

# 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 FRIDAY 23<sup>rd</sup> JUNE 2023 @ 6:30PM IN MELLIS MEMORIAL HALL

**Present:** Cllr L Read, Cllr A Cross, Cllr L Farley, Cllr Paterson  
Clerk – J Challis, DC Cllr Warboys

**Apologies:** None received.

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

Cllr Read welcomed everyone to the meeting.

### **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 18<sup>th</sup> May 2023 are a true and correct record.**

The minutes for the Annual Parish Council meeting of 18<sup>th</sup> May 2023 were approved unanimously.

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

CC Cllr Fleming sent her report in advance of the meeting, with her apologies for being unable to attend. A copy 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.

Cllr Read thanked DC Cllr Warboys and congratulated him on being elected Chairman of MSDC.

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

No members of the public present.

### **8 Chair's Report**

- Cllr Read reported that he attended the Mellis Open Garden event held 3-4<sup>th</sup> June, which was a very successful community event.
- Cllr Read has received a report of a young person acting suspiciously in the village. The Clerk shared the resident's concerns with Stefan Henriksen Local Community Police Engagement Officer, but the Council cannot take any further action.

Residents can make a report directly to the Police online, or by calling 101.

<https://www.suffolk.police.uk/contact-us/report-something>

In the event of an emergency please call 999.

- Electronic storage of History of Mellis documents. Cllr Read will approach a specialist in Diss to see if they can help with this. There is a high volume of documents to sort through and be scanned, so the cost could be quite high. To be a future agenda item.
- Memorial Hall Car Park sign – Cllr Read has contacted a different company who have confirmed they can create the sign. They have recommended a few changes to the original design, including the colours to ensure they can be differentiated by anyone who is colourblind. Their estimated total cost is less than the expenditure already approved.

## 9 Clerk/RFO's Report

- Temporary Traffic Regulation Notice – Byway 13 (Mellis Level Crossing Cow Pasture Lane). The crossing is now open again, the work having been completed on 23<sup>rd</sup> May 2023.
- MSDC have sent a reminder regarding autumn litter picks – after discussing, it was agreed to hold a litter pick on Saturday 7<sup>th</sup> October 2023. The Clerk and Cllr Cross will ensure it is advertised in advance of the date so residents are aware.
- D Day 80 is being organised to commemorate the 80<sup>th</sup> anniversary of the D Day landings on 6<sup>th</sup> June 2023. There will be a national lighting of the beacons ceremony at 9:15pm on this day to represent the light of peace, which is being organised by the Bruno Peek Pageant Master.
- A complaint has been received to say that the recent grass cutting around the village sign was too harsh. The Clerk has replied to acknowledge the complaint, and advised that it was cut specifically for the King's Coronation weekend events.
- There are currently three parish councillor vacancies which can be filled by co-option, as they are a result of the recent elections held in May 2023. The Clerk will advertise the vacancies and invite anyone who may be interested to attend a meeting.

### **ACTION**

- **Litter pick- Cllr Cross/clerk as above**
- **Co-option vacancies – Clerk as above**

## 10 To consider contribution towards Walsham Le Willows Parish Council's professional advice regarding DC/22/2190HYB

Cllr Cross proposed a contribution from Mellis Parish Council of £25.00, seconded by Cllr Farley, and agreed unanimously.

### **ACTION – Clerk to request bank details for payment to be made**

## 11 National Grid East Anglia GREEN update

National Grid have advised that to make it clear that this work is part of The Great Grid Upgrade, they are changing the project name from East Anglia GREEN to 'Norwich to Tilbury'.

All National Grid projects that are part of The Great Grid Upgrade will include specific locations in their names to make it easier for people to understand where they are proposing to build new grid infrastructure.

The second non-statutory public consultation, when the proposed draft alignment of the pylons will be announced, is due to be conducted summer 2023. Cllr Cross said he feels it is very important that the local Parish Councils show a united response by attending the public information events together if possible, and that a coordinated response between the Parish Councils, District Councils, and County Councils, is made. After discussing, it was agreed that this coordinated response needs to be organised by the County Council as the planning response lies with them, and for the Clerk to email CC Cllr Fleming to request she helps coordinate such a response.

