

MELLIS PARISH COUNCIL

Clerk: Ms Jane Challis

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DRAFT MINUTES OF THE MEETING of MELLIS PARISH COUNCIL HELD ON THURSDAY 23rd FEBRUARY 2023 @ 6:30PM MELLIS MEMORIAL HALL

Present: Cllr L Read, Cllr A Cross, Cllr Paterson, Cllr Barr, Cllr L Farley
Clerk – J Challis, one member of the public

Apologies: None

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

Cllr Read welcomed everyone to the meeting, including the member of the public, and noted apologies received from CC Cllr Fleming and DC Cllr Warboys, who were unable to attend due to a Full Council meeting.

2 To receive Declarations of Interest on agenda items

Cllr Cross declared a nonpecuniary interest against agenda item 19. Cllrs agreed for Cllr Cross to participate in the discussion, but abstain from voting.

3 To consider requests for Dispensations on agenda items

See agenda item 2.

4 To resolve the draft minutes of the Parish Council meeting held on Thursday 26th January 2023 are a true and correct record.

The minutes for 26th January 2023 were approved unanimously, with one abstention (Councillor who was not present at the meeting).

5 Report from County Councillor

CC Cllr Fleming sent her report in advance of 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 in advance of 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)

The member of the public was present in his capacity of Chairman of Memorial Hall Committee (MMHC) in relation to agenda item 19. A Business Plan was sent to councillors prior to the meeting, as requested at the previous meeting, and the member of the public invited any questions from councillors. Cllr Read raised concerns over traffic/railway noise and the need for blackout curtains for the proposed Film Nights. The member of the public confirmed the current curtains are blackout, and that Film Nights are just one potential avenue of income, others being using the projector for business meetings, quiz nights, children's parties/clubs. There was a

further discussion with councillors noting the Locality Award from MSDC, which has already been confirmed.

Cllr Read advised the member of the public that the new Parish Council noticeboard has arrived, and asked if the Memorial Hall Committee would be happy for it to be installed on the outside of the hall, potentially to the right of the doors. The member of the public said he will include the request on the agenda of the next MH Committee meeting (3rd March 2023) for formal approval. After discussing, Cllr Read proposed moving to agenda items 18 and 19 which was approved unanimously.

(18. Donation Requests)

- Mellis Memorial Hall – After discussing, councillors agreed unanimously that they could not consider a general donation request at this time, in addition to the CIL fund application request (agenda item 19).
- Mellis PCC – Further to the 26th January 2023 meeting, SALC have advised that the council is within its authority to donate up to £900.00 towards utilities for 2023, upon production of receipts. The figure of up to £900.00 was approved at the January meeting.

ACTION – Clerk to advise Memorial Hall Committee and Mellis PCC as above

(19. CIL fund application from Mellis Memorial Hall for a projector and screen)

The Memorial Hall Committee have advised within their Business Plan that the total cost of the projector and screen will be £4,000-4,600.00. They have already received a donation towards the costs, plus have confirmation of a grant of £2,115.60 from DC Cllr Warboy's 2022/23 Locality Award.

Cllr Barr proposed approving an amount of up to £1,517.73 towards the projector and screen for the Memorial Hall, from the council's CIL funds. This takes into account the maximum shortfall based on the figures above, and will be paid upon confirmation of the total costs (receipt or pro forma invoice from the supplier). Seconded by Cllr Farley and approved unanimously with one abstention (Councillor who had already declared a non-pecuniary interest).

ACTION – Clerk to arrange transfer of funds by online bank transfer (dual authorisation), upon production of receipt or pro forma invoice for the projector and screen from the supplier

7:30pm the member of the public left the meeting

8 Chair's Report

- Cllr Read highlighted his concerns regarding the new photographic ID requirements for the elections in May, which would be an issue for residents who do not have internet access. The Clerk has upcoming SALC election training and will update further on this issue once completed.
- Cllr Read has contacted the sign company numerous times regarding the signage for the MH car park, and the defibrillator, without success. The Clerk advised that she has also tried to contact them but has received no reply. Councillors agreed to look for an alternative company to carry out the works required.

ACTION

- **Clerk to update councillors following SALC election training**
- **Cllr Read/Clerk to investigate alternative sign companies**

9 Clerk/RFO's Report

- The completed precept request form was sent before the 31st January 2023 deadline, and confirmation received of the subsequent council tax D band decrease of 2.61% on 2022/23.
- An email has been received asking if the start time of the Parish Council meetings could be made later. After discussing, it was agreed for the Clerk to send a reply saying that should any resident wish to attend a meeting, the public participation session may be

moved further down the agenda to accommodate their arrival time, at the discretion of the Chair.

- A resident has highlighted the poor state of the signage within the parish, and subsequently submitted reports to Suffolk Highways. Councillors wished to express their thanks to the resident, noting that this has resulted in the replacement of three speed signs. The Clerk will conduct an audit of all signage, bins, and grit bins, and submit further reports to Suffolk Highways if necessary.

