting.

## 16 Phone box repair

Cllr Paterson advised that he is dealing with the damaged panel which he is aiming to have repaired by the next meeting.

**ACTION – Cllr Paterson to complete repair of broken panel**

## 17 Finance

### i) Confirmation of Barclays bank account balance

The Barclays bank account balance of 24<sup>th</sup> September 2021 £32,887.25.

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

Adventure Services (grass cutting) - **£63.00**

SALC (Internal Audit) - **£189.60**

JC's Cleaning Services (bus shelter) - **£18.00**

Admin payment (Clerk) - **£278.30**

HMRC - **£69.40**

Stationery/Mileage expenses Clerk - **£23.03**

SALC (budget training) - **£36.00**

The Messenger - **£500** (paid 4<sup>th</sup> September 2021)

Agreed unanimously

### iii) Review of Budget 2021/22

Cllrs reviewed the budget and requested accurate costings for maintenance of the defibrillator.

#### **ACTION**

- **Cllr Read and Cllr Barr to pay agreed payments via online banking (dual authorisation)**
- **Clerk to find out defibrillator costs**

## 18 Training

The Clerk requested approval to attend a SALC Budget Training webinar being held on Thursday 21<sup>st</sup> October 2021.

Approved unanimously

**ACTION – Clerk to attend Budget training**

## 19 Matters for future consideration

- Queen's Platinum Jubilee 2022 including Beacons
- Mellis Community Support Fund
- Erosion to areas of the Common

## 20 The date of the next Meeting will be Thursday 28<sup>th</sup> October 2021 at 6:30pm Mellis Memorial Hall.

Meeting closed at 8:41pm

## County Councillor Report

Sept. 2021



### Gislingham Parish Council

Councillor Jessica Fleming, Hartismere Division, Suffolk

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

**Independent review finds failings in some of Suffolk's SEND services** – An independent report led by Lincolnshire County Council into parts of Suffolk's special educational needs (SEND) provision has been published today and can be read [here](#). The review looked at processes, communication protocols and family - facing elements of SEND provision. Actions are being developed to improve the service.

**Suffolk and COP26** - Events are planned across Suffolk in the lead up to COP26 as part of the Greenest County campaign and aspiration to achieve net zero by 2030. For instance:

- 12 October – Ten Steps to Net Zero (Suffolk Chamber of Commerce)
- 21-22 October – Local Energy Showcase (Babergh and Mid Suffolk District Council) – book here <https://www.greensuffolk.org/event/dont-miss-your-local-energy-showcase/>
- 12 November – Greenest County Awards (Suffolk County Council) - Nominations for the awards close on Thursday 14 October 2021 - <https://www.greensuffolk.org/awards/>

All events are subject to change, visit [www.greensuffolk.org](http://www.greensuffolk.org) for the latest details and information.

**Boundary Commission Changes** - Boundary Commission has published its final recommendations and consultation for changes to Suffolk electoral boundaries for the 2025 elections: Under these proposed arrangements county councillor numbers would reduce from 75 to 70 and there would be closer numeric equivalence in representation. No changes are proposed for the Hartismere Division. <https://www.lgbce.org.uk/all-reviews/eastern/suffolk/suffolk-county-council>.

**Locality Budgets** – The County Council locality scheme is now open again for applications. Please get in touch if any local projects need financial support.

**Covid-19 Update** – SCC bulletins are available on [via the Suffolk County Council website](#). For updates on the vaccine rollout refer to [SNEE NHS COVID-19 Vaccination Service website](#)