### **ACTION – Clerk to contact CC Cllr Fleming as above**

## 12 Planning

To Receive an Update on:

- DC/22/2190/HYB – Land at Shepherds Grove, Bury Road, Stanton, Suffolk - **AWAITING DECISION.**
- DC/23/00942 - APPLICATION FOR PLANNING PERMISSION - DC/23/00942 - Full Application - Erection of 4no. terraced town houses with associated private gardens and parking. Location: Land Lying to The North of The Railway Public House, Mellis, Suffolk, IP23 8DU – **GRANTED.**
- DC/2301494 - APPLICATION FOR PLANNING PERMISSION WITHOUT COMPLIANCE OF CONDITION(S) - Proposal: Application under Section 73 of The Town and Country Planning Act 1990 - Variation of Condition 2 (Approved Plans and Documents) of Planning Permission DC/22/04021 dated: 20/02/2023 - Construction and operation of Synchronous Condensers with ancillary infrastructure, and associated works including access and landscaping. Location: Land At The Leys And Ivy Farm, Mellis Road, Yaxley, Suffolk IP21 4BT – **AWAITING DECISION.**
- DC/23/01899 Proposal: 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: Land at Eye Airfield, Castleton Way, Eye, Suffolk – **WITHDRAWN.**

To consider:

- DC/23/02291 – APPLICATION FOR PLANNING PERMISSION. Householder Application – Erection of single storey rear extension (following removal of conservatory). Location: 11 Earlsford Road, Mellis, Eye, Suffolk, IP23 8DY.
- DC/23/00942 – RE-CONSULTATION REQUEST FOR PLANNING PERMISSION – Full Application – Erection of 4no. terraced town houses with associated private gardens and parking. Location: Land lying to The North of the Railway Public House, Mellis, Suffolk, IP23 8DU.

After discussing councillors agreed unanimously, they have no objection to DC/23/02291. They also agreed that they have no objection to the re-consultation request for DC/23/00942, but noted that despite requesting an extension to the comment deadline from MSDC to accommodate the meeting date, the application was granted today.

**ACTION – Clerk to add comment for DC/23/02291 to MSDC Planning Portal as above**

## 13 Tree Warden's Report

No report.

## 14 Mellis Footpaths

The Clerk advised that the missing footpath posts reported to Highways, (report numbers 00404345-48), are still outstanding. However, Claire Dickson, SCC Area Rights of Way Manager, has said that she will ask the Area Officer to inspect the routes in Mellis in the near future, and feedback findings and arrange any works required. As there is no official Footpath Warden in Mellis, Cllr Cross and Cllr Farley volunteered to take on this role jointly. Agreed unanimously with 2 abstentions (Cllr Cross and Cllr Farley).

## 15 Newsteads Land update

Cllr Read reported that the land is now in need of weed clearing again. After discussing, Cllr Cross and Cllr Paterson arranged to visit the site and assess the volume of weeds tomorrow, to see if they can carry out the work themselves, or if it is necessary to seek the services of a contractor. The wood chippings for the pathways are yet to be obtained, so Cllr Read said he will ask a local

garden works contractor if they are able to supply them, and ask about cutting the weeds, dependent upon Cllr Cross and Cllr Paterson's assessment.

**ACTION – Cllr Cross, Cllr Paterson, and Cllr Read as above**

## **16 Traffic/Speeding concerns within the village including update**

The Clerk has received a new report regarding dangerous and inconsiderate parking around the school at drop off and collection times. This is both on the Mellis Road, and the residential side roads in the area of the school. The resident reported that they have witnessed several near accidents between cars trying to find somewhere to park, and children walking to school, and that driveways are being repeatedly blocked, sometimes for a considerable length of time. Details of the report were shared with CC Cllr Fleming prior to the meeting for her input.