There is a link on the Parish Council website, should any resident needs to report a Highways issue: [Report It! \(mellisparishcouncil.org.uk\)](http://mellisparishcouncil.org.uk)

- Stowmarket Scouts have vacancies for two people to join their board of trustees, and have asked councillors to consider if they are aware of anyone they would like to nominate.

ACTION

- **Clerk to advise resident re start time of meetings as above**
- **Clerk to conduct sign/bin/grit bin audit as above**
- **Councillors to advise Clerk if they would like to nominate anyone for trustee to Stowmarket Scouts**

10 Planning

To Receive an Update on:

- DC/22/04021 - Land at The Leys and Ivy Farm, Mellis Road, Yaxley, IP21 4BT – APPLICATION FOR PLANNING PERMISSION – Full Planning Application – Construction and operation of Synchronous Condensers with ancillary infrastructure, and associated works including access and landscaping **GRANTED.**
- DC/22/05397 - Householder Application - Erection of part two storey and single storey extensions. Erection of garage with modified driveway Location: The Orchard, Earlsford Road, Mellis, Eye Suffolk IP23 8EA **AWAITING DECISION.**

To Consider:

- DC/22/2190/HYB – Land at Shepherds Grove, Bury Road, Stanton, Suffolk: Hybrid planning application - (A) (i) Full application on 27.56 ha of the site for the storage, distribution and processing of accident damaged and non-damaged motor vehicles, together with the erection of ancillary buildings (B8 Use Class), perimeter fencing and landscaping works (ii) Full application for a new roundabout /road and additional landscaping on circa 5.37 ha of the application site - (B) (i) Outline application for commercial/roadside uses (Use Classes B2, B8, C1, E (excluding E(a)), and a hot food takeaway and pub/restaurant) on circa 2.7 ha of the application site (Plots A, B and C) (i) Outline application for general employment uses (Use Classes B2, B8 and E(g)) on circa 1.37ha of the application site (Plot D).

After discussing councillors agreed unanimously that they object to this planning application due to concerns over the increase in the volume of traffic it will create.

- DC/23/00331 - Full Planning Application - Change of use of the annexe known as Willowsby associated with the property Willow Lodge to short term residential let. Willowsby, Willow Lodge, The Common, Mellis Eye Suffolk.

Councillors had no objection to this application.

- DC/23/00100 - Approval of details reserved by Requirement 22 (Amendments to approved details) pursuant to The Progress Power (Gas Fired Power Station) Order 2015 - seeking permission to utilise fuel gas pre-heater boiler stacks up to 15m high, and permission to erect a second fire water tank on the site. Location: Progress Power, Potash Lane, Eye, Suffolk IP23 7HE.

After discussing councillors agreed that they object to this planning application, and have concerns over the increase in HGVs the work will create.

ACTION

- **DC/22/2190/HYB - Clerk to forward objection comment to West Suffolk Planning Department**
- **DC/23/00331 & DC/23/00100 – Clerk to add comments to MSDC Planning Portal as above**

11 East Anglia GREEN Energy Enablement Project update

National Grid have confirmed that they plan to hold a further non statutory public consultation in late spring/early summer. More information about the consultation, including dates and how to participate, will be published nearer the time.

[East Anglia GREEN | National Grid ET](#)

12 Tree Warden's Report

A private landowner has contacted Cllr Paterson requesting 200 yards of hedgerow plants. Cllr Paterson has made an application to the Tree Council and will update further at the next meeting.

13 Newsteads Land update including quotations for fencing, tree, and clearance work

The land is now ready to be planted following clearance work by the approved contractor over the recent half term period. The aim is for the hedging along the roadside to be planted first. Cllr Paterson said that if fruit trees are to be planted, they need to be ordered now for autumn delivery. After discussing it was agreed to look at where the pathways should be laid, and to then put wood chippings down. Cllr Cross believes Wattisham Camp are offering free chippings and will investigate further over the weekend. If they are available, he will arrange to collect, and then meet with Cllr Paterson to lay the pathways.

Cllr Cross and Cllr Read will also look at the chain link fence by the BT building again, as we are yet to obtain quotations to replace it.

Mellis Primary School have now installed a gate to allow access to the area of Newsteads Land they are using as per the Agreement (agenda item 14).

Cllr Read will write an update for the Messenger publication.

14 Newsteads Land Agreement between Mellis CE Primary School and Mellis Parish Council

The Agreement between Mellis Parish Council and Mellis CE Primary School permitting the latter use of the site, for the purposes of providing recreational/educational facilities for the children of Mellis CE only, has now been signed by the School, as well as the Parish Council. It will be reviewed in January 2025, unless there is reason to do so prior to then.

15 Memorial Hall car park update

Updated under agenda item 8.

16 Traffic/Speeding concerns within the village including:

- **Volume of HGVs**
- **Damage to the verges and common**
- **New SID update**
- **Consideration of Village Gateways**
- **Location of 30mph sign on Mellis Road**
- **Parking outside of Mellis CE Primary school**

The Clerk has been in contact with Yaxley Parish Council who have confirmed that they would wish to cooperate with any plans to resolve traffic and speeding concerns, including a joint Speed Watch Team, which they will include on their April meeting agenda.

