

MELLIS PARISH COUNCIL

Clerk: Ms Jane Challis

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MINUTES OF THE MEETING of MELLIS PARISH COUNCIL HELD ON FRIDAY 22nd SEPTEMBER 2023 @ 6:30PM IN MELLIS MEMORIAL HALL

Present: Cllr L Read, Cllr A Cross, Cllr L Farley, Cllr Paterson
Clerk – J Challis, CC Cllr Fleming

Apologies: None received.

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

Cllr Read welcomed everyone to the meeting, and noted apologies received from DC Cllr Warboys.

2 To receive Declarations of Interest on agenda items

None received.

3 To consider requests for Dispensations on agenda items

None received.

4 To resolve the draft minutes of the Parish Council meeting held on Friday 24th August 2023 are a true and correct record.

The minutes for the Parish Council meeting of 24th August 2023 were approved unanimously.

5 Report from County Councillor

CC Cllr Fleming read through her report, a of which copy can be found as an addendum at the end of the minutes.

6:42pm Cllr Paterson arrived.

Cllr Cross asked CC Cllr Fleming why the County Council is unable to enforce a ban on HGVs using C roads. CC Cllr Fleming said she will feed this back to the County Council and Suffolk Highways. Cllr Read thanked CC Cllr Fleming for her report.

6:55pm CC Cllr Fleming left the meeting.

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)

No members of the public present.

8 Chair's Report

- Cllr Read advised that Sunday closures of the A140 are due in October, to allow deliveries of abnormal loads to the new Progress Power site in Eye. Further details will be made available once received.
- The issues reported previously with the council's Barclays Community bank account have still not been fully resolved. Barclays now advise that the account was miscategorised and needs to be changed from a Business account to the Community account.

ACTION – Clerk to action information Cllr Read has received from Barclays

9 Clerk/RFO's Report

- An email has been received from the Dogs Trust Freedom Project, which is a specialist dog fostering service for people fleeing domestic abuse. They are urgently seeking to recruit new foster carers: <https://www.dogstrustfreedomproject.org.uk/>
- MSDC Community Grants & Development email received: The deadline for Capital Grant Applications is 1st October 2023. Applications for Community Development Grants may be received up until 31st October 2023. [Mid Suffolk District Council Funding - Mid Suffolk District Council - Babergh & Mid Suffolk District Councils - Working Together](#)
- MSDC Pride in Your Place grant: parishes with a population under 250 can apply for a grant up to £250 to be used to improve the appearance and cleanliness of the parish.
- CAS (Community Action Suffolk) are running an Introduction to Community Led Housing zoom session on Thursday 5th October 2023.
- An email has been received from the 20's Plenty Suffolk campaigner requesting support for the campaign. Cllr Cross commented that a 20mph zone is not always beneficial, because it can result in alternative traffic issues such as a bottle neck.
- MSDC have sent their latest Suffolk Recycles newsletter: [Suffolk Recycles Autumn newsletter \(mailchi.mp\)](#)
- A fund-raising email has been received from SARS (Suffolk Accident Rescue Service) which will be forwarded to councillors for future consideration.
- BMSDC have advised that they have received the Inspector's report on the Examination of the Babergh and Mid Suffolk Joint Local Plan 2018-37. Full details have been forwarded to Councillors.
- The Orchard Project have advised that the Councils application has been successful. This is subject to two online training sessions on 26th September and 7th November being attended. Cllr Farley and Cllr Paterson have both said they are happy to attend the sessions, following which further details of the trees and planting kits will be available.
- SCC (Suffolk County Council) are seeking views on improvements along the A140, specifically at the A140/A1120 Earl Stonham junction, A140/B1078 Needham Road junction and the A140 Thornham Magna junction. They are running an online survey: <https://www.suffolk.gov.uk/roads-and-transport/transport-planning/consultations-and-studies/a140-major-road-network>.
- ANPR speed camera application – letters of support from residents are required to complete the application.
- SALC is running a NSIP (Nationally Significant Infrastructure Project) seminar in conjunction with SCC on Wednesday 18th October in Ipswich. This a free event to help councils in dealing with the increased number of NSIPs such as National Grid's Norwich to Tilbury, and solar farm planning applications. Cllr Cross confirmed he would like to attend.