## District Councillor's Report Sept 2021

Afghan refugees	<p>Following the Government announcement of its new resettlement scheme for Afghan refugees, councils in Suffolk, including MSDC, have expressed their commitment to assist. We have already helped a small number of Afghan interpreters and their families to resettle in Suffolk. There will be ongoing work to support unaccompanied asylum-seeking children and other refugees entering the UK. You can <a href="#">read the statement in full here</a> and a <a href="#">Suffolk County Council webpage</a> has been created in the event of offers of help from towns and parishes.</p>
Meetings	<p>On Wed. 18<sup>th</sup> Aug Cllr Matthew Hicks (Cons) chaired Development Committee A where the Hybrid Application for the phased employment-led redevelopment of Land at Mill Lane, Stowmarket (Gateway 14) was decided.</p> <p>Gateway 14 is the largest logistics and business park development site in East Anglia on 160 acres of farmland, designated for future employment use. Gateway 14 Ltd is owned by Mid Suffolk District Council (Mid Suffolk) who are investing at least £37M of borrowed money in the project. They are both the Applicant and granter of appropriate planning permission (although they have the power to defer this to another body should they elect to).</p> <p>This development has much community support, but concerns had been raised because of the divergence from the initial consultation and the ambition for the development to be exemplar in terms of energy and environment use and the stimulus to local industry.</p> <p>Some concessions were made on landscaping and future maintenance and a financial commitment towards community and recreational facilities before the proposal was passed.</p>
Meetings	<p>There are no signs that the Government will renew the legislation to enable virtual or hybrid meetings. Committee meetings are being held in the Council Chamber and it is anticipated that the full Council meeting on 23 September will be held in the Chamber.</p> <p>Staff are continuing to work from home but, when necessary, access to workspace in Endeavour House can be booked by staff and councillors.</p>
Taxi licensing – no encouragement given to switch to electric vehicles	<p>The Conservative administration missed the opportunity to improve Mid Suffolk's environmental credentials when they put forward a new taxi licensing policy at the Council's recent Licensing Committee. Despite the fact that no new diesel or petrol car can be purchased after 2030, the ten year policy included no provisions to encourage cab drivers to move to electric vehicles and contained none of the incentives other councils use. The policy, without mention of any efforts to reduce emissions, was approved on the Chair's casting vote.</p>
Solar Carport in Stowmarket	<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>
MSDC Full Council Meeting 23/09/2021	<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>
Locality Awards	<p>New grants available now for 2021/22.</p> <p>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.</p> <p><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>
All party work-shops: These are the proposals put forward by the Green and Liberal Democrat Group – no responses have been received.	<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 allocated across the District to each Councillor as a locality “super-budget” (£29,400 per Councillor) to be directed as capital funding for innovative and creative projects, drawing on the many ideas proposed in the workshops. This would allow Councillors to fund a diverse range of projects, combining funds where appropriate. Members would provide the direction and decisions on funding, but implementation would be managed by officers or approved partner organisations.</li> <li>4. £1m to be retained for future response to the Covid pandemic as needs arise over the next couple of years.</li> </ol>
Mental Health and Well-being	<p>At the moment councillors are engaged in a series of briefings and workshops to explore their own and their communities mental health and wellbeing needs.</p> <p>Link: <a href="https://www.wellbeingnands.co.uk/suffolk/">https://www.wellbeingnands.co.uk/suffolk/</a></p> <p>Working with Leisure Centre Operators: Everyone Active – an outreach programme is being developed.</p>
Anti-social behaviour	<p>This can take many forms, environmental, physical and mental abuse and the council has dedicated officers to investigate and support victims. It can be reported via the council’s website or please contact me.</p> <p>Link: <a href="https://www.midsuffolk.gov.uk/communities/community-safety/anti-social-behaviour-asb/">https://www.midsuffolk.gov.uk/communities/community-safety/anti-social-behaviour-asb/</a></p>

<p><b>Advance Notice:</b> <b>Local Energy Showcase will champion green businesses</b></p>	<p>Businesses and community organisations are being urged to tackle climate change by joining Suffolk’s first ever showcase event celebrating sustainability and green energy. The Local Energy Showcase, organised by Babergh and Mid Suffolk District Councils, will promote how different types of energy can be used by communities and businesses help reduce their impact on the environment, lower costs and contribute to the fight against climate change.</p> <p>FREE <a href="#">Tickets are now available</a> for the two-day extravaganza, at Wherstead Park in Ipswich on 21 and 22 October. The event is open to all businesses with an interest in finding out more about local energy solutions and as well as community groups and parishes who would like to understand and explore the benefits of using local energy solutions.</p> <p>More information: <a href="https://www.midsuffolk.gov.uk/news/local-energy-showcase-will-championgreen-businesses/">https://www.midsuffolk.gov.uk/news/local-energy-showcase-will-championgreen-businesses/</a></p>
<p>21<sup>st</sup>/22<sup>nd</sup> October</p>	

MSDC Councillor Rowland Warboys rowland.warboys@midsuffolk.gov.uk Tel. 01379 783412 Mobile: 07484

186121