After discussing, it was agreed for Cllr Read to contact the headteacher to ensure these most recent incidents are brought to his attention. DC Cllr Warboys also suggested contacting Stefan Henriksen. Cllr Farley commented that the zig zag markings on the road immediately outside the school seem to be effective as this area is always clear. Other possible ways to help the situation were discussed including a timed drop off system to reduce the volume of cars, and finding a suitable area for cars to park temporarily at these times upon arrangement. To be discussed further at the next meeting.

## **17 To consider new VAS device quotations**

Deferred.

8:12pm DC Cllr Warboys left the meeting

## **18 To approve Accounting Statements 2022/23**

The Accounting Statements for 2022/23 were prepared by the Clerk and circulated to councillors prior to the meeting.

Approval proposed by Cllr Read, seconded by Cllr Cross and approved unanimously.

**ACTION – Clerk to publish**

## **19 To approve Annual Governance Statements (AGAR) 2022/23, including Certificate of Exemption.**

The AGAR statements and Certificate of Exemption were prepared by the Clerk and circulated to councillors prior to the meeting.

Approval proposed by Cllr Read, seconded by Cllr Paterson and approved unanimously.

**ACTION – Clerk to publish, and send the Certificate of Exemption to the External Auditor prior to the 30<sup>th</sup> June 2023 deadline.**

## **20 To approve Internal Audit Comments 2022/23**

Deferred.

## **21 Finance**

A list of payments and receipts, and expenditure against the budget, both to 24<sup>th</sup> April 2023 were sent to councillors prior to the meeting.

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

The Barclays bank account balance as of **24 April 2023 - £35,234.50**

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

1	A. Cross expenses	King's Coronation	£325.80
2	Gislingham PC	CiLCA training 50% share	£65.72
3	Gislingham PC	CiLCA training 50% share	£74.60
4	J. Challis	Clerk Admin June	£355.25
5	J. Challis	Expenses – mileage	£5.94
6	JC's Cleaning Services	Bus shelter	£18.00
7	Memorial Hall	June hire	£24.00
8	Memorial Hall	Hire increase April/May	£6.00
9	L. Farley expenses	King's Coronation	£25.91
10	Walsham Le Willows PC	DC/22/2190/HYB contribution	£25.00

All payments above were approved unanimously, with 1 abstention against item 1 (Cllr Cross), and 1 abstention against item 9 (Cllr Farley).

**iii) King's Coronation event – to consider funds made**

A total of £181.20 was made at the King's Coronation from the sale of the burgers and food purchased by the Parish Council. There was a discussion on whether the funds should be donated to an agreed recipient but no decision was reached. It was agreed for the funds to be paid into the council's bank account (the petty cash is currently held securely by the Clerk), and to ring fence it until a decision has been made.

**ACTION**

- **Cllr Read and Cllr Cross to pay agreed payments above via online banking (dual authorisation)**
- **Clerk to pay the £181.20 cash into the Barclay Community Bank Account**

**22 Matters for future consideration**

No further matters to add.

**23 The date of the next Parish Council Meeting is Friday 28<sup>th</sup> July at 6:30pm in the Memorial Hall**

**Meeting close at 8:37pm**

## County Councillor Report



June 2023

### Mellis Parish Council

Councillor Jessica Fleming, Hartismere Division Tel. 07714-597980 [Jessica.fleming@suffolk.gov.uk](mailto:Jessica.fleming@suffolk.gov.uk)

**Energy Infrastructure Policy (EIP) Revision** – At its May meeting SCC Cabinet approved updates to the County’s 2021 EIP to include water infrastructure projects and enable full cost recovery from developers through Planning Performance Agreements. New infrastructure is needed to secure water supplies and a new reservoir in Suffolk is under consideration to meet anticipated demand: [https://committeeminutes.suffolk.gov.uk/DocSetPage.aspx?Meeting-Title=\(16-05-2023\),%20The%20Cabinet](https://committeeminutes.suffolk.gov.uk/DocSetPage.aspx?Meeting-Title=(16-05-2023),%20The%20Cabinet)