ACTION

- **Clerk to submit application to MSDC for the Pride in Your Place grant**
- **Clerk to forward details of online training sessions for the Orchard Project to Cllr Farley and Cllr Paterson**
- **Clerk to pursue letters of support from residents to complete ANPR application**
- **Clerk to book ticket for Cllr Cross to attend the NSIP seminar in Ipswich on 18th October**

10 Suffolk Waste Partnership Recycling – update from Cllr Farley

Cllr Farley who works within the recycling industry, presented current information on UK packaging reforms. This included details of a deposit and return scheme for drinks cans and bottles, due to be effective in England and Wales from October 2025, and the standardisation of materials collected for recycling from households and businesses. Councillors agreed that consistent collections across the country would be particularly valuable, making the recycling process much easier for both councils and residents.

Cllr Read thanked Cllr Farley for her presentation.

11 Planning

To Receive an Update on:

- DC/22/2190/HYB – Land at Shepherds Grove, Bury Road, Stanton, Suffolk - **AWAITING DECISION.**
- DC/23/03439 Proposal: Approval of Details reserved by Requirement 22 (Amendments to Approved Details) of the pursuant to The Progress Power (Gas Fired Power Station) Order 2015 -The submission concerns six requested alterations: 1. Gas Receiving and Metering Station (GRMS); increase in height from 5m to 6m (with a single item up to 7m) and minor increase in length; 2. Exhaust Stack; increase in width and length for lower section of stack (up to 16.5m above datum); 3. Portable Control Container (PCC); increase in width and length; 4. Fin/Fan cooler; increase in width and length; 5. Combined Water Storage tank and Fire Water Storage Tank; increase in diameter and height; 6 Modifications to the cross-section of the landscaping earth berms and addition of a berm on the Eastern side of the site Location: Progress Power, Potash Lane, Eye, Suffolk IP23 7HE – **AWAITING DECISION**
- DC/23/03832 - Proposal: Application for works to trees in a Conservation Area - Fell 3No Cherry Trees (T1, T2 & T3) as they have outgrown woodland area. Location: Middle Moat House, The Common, Mellis, Eye Suffolk IP23 8EE - **GRANTED**
- DC/23/03891 Proposal: Householder Application - Replace wooden windows and doors to the front and rear elevations with UPVC, same style and colour to match existing. Location: 8 Robinsons Mill, The Common, Mellis, Eye Suffolk IP23 8DN – **AWAITING DECISION**

To Consider:

- DC/23/03835 – APPLICATION FOR WORKS TO TREE(S) IN A CONSERVATION AREA – Proposal: Application for works to trees in a Conservation Area – Prune back 1No Mature Oak to previous canopy reduction, removing dead wood and overhanging branches. Location: Ostlers Barn, Thrandeston Road, Mellis, Eye, Suffolk, IP23 8DR.
After discussing Councillors agreed unanimously that they have no objection to this application.
- DC/23/04261 – APPLICATION FOR PLANNING PERMISSION WITHOUT COMPLIANCE OF CONDITION (S) – Proposal: Application under Section 73 of The Town and Country Planning Act for DC/23/00942, 4no terraced town houses, for the variation of Condition 2 (Approved plans and documents). Location: Land Lying to the North of the Railway Public House, The Common, Mellis, IP23 8DU.
After discussing Councillors agreed unanimously that they object to this application.

ACTION – Clerk to add comment for DC/23/03835 and DC/23/04261 to MSDC Planning Portal as above

12 Policies

- **Email and Internet Usage Policy**
- **Reserves Policy**
- **GDPR Policy**

The above policy review deferred to next meeting.

13 Parish Council Insurance 2023/24 quotations

The Clerk forwarded the current provider's renewal details, with two additional quotations prior to the meeting. After discussing Councillors decided not to renew with the current provider, and to proceed with the quotation received from Zurich Insurance at a total cost of £264.00.

ACTION – Clerk to instruct Zurich to proceed, and arrange for payment to be made

14 To consider official email accounts, including costings

NALC advise, in conjunction with advice from JPAG (Joint Practitioner's Advisory Group), that all authorities except Parish meetings must now have an official website. To comply with GDPR, councils should provide official email accounts for their councillors as well as for their Clerk and other officers. It is also recommended that gov.uk domain names and mailboxes are used, although this is not yet mandatory. The Clerk obtained quotations for both .com and gov.uk domain names and mailboxes, which were considered by councillors. After discussing, it was agreed to proceed with a gov.uk domain name and mailboxes hosted by Suffolk Cloud, at a cost of £350.00 annually including VAT. This is based on a 2-year contract. The current domain name will be changed to reflect gov.uk, and councillors will now use hosted gov.uk email addresses rather than personal ones.

