

MELLIS PARISH COUNCIL

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MINUTES OF THE MEETING of MELLIS PARISH COUNCIL HELD ON THURSDAY 21st JULY 2022 @ 6:30PM MELLIS MEMORIAL HALL

Present: Cllr L Read, Cllr S Barr, Cllr A Cross
Clerk – J Challis, and three members of the public.

Apologies: Cllr G Paterson

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

Cllr Read welcomed everyone to the meeting, including the members of the public, and approved apologies received from Cllr Paterson (prior family commitment). Apologies were also noted from CC Cllr Fleming and DC Cllr Warboys.

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 Annual Parish Council meeting held on Thursday 30th June 2022 are a true and correct record.

The minutes for 30th June 2022 were approved unanimously.

5 Report from County Councillor

CC Cllr Fleming was unable to attend the meeting, and had sent her report in advance, a copy of which can be found as an addendum at the end of the minutes.

6 Report from District Councillor

DC Cllr Warboys was unable to attend the meeting, and had sent his report in advance, 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 members of the public were mainly present to discuss the Memorial Hall parking issues. Cllr Read suggested moving item 13 to allow it to be discussed within the Public Participation Session. Agreed unanimously.

(13 Memorial Hall car park, including anti-social behaviour, parking arrangements, new flood light) Two members of the public were attending in their capacity as members of the Memorial Hall Committee. There was a discussion on the best way to ensure that members of the public only park in the designated spaces, and do not block the 3-metre access track to White House Farm. After a lengthy discussion about the parking issues, which it was agreed have been highlighted by the recent Farmers Markets, it was decided that the carpark signage needs improving; the council

will organise a new, larger sign, clearly showing the access track to White House Farm, the access to the Memorial Hall, and the designated parking area. The sign will include a pictorial content. There will also be a copy of the sign displayed next to the Village Map. The Memorial Hall's booking form will be amended to include a section with rules on use of the car park, which must be read and signed at the time of placing a booking. Longer term solutions were discussed including sleeper posts lowered into the ground to provide a visual delineation between the parking area and the access track. This followed Cllr Cross's report that the bollards purchased to mark the parking areas at the most recent Farmers Market were ineffective because both members of the public and stall holders moved them and ignored the designated parking. Marking parking spaces onto the ecoblock matting, similar to the car park at Lopham Fen, was also suggested.

A floodlight on the gable end of the Memorial Hall is still being investigated by the Clerk.

Other items raised during the Public Participation Session were:

- When the new noticeboard is ordered could the council please ensure it is weatherproof, and what will happen to the old one on Earlsford Road? Cllr Read assured that the new noticeboard will be weatherproof, and the old noticeboard on Earlsford Road will be left open for the community to display any posters/notifications.
- A member of the public expressed thanks to the council for the two new dog bins which have recently been installed. They asked if the grass around the village sign could be cut. Cllr Read said that was a miscommunication with the grass cutting contractor and the council is aware that it is overdue.
- A member of the public asked if the football goals could be looked at as they need to be moved periodically to ensure the ground underneath is maintained. Cllr Read said it will be included as an agenda item for the next meeting.

ACTION

- **Clerk to look into a larger sign for the Memorial Hall car park as above**
- **Memorial Hall to update the booking form on their website**
- **Clerk to provide an update on the car park light**
- **Cllr Read to look at grass cutting around the village sign**
- **Football goals to be included on the next agenda**

7:26pm the Public Participation Session closed and the three members of the public left the meeting.

8 Chair's Report

All included elsewhere on the agenda.