**Name Change for Anglia Green Pylon Project** – National Grid is renaming the East Anglia GREEN project to ‘*Norwich to Tilbury*’. Norwich to Tilbury is one of several projects being developed as part of The Great Grid Upgrade – the largest overhaul of the grid in generations. Contact details have also been updated: [contact@n-t.nationalgrid.com](mailto:contact@n-t.nationalgrid.com) or [www.nationalgrid.com/norwich-to-tilbury](http://www.nationalgrid.com/norwich-to-tilbury)

**Street Lighting Services Procurement** – A separate contract is being tendered with a private sector service provider to be selected from a shortlist during June 2023 to commence on 1<sup>st</sup> October 2023.

**West Suffolk Hospital News** – the Government has this May committed to funding the replacement of hospitals containing RAAC (reinforced concrete), including West Suffolk Hospital. Outline planning permission was granted in 2022 for the Hardwick Manor site adjacent to the existing hospital, business case and public outreach concerning details of related services will follow.

**Library Services Contract Support and Re-tender** – The current 10-year contract with Suffolk Libraries comes to an end in July 2024. Preparations are underway for a tender process to find a new provider/ partner. The council is covering current inflation related cost pressures so that current services continue at their present levels. Suffolk has 45 libraries and four mobile libraries.

**E-Scooter Safety** – Suffolk Trading Standards Imports Surveillance team has detained over 13,000 e-scooters and e-bikes at Felixstowe Port over the past year on safety grounds, a further 9,000 were refused entry. Officers found that batteries and chargers were substandard and posed serious risks of fire or electric shock. Contact Citizens Advice for any queries on 0808 223 1133.

Private e-scooters are banned on public highways and pavements and all are banned on most railways including Greater Anglia. E-bikes are categorised differently and are not currently banned.

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

**District Councillor's Report for Gislingham Ward: Mellis, Gislingham, Thornham, `Wortham & Burgate,  
Wickham Skeith Parish Councils June  
2023**

<b>General summary</b>	<p>The main focus over the past month has been setting up the new administration, reviewing existing Mid Suffolk District Council plans and starting to define the detailed priorities for the next few months.</p> <p><b>NB. the Budget for 2023-24 has been set by the outgoing administration</b></p>
<b>Annual Council meeting</b>	<p>At the Annual Council Meeting held on 22 nd May, the 24 Green Party councillors officially became the administration at Mid Suffolk. Andy Mellen, as leader, outlined the following aims:</p> <ul style="list-style-type: none"> <li>● put environmental and social responsibilities at the heart of all we do</li> <li>● provide a high quality, cost effective, service to all residents and businesses</li> <li>● listen and respond to all citizens, consulting them on key decisions</li> <li>● collaborate with all sectors across Suffolk</li> <li>● do this in an open and honest way</li> </ul> <p>Priorities: ● Easier access to the Council ● Sustainable rural transport ● Creating thriving communities ● Addressing housing need including warmer, low carbon homes ● Improving accountability and performance for environmental and social wellbeing</p> <p>There will be initially a cabinet of 6 councillors. Cllr Rowland Warboys was elected as Chair of the Council, with Cllr Dan Pratt as Vice-chair.</p>
<b>Cabinet</b>	<p>Cllr Mellen has appointed a Cabinet of 6 members. As well as Leader of the Council, Cllr Mellen's role on the cabinet will be Performance and Resilience. The other Cabinet members are Cllr Teresa Davis (Thriving Towns and Rural Communities), Cllr Rachel Eburne (Finance and Resources), Cllr Andrew Stringer (Heritage, Planning and Infrastructure), Cllr Tim Weller (Environment, Culture and Wellbeing) and Cllr Richard Winch (Housing and Property)</p>
<b>Charity Support</b>	<p>The outgoing Chair, Cllr James Caston raised over £4k for his chosen charity – Stowmarket ASD Saturday clubs during the past year. Cllr Warboys' chosen charities for this year will be The Forge Workshops in Thornham Magna and 'Beyond the Wall', a charity based in the Walled Garden at Thornham Estates.</p>
<b>Half Term activities</b>	<p>Activities for children and young people were organised for half term. These include family cooking sessions, fencing and dance classes, kids clubs. Children eligible for free school meals were be able to swim for free at Mid Suffolk Leisure Centre. Details of all the activities are available on the website <a href="https://www.babergh.gov.uk/communities/whatson/holiday-activities-fund/">https://www.babergh.gov.uk/communities/whatson/holiday-activities-fund/</a></p>
<b>District Clean Up</b>	<p>As a visible demonstration of improvement to the environment, the District Council is planning a clean up programme (such as more litter-picking, road sign cleaning, graffiti removal). This will involve MSDC teams, perhaps with a small grant to Parish/Town Councils with community involvement encouraged. Details to follow.</p>
<b>Insulation programme</b>	<p>A £2 million insulation programme was agreed at the end of the last administration. The details of how this will be implemented are currently being reviewed.</p>

