

# MELLIS PARISH COUNCIL

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

## MINUTES OF THE MEETING of MELLIS PARISH COUNCIL HELD ON THURSDAY 30<sup>th</sup> JUNE 2022 @ 6:30PM MELLIS MEMORIAL HALL

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

**Apologies:** None received

### **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.

### **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 19<sup>th</sup> May 2022 are a true and correct record.**

The minutes for 19<sup>th</sup> May 2022 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 read his report, a copy of which can be found as an addendum at the end of the minutes. He highlighted the Cost-of-Living Crisis; MSDC Cabinet are considering a 5-point action plan to try to help residents through the cost-of-living crisis. Cllr Warboys said that there is a need for more social housing and that MSDC has ambitious plans to buy new properties, particularly as the ones sold during the Government's original Right to Buy Scheme have not been replaced.

Cllr Cross commented that the Government's current proposal to launch a similar scheme would surely only make the problem worse. Cllr Warboys confirmed that giving priority to housing association tenants to buy their properties would only further erode housing stock.

Cllr Read thanked Cllr Warboys for his report.

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

The member of the public present wished to advise councillors that Patrick Barkham, Natural History & Environment writer at the Guardian Newspaper, has expressed his objection to the National Grid's East Anglia GREEN proposal and is keen to be involved. He is planning to write an

article for publication in the Guardian, and has requested that any relevant information be shared with him. The member of the public will forward his contact details to the Clerk so that councillors can contact him.

Cllr Read thanked the member of the public.

7:12pm the member of the public left the meeting

## 8 Chair's Report

All included elsewhere on the agenda.

## 9 Clerk/RFO's Report

- Receipts and payments 01/04/21-24/05/22 were sent to councillors prior to the meeting.
- We are still waiting for the MSDC Area Rights of Way Manager to send the footpath map, but Cllr Cross has confirmed he has starting adding the QR codes to the footpath posts.
- The Parish Council's objection response to the East Anglia GREEN proposal was sent to the National Grid, and an acknowledgement of receipt received.
- An email was received from SCC Highways requesting work be carried out to remove vegetation overhanging the footpath by Mellis Primary School. A reply has been sent confirming the hedge is actually Suffolk Wildlife Trust's responsibility; the area of land it borders does belong to the Parish Council, but only up to the ditch which is the boundary line.
- An email has been received from a resident with concerns regarding the number of poultry lorries passing through the village. Yaxley PC were copied in on the email and have contacted the poultry processing plant in Eye whose lorries are believed to be responsible.
- BMSDC Draft Parking Strategy – BMSDC have drafted a Parking Strategy outlining both on-street and off-street parking provision for the next 20 years. They are inviting anyone with an interest in parking to give their feedback and there is an online survey running from 14<sup>th</sup> June – 31<sup>st</sup> July, details of which have been forwarded to councillors.

### **ACTION**

- **Clerk to contact MSDC AROW manager again.**
- **Clerk to follow up email from resident regarding poultry lorries**

## 10 Planning

To Consider:

- **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)
- **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.
- **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.

After discussing councillors agreed they had no objection to the above applications. This was agreed unanimously with one abstention (councillor had not seen applications).

### **ACTION**

- **Clerk to add no objection comment to planning portal for above applications**

To Receive an Update on:

- 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.

- DC/22/02349 – Honeysuckle Cottage, 85-86 The Common, Mellis, IP23 8DS  
APPLICATION FOR PLANNING PERMISSION: Householder Application - Erection of single storey rear extension (following removal of existing external doorset) – GRANTED.
- DC/22/02350 – Honeysuckle Cottage, 85-86 The Common, Mellis, IP23 8DS  
APPLICATION FOR LISTED BUILDING CONSENT: Erection of single storey rear extension (following removal of existing external doorset) – GRANTED.

## **11 Tree Warden's Report**

Cllr Paterson has made contact with the new MSDC Biodiversity Officer, and will report further at the next meeting. He is also planning to speak to the Headteacher of the primary school regarding 'Copse in a Box' which is a community tree nurse program, and will again report further at the next meeting.

**ACTION – Cllr Paterson as above**

## **12 East Anglia GREEN Energy Enablement – update including correspondence with the Woodland Trust**

As advised in agenda item 9, the Clerk has submitted the council's objection statement and received an acknowledgement of receipt.

An email has been received from Bron Curtis MA, MRTPI, Principal Planning Officer, Strategic Projects and Delivery - Development Management BMSDC, advising that Babergh and Mid Suffolk District Council cabinets have confirmed their objection to National Grid's non-statutory consultation on proposals for the East Anglia GREEN project of overhead lines between Norwich, Bramford and Tilbury and call for a coordinated and offshore-centred approach.