9 Clerk/RFO's Report

- Receipts and payments 25/05/21-24/06/22 were sent to councillors prior to the meeting.
- An email has been received from SALC regarding the DCMS consultation on short term holiday lets, to circulate the policy consultation briefing from NALC. There is an email address to send a response to if councillors wish to do so.
- BMSDC Parish Trees, Hedgerows and Wildflowers Scheme 2022 – as part of a biodiversity action plan, and in repeat of the 2021 scheme, BMSDC are offering trees and hedging for planting on land with public access, whether owned by a council, parish, or community group. Full details have been forwarded to Cllr Paterson to take forward as Tree Warden. The deadline for applications is 31st August 2022.
- An email has been received from the Recorder Secretary on behalf of the Suffolk Local History Society regarding appointing a new Recorder for Mellis following the resignation of the last Recorder in 2020. The Clerk will forward details to councillors. This may be of interest to Cllr Cross who at the last meeting, asked for electronic archiving of the history of Mellis displayed at the Jubilee event to be a future agenda item, alongside creating a current snapshot of the history of Mellis.

ACTION

- **Cllrs to advise the Clerk if they wish to respond to the DCMS consultation**
- **Clerk to forward the Recorder Secretary's email to councillors**

10 Planning

To Consider:

- **DC/22/03492** – Progress Power, Potash Lane, Eye, IP23 7HE
Amendments under Requirement 22 of the Progress Power (Gas Fired Power Station) Order 2015 (S.I. 2015/1570) as Amended, seeking permission to use solar panels and a wind turbine to power site equipment.
- **DC/22/03531** – The Old Coach House, Yaxley Road, Mellis, Eye, IP23 8DP
APPLICATION FOR PLANNING PERMISSION – Householder application – Erection of single storey extension and erection of annexe building (following demolition of existing annexe building).
- **DC/22/03555** – 8 Robinsons Mill, The Common, Mellis, Eye, IP23 8DN
APPLICATION FOR WORKS TO TREE(S) IN A CONSERVATION AREA – Notification of Works to Trees in a Conservation Area – Fell 1No. Ash (T1). Fell 1No. Sycamore (T2).

After discussing councillors agreed that they had no comments against DC/22/03492, and no objections to DC/22/03531 and DC/22/03555; agreed unanimously.

ACTION – Clerk to add comments to planning portal as above

To Receive an Update on:

- DC/22/02893 – Mallard House, the Common, Mellis, IP23 8EE
APPLICATION FOR WORKS TO TREE(S) IN A CONSERVATION AREA – Fell 1 No. Birch (T1) – NO OBJECTIONS
- DC/22/03103 – Bullocks Farm, Earlsford Road, Mellis, IP23 8DY
APPLICATION FOR PLANNING PERMISSION – Householder Application – Erection of single storey side/rear extensions and insertion of new windows, and alterations as per drawing 0088 03 – AWAITING DECISION
- DC/22/03104 – Bullocks Farm, Earlsford Road, Mellis, IP23 8DY
APPLICATION FOR LISTED BUILDING CONSENT – erection of single storey side/rear extensions and insertion of new windows, and alterations as per drawing 0088 03 – AWAITING DECISION
- DC/22/02176 – Pyghtle, Earlsford Road, Mellis, IP23 8DY
APPLICATION FOR PLANNING CONSENT: Householder Application - Erection of brick and pantile double garage (following demolition of existing tin and wood workshops/sheds). Erection of front open porch (following demolition of wooden conservatory), and removal of two chimneys one to be replaced with a chrome flu – AWAITING DECISION

11 Tree Warden's Report

Cllr Paterson reported the following prior to the meeting:

- The Copse in a Box program has finally arrived, however the school term has now ended, so Cllr Paterson will contact the headmaster of Mellis primary school after the summer holidays to progress.
- The email from Richard Parmee BMSDC Biodiversity Project Manager regarding the Parish Trees, Hedgerows and Wildflowers Scheme 2022 was full of potential, and Cllr Paterson will make contact and report back.

ACTION – Cllr Paterson as above

12 To discuss terrapins in village pond

A resident has reported that there are terrapins in one of the village ponds. Councillors discussed the best course of action to take, and decided to seek professional advice before discussing further and making a decision.