<p><b>Community Grants available in Mid Suffolk</b> update</p>	<p><b><u>Capital Grants –Mid Suffolk</u></b></p> <p>Capital Grants are aimed at assisting community groups in making improvements and repairs to social infrastructure. This may include village halls, play areas, sports clubs or recreational facilities. Capital Grants are available to up to 100% of total project costs to a maximum grant of £10,000. Capital Grants were open for applications from the <b>1st April 2023 to 2nd June 2023</b>, at which point applications were assessed and scored against a scoring matrix. <b>Subsequent application windows will be open between 31st July and 29th September 2023, then between 4th December 2023 and 31st January 2024.</b></p> <p>Successful applicants will be required to identify outcomes and progress indicators for the project and deliver their project within 8 months of an offer being accepted. Unsuccessful applicants will be supported in accessing external funding opportunities.</p> <p><b><u>Community Development Grants – Mid Suffolk</u></b></p> <p>Community Development Grants are available towards either capital or revenue projects with a wider range of uses - including protecting or enhancing our natural environment, providing cultural experiences, improving digital access or reducing social isolation. Projects need to show they are providing local services where gaps in provision have been identified and identify outcomes and progress indicators for the project. Successful applicants can receive up to £20,000 in funding, which can cover 100% of project costs.</p> <p>Awarded projects will have to show how they support at least one of the Council’s strategies supporting Communities, Wellbeing or Leisure, Sport and Physical Activity. Community Development Grant applications are open for applications from the <b>1st April 2023 to 23rd June 2023</b>, at which point applications will be assessed and scored against a scoring matrix. A second application window will be open between 1st September and 31st October 2023.</p> <p>For more information on any of our Grants groups can be signposted to <a href="mailto:BMSDCGrants@babberghmidsuffolk.gov.uk">BMSDCGrants@babberghmidsuffolk.gov.uk</a>. If there are any queries or more information would be required, please let us know.</p> <p><b><u>Councillors Locality Award</u></b> – the award is not yet open</p>
<p><b>New emergency services hub in Stowmarket</b></p>	<p>A new police and fire station off Needham Road, Stowmarket. Suffolk’s emergency services have recognised the excellent value for money and benefits that collaborative working provides for our residents and communities, and this is the latest example of that. Mid Suffolk District Council agreed a £431,000 contribution to the project through the Community Infrastructure Levy, and this new station will provide excellent facilities for emergency workers. The building also includes photovoltaic panels, an air source heat pump system, and 14 electric vehicle charging points.</p>
<p><b>New homes in Needham Market</b></p>	<p>The transformation of the former Needham Market Middle School site has now been completed, and MSDC have received the keys to 41 new affordable homes. This development, delivered by Mid Suffolk District Council and supported by funding of £1.42million from Homes England through the Affordable Homes Programme, provides a mix of two and three bedroom properties which will be used as affordable rent, social rent and shared ownership homes.</p>

**Cllr. Rowland Warboys (Green Party) MSDC Email: [rowland.warboys@midsuffolk.gov.uk](mailto:rowland.warboys@midsuffolk.gov.uk) Tel. 01379 783412 Mobile: 07484 186121**