Proposed by Cllr Paterson; seconded by Cllr Farley and approved unanimously.

ACTION – Clerk to advise Suffolk Cloud as above

15 Tree Warden's Report

Cllr Paterson reported that a willow tree in the parish has shed a very large bow. This is sited on private property and he is assisting the resident with removal.

16 Footpath Warden's Report

The signage is still to be repaired/replaced. Cllr Farley asked whether there are any grants available to repair/replace the signage if Suffolk Highways are unable to action it.

ACTION – Clerk to follow up with Suffolk Highways again

17 Newsteads Land update, including approval of expenditure for pathway works

Cllr Read has looked at the cost of fencing for the BT hut side of Newsteads. It will cost approximately £348.00 including VAT, plus the cost to deliver, and consumables to install. This is for two rolls of fencing the same as has been used on the school boundary, but at 3ft high. Cllr Read and Cllr Cross have also investigated costs to supply the wood chips for the pathways. There is an issue with access so they will need to be collected on a trailer and taken off with a wheelbarrow. Cllr Cross indicated that he is happy to arrange this as he owns a trailer that can be used to collect the chips. The cost to hire a digger for the pathways, and purchase of the terram and wood chips is approximately £600.00 plus VAT.

Cllr Cross proposed approval of expenditure up to a net maximum of £1,200.00, to purchase the fencing and consumables, hire the digger, and purchase the terram and wood chips. Seconded by Cllr Farley, and approved unanimously.

Cllr Paterson said he knows a local resident who may be able to make a gate and will speak to them about it over the weekend.

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

18 Village Gateway quotations

Suffolk Highways have confirmed that a Street Furniture Licence is required before proceeding with the purchase and installation of the gateways. The licence costs £150.00 and Highways have

confirmed that one application will cover a gateway at each end of the village. Highway's approval of the proposed locations is part of the licencing.

Councillors discussed the best locations to site the gateways, agreeing as follows:

Location 1 – Mellis Road entering the village from Yaxley, on the right-hand side just past the school, by farmer's field entrance.

Location 2 – Mellis Road entering the village from Wortham, on the left-hand side by the dog bin at the entrance to Drury/Dam Lane.

Approval of the locations above, and £150.00 expenditure for the required Street Furniture Licence proposed by Cllr Cross. Seconded by Cllr Farley, and approved unanimously.

ACTION – Clerk to submit application for Street Furniture Licence as above, and seek permission from the landowners of each site

19 History of Mellis Electronic Storage

The Clerk contacted Suffolk Archives who have advised that they do sometimes take in material on temporary deposit for digitisation, depending on capacity in the Digitisation Team. They would need to know the number of photographs and the formats e.g., loose photographs, albums, slides, negatives etc in order to calculate how much it would cost for them to do this work. Councillors decided to meet in the Memorial Hall later in the year to sort through all the documents. Following this there will be a better idea of the exact number of documents and type.

20 To approve internal audit comments

The Internal Audit comments were received from SALC and forwarded to councillors prior to the meeting. Approved unanimously.

ACTION – Clerk to publish

21 Finance

A list of payments and receipts, expenditure against the budget, and bank reconciliation to 24th July 2023 were sent to councillors prior to the meeting.

Cllr Cross has checked the accounts 01/04/23 to 03/07/23, and reported that everything is in order.

i) Confirmation of Barclays bank account balance

The Barclays bank account balance as of **24 August 2023 - £32,217.63**

ii) Review and authorisation of payments presented:

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|---|---------------|-------------------------|---------|
| 1 | J. Challis | Clerk Admin September | £331.84 |
| 2 | HMRC | PAYE/NIC | £9.20 |
| 3 | J. Challis | Expenses – mileage | £5.94 |
| 4 | Memorial Hall | September hire | £24.00 |
| 5 | SALC | Internal Audit | £255.60 |
| 6 | Gislingham PC | 50% CiLCA share inv. 20 | £17.76 |
| 7 | Gislingham PC | 50% CiLCA share inv. 19 | £30.20 |

Cllr Cross proposed approval of all payments above; seconded by Cllr Paterson and approved unanimously.

iii) Barclays Bank correspondence

ACTION - Cllr Read and Cllr