Cllr Read advised he that he contacted the Woodland Trust to make them aware of the proposal. They advised they would have concerns if the proposal impacts on ancient woodland. Namely: damage during construction due to heavy machinery, the sinking of footings into the irreplaceable woodland, the maintenance of wayleave, and ongoing access to the wood for said maintenance. They requested that they be made aware of any ancient woods that might be at risk from the proposal, and provided a link to further guidance which local communities can use to oppose threats to secondary woods or individual trees:

<http://www.woodlandtrust.org.uk/get-involved/campaign-with-us/in-your-community/>

**ACTION – Cllr Read/councillors/Clerk to investigate whether proposed route crosses any ancient woodlands**

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

The local contractor suggests erecting a post next to the treatment plant in the front parking area with a PIR floodlight on it, isolated by a lockable waterproof switch. The cost to supply and erect the post, and fit parts and the floodlight would be £275.00 plus VAT. After discussing, councillors agreed that the light needs to be on the gable end of the memorial hall to ensure it is focussed on the right area, and does not affect neighbouring properties. A resident has already raised concerns that any other location would result in the floodlight shining directly onto their property. The anti-social behaviour has been reported to Stefan Henriksen Community Engagement Office Suffolk Police, who has arranged for an increased police presence and patrols within the village. Residents are encouraged to report any incidents that are not an immediate emergency (in which case they need to call 999), by calling 101 or online:

<https://www.suffolk.police.uk/contact-us/report-something/6-report-anti-social-behaviour>

A resident has requested parking in the Memorial Hall car park be addressed following incidences of their access track being blocked, particularly whilst the Farmer's Market is taking place. They

have also reported that a car and a van appear to have been abandoned in the car park, the latter blocking their access. The vehicles have now been reported to the police.

Cllr Read is in the process of confirming ownership and management responsibility for the car park. As a temporary measure Cllr Cross proposed purchasing cones to mark the access requirements to prevent users of the Memorial Hall parking in the wrong place. The cones would cost approximately £60 for ten. Councillors unanimously approved spending of up to a maximum of £60 for cones, to be presented as expenses by Cllr Cross at the next meeting.

#### **ACTION**

- **Clerk to ask the contractor to provide a quotation to install a focussed light on the gable end of the Memorial Hall**
- **Cllr Read to confirm ownership and management responsibility of car park**
- **Cllr Cross to purchase cones**

### **14 Traffic/Speeding concerns within the village**

A resident has raised concerns regarding traffic and parking outside of the school at drop off and collection times, in particular Common Place, Yaxley Road. They are concerned about the blind spots caused by vehicles blocking access, and access being obstructed for emergency vehicles. They have also advised of an altercation which was reported to the Police, where a resident was allegedly threatened and assaulted when they complained about their driveway being blocked. They are requesting the Parish Council supports their pursuit of double yellow lines to be put in place to prevent access being blocked in Common Place. White lines are not enforceable and residents need to pay the cost for these. They have included a letter from the Headmaster of the primary school in support of double yellow lines.

Councillors discussed the resident's concerns agreeing that this is an issue which needs to be addressed, but noting that it is partly a Highways issue, and also the school's responsibility to provide adequate parking facilities. Cllr Cross suggested that the school should consider whether parking might be negotiated at drop off and collection times with a business immediately opposite the school, or other options such as car sharing. Councillors agreed to advise the resident that they support his concern, but need to look into potential ways to address them further.

#### **ACTION**

- **Clerk to advise resident as above**
- **Clerk/Cllrs to investigate further as above**
- **Clerk to contact the school to acknowledge their letter of support**

### **15 Queen's Platinum Jubilee – update**

Cllr Read said he has been approached by a number of people to say how much they enjoyed the celebrations organised by the council on Sunday 5<sup>th</sup> June.

The commemorative plaque for the beacon, the commemorative bench, and Queen's Green Canopy Tree still need to be progressed. Cllr Cross suggested a plaque for the bench as well as the beacon. Cllr Read will speak to a local craftsman regarding the bench and asked the Clerk to look into plaques for the next meeting. Cllr Paterson will progress the tree.

**ACTION – Cllr Read/Cllr Paterson/Clerk as above**

### **16 To discuss a plaque for the Phone Box**

Councillors discussed where the plaque should be installed, and agreed there would be room on the back of the phone box. Cllr Paterson is collating details of all the people originally involved with the stained-glass panels.