ACTION – Cllrs/Clerk as above

13 Memorial Hall car park, including anti-social behaviour, parking arrangements, new flood light

Discussed above with item 7.

14 Traffic/Speeding concerns within the village

Ongoing; Cllr Read expressed concerns that this is a wider parish issue. Resolving the parking issues in Common Place, Yaxley road during school drop off/collection times, as reported by a resident at the last meeting, will only move the parking issues to a different location, with there being approximately 10 tracks/roadways/drives in the vicinity of the school that could be affected. After discussing, councillors would like to ask the SCC Road Safety Officer to conduct a site visit, and agreed that the problem requires discussion with CC Cllr Fleming.

ACTION

- **Clerk to contact the SCC Road Safety Officer, and CC Cllr Fleming as above**

15 Plaque for the Phone Box

Prior to the meeting Cllr Paterson reported that the list of people to go on the Phone box plaque is growing, with there being a few outstanding artists he is yet to contact. Cllr Paterson hopes to have all the information collated by the August 2022 meeting.

ACTION – Cllr Paterson to collate information for the next meeting

16 Queen’s Platinum Jubilee Commemorative Plaque and Bench

Deferred to next meeting.

17 To discuss a replacement noticeboard

Deferred to next meeting.

18 Shepherds Grove Development

Walsham le Willows Parish Council have advised that there is a Community Consultation Event being held by the developer, Jaynic, on 21st July 2022 to discuss the Shepherds Grove Development proposal. Due to the event coinciding with the Parish Council meeting tonight, councillors agreed to send apologies to Walsham le Willows PC for being unable to attend, reiterating support of their objection, as agreed at the 30th June 2022 meeting.

ACTION – Clerk as above

19 AD Plant Deal Farm Bressingham

An email has been received from a resident of Bressingham parish asking neighbouring parishes to consider how the AD Plant Bressingham planning application ref 2022/1108, will change the wider community and environment, and the additional heavy traffic it will bring. They advise that although the public consultation closes on 21st July 2022, South Norfolk District Council’s Planning Department are open to receiving comments beyond that date;
<https://info.south-norfolk.gov.uk/online-applications/>
After discussing councillors agreed to review the application and advise the Clerk if they would to submit a comment.

ACTION – Cllrs/Clerk as above

20 Newsteads Land

Cllr Read reported that the area is now in need of weeding before any planting can take place, and that the ditch on the east side (which is marked as a pond) needs dredging. Cllr Read will seek quotations for the works required.

The clerk has written an article for the Messenger detailing plans to create a garden/well-being area. The article will be a full-page piece to be published in the August 2022 issue of the Messenger magazine. The article advises that input/ideas from residents is invited by email to the Clerk, by 18th August 2022, for consideration at the next meeting.

ACTION - Cllr Read as above

21 To Approve the Internal Audit comments 2021/22

Deferred to next meeting

22 Finance

- i) Confirmation of Barclays bank account balance**
The Barclays bank account balance of 24 June 2022 £37,530.27
- ii) Review and authorisation of payments presented:**
 - Admin payment (Clerk's salary) - **£312.04**
 - HMRC (NIC contribution) - **£5.00**
 - Expenses (Clerk mileage) - **£6.12**
 - Mellis Memorial Hall inv 21 (July hire) - **£21.00**
 - Cllr Barr expenses (ice cream QPJ) - **£52.83**
 - Cllr Cross expenses (traffic cones) - **£59.90**
- iii) Budget monitoring**
Deferred.

All payments above were approved unanimously.

ACTION

- **Cllr Read and Cllr Barr to pay agreed payments via online banking (dual authorisation), except the payment to Cllr Barr which will be raised as soon as Cllr Cross is confirmed as a signatory on the bank account.**

23 Matters for future consideration

None.

24 The date of the next Parish Council Meeting will be Thursday 25th August 2022 at 6:30pm in Mellis Memorial Hall.

Meeting closed at 8:23pm