There was a discussion on the installation of village gateways, which councillors decided they would like to investigate further, including any Highways requirements on their placement etc. Councillors noted that there are many companies who supply village gateways, but some parishes, such as nearby Bacton, have built their own.

Councillors agreed to discuss all the concerns listed above further at the next meeting, when CC Cllr Fleming would hopefully be present.

ACTION – Clerk to find our further information regarding Village Gateways for the next meeting

17 The King’s Coronation 2023

The caterers who attended the Queen’s Platinum Jubilee event are unfortunately unavailable for the King’s Coronation weekend. The Clerk will contact other caterers. Cllr Paterson is making arrangements for a band to play. SALC have forwarded information regarding funding available from the National Lottery for events to celebrate the Coronation, which the Clerk will submit an application for. Councillors discussed other ideas such as planting a tree on Newsteads Land, or commissioning a bench. A tree to commemorate the Queen’s Platinum Jubilee was approved at the meeting held on 19th May 2022, but has not been progressed yet. A bench was also discussed to commemorate the Queens Platinum Jubilee, but again not progressed. Cllr Barr said she had seen a metal bench made by a local craftsman, which councillors agreed they would like to find out more information about, including the costings.

After discussing further, and taking into account the limited amount of time to organise events, Cllr Cross and Cllr Farley agreed to create a Kings Coronation Working Party. They will arrange a meeting with the PCC and Memorial Hall Committee, and report back at the next meeting.

ACTION

- **Clerk to contact caterers and pursue National Lottery funding**
- **Cllr Cross and Cllr Farley as above**

18 Donation Requests

Already discussed above.

19 CIL Fund Application from Mellis Memorial Hall for a projector and screen

Already discussed above.

20 To consider organising a Spring Litter Pick 2023

After discussing it was agreed for Cllr Cross and Cllr Farley to lead on organising a litter pick. It will be held on Saturday 1st April, starting from the Railway Tavern at 10am.

ACTION – Cllr Cross and Cllr Farley as above

21 Elections May 2023

The Parish elections are being held on 4th May 2023. The Notice of Election will be published on 16th March 2023, and retiring councillors will step down, and new councillors will take their seats, on 9th May 2023. The Clerk will update councillors further following election training with SALC.

ACTION – Clerk to update further following SALC election training

22 Arrangements for the Annual Parish Meeting and Annual Parish Council Meeting 2023

Due to it being an election year, the Annual Parish Council Meeting must be held between 9th and 23rd May 2023. To be discussed further at the next meeting.

23 Finance

i) Confirmation of Barclays bank account balance

The Barclays bank account balance as of 24 January 2023 - £37,032.07

ii) Review and authorisation of payments presented:

Clerk Admin - £319.17
Clerk expenses (mileage January meeting) - £5.94
Gislingham Parish Council (50% share of CiLCA training) - £127.89
JC Cleaning Services (Bus shelter) - £18.00
Memorial Hall hire - £21.00
ICO annual fee - £40.00

All payments above were approved unanimously. The ICO annual fee was previously approved at the meeting held on 25th August 2022, however the payment was not made due to uncertainty over whether it should be paid by direct debit or online transfer.

HM Fields (Mellisians) - £300.00

The donation to the Mellisians was previously approved at the meeting held on 20th January 2022, but the payment was not made because the group does not have a bank account. After consultation with SALC, the payment is being made directly to a member of the group. A signed agreement has been received to confirm that the £300.00 donation will only be used for the purposes for which it was given; to enable the Mellisians to expand their group and hire the Memorial Hall for rehearsals.

The payment was approved unanimously with two abstentions.

Citizens Advice Mid Suffolk - £500.00

The donation to the Citizens Advice Mid Suffolk was approved at the meeting held on 24th November 2022; bank details have only just been received. Payment approved unanimously with one abstention.

ACTION

- **Cllr Read and Cllr Barr to pay agreed payments above via online banking (dual authorisation)**
- **Cllr Cross to contact Barclays again to register for online banking**

24 Policies for review

- **Computer and Email Acceptable Use Policy**
- **Filming, Videoing, Photography and audio Recording Policy**
- **Media Policy**
- **Public Participation Policy**
- **Data Protection Policy**
- **Internet Banking Policy**

The above policies were circulated to councillors prior to the meeting for review. After discussing, all policies above were approved unanimously. Cllr Read asked if the Clerk could move the policies page on the website so that it appears under 'useful information'.

ACTION – Clerk to update and publish policies, and relocate the page on the website.

25 Risk Assessment Approval

The Risk Assessment was circulated to councillors prior to the meeting for review, and approved unanimously.

ACTION – Clerk to update and publish.

26 Asset Register Approval

The Asset Register was circulated to councillors prior to the meeting for review, and approved unanimously.

ACTION – Clerk to update and publish.

27 Matters for future consideration

None.

28 The date of the next Parish Council Meeting will be Thursday 30th March 2023 at 6:30pm in the Memorial Hall.

Meeting closed at 9:00pm.

DRAFT