**ACTION – Cllr Paterson to collate information for the next meeting**

## **17 To discuss the Shepherds Grove Development**

Walsham le Willows Parish Council have asked neighbouring parishes if they would like to be part of their combined response to the Shepherd's Grove development site proposal. JAYNIC are proposing to create a large second-hand/damaged car site on the A143 near Stanton, which will significantly increase the volume of traffic.

After discussing councillors agreed to advise Walsham le Willows that they support their objection due to concerns about the increase in traffic.

**ACTION – Clerk to advise Walsham le Willows Clerk as above**

8:25pm DC Cllr Warboys left the meeting

## **18 To discuss a replacement noticeboard**

The current noticeboard is in need of repairs and the Churchwarden has requested the council consider a replacement. After discussing, Cllr Cross proposed the council proceed with a new one, which was agreed unanimously. Councillors discussed whether there was anyone locally who could make one, and if it could be sited in a better location, agreeing to look at both further.

**ACTION – Cllrs/Clerk to be investigate further**

## **19 Newsteads Land**

At the Annual Parish Meeting held on 19<sup>th</sup> May 2022, Cllr Read asked residents to forward ideas for the new Community/Wellbeing Garden to the Clerk, but as yet nothing has been received. Councillors discussed ideas to involve residents in the initial design stage, and agreed to ask the Editor of the Messenger to include an article in the next issue. When Cllr Paterson speaks to the new MSDC Biodiversity Officer he will ask for his ideas/input as well.

### **ACTION**

- **Clerk to organise article for the Messenger as above**
- **Cllr Paterson to speak to MSDC Biodiversity Officer as above**

## **20 To Approve the Accounting Statements for 2021/22**

The Accounting Statements including bank reconciliation were sent to councillors prior to the meeting.

Cllr Cross proposed approving the Accounting Statements including bank reconciliation for 2021/22; seconded by Cllr Barr and approved unanimously.

**ACTION – Clerk to add relevant documents to website by 1<sup>st</sup> July 2022**

## **21 To Approve the Annual Governance Statements for 2021/22, including the Certificate of Exemption**

The Annual Governance Statements and Certificate of Exemption were sent to councillors prior to the meeting.

Cllr Barr proposed approving the Annual Governance Statements and Certificate of Exemption for 2021/22; seconded by Cllr Cross and approved unanimously.

Cllr Read and the Clerk/RFO signed sections 1 and 2 of the Annual Governance Statement, and the Certificate of Exemption.

**ACTION – Clerk to ensure the Certificate of Exemption is emailed to the external auditor immediately following the meeting to meet the 30<sup>th</sup> June 2022 deadline, and add it with the Annual Governance Statements to the website by 1<sup>st</sup> July 2022.**

## **22 To Approve the Internal Audit comments 2021/22**

Deferred to next meeting

## **23 To sign the completed Neighbourhood CIL Expenditure Report**

Deferred to next meeting

## **24 Finance**

### **i) Confirmation of Barclays bank account balance**

The Barclays bank account balance of 24<sup>th</sup> May 2022 £40,317.05

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

Admin payment (Clerk's salary) - **£357.18**

HMRC (NIC contribution) - **£16.00**

Expenses (Clerk mileage/paper) - **£15.23**

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

Mellis Memorial Hall inv 14 (June hire) - **£42.00**

A. Cross expenses (QPJ/beacon) - **£870.02**

The Gray Wolf Band (QPJ) - **£200.00**

Burger Jam (QPJ – PC subsidy for residents) - **£468.00**

All payments above were approved unanimously.

Memorial Hall inv. 14 was for £63.00 in total, including hire for the June PC meeting, and the Jubilee event on 5<sup>th</sup> June, for which 6 hours were invoiced. Councillors discussed the invoice and felt that as the Memorial Hall used half of the hall for their cake and tombola stalls on 5<sup>th</sup> June, the council could only pay 50% of this hire charge. Councillors therefore agreed unanimously to pay £42.00 in total, and request a credit note of £21.00 for 50% (3 hrs) of the amount charged for the Jubilee.

### **ACTION**

- **Cllr Read and Cllr Barr to pay agreed payments via online banking (dual authorisation), except the payments to the Gray Wolf Band and Burger Jam. These payments relate to the Queen's Platinum Jubilee celebrations, were approved at the meeting held on 19<sup>th</sup> May 2022, and needed payment to be made directly after the event.**

## **25 Matters for future consideration**

Cllr Cross 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.

## **26 The date of the next Parish Council Meeting will be Thursday 21<sup>st</sup> July 2022 at 6:30pm in Mellis Memorial Hall.**

Meeting closed at 8:55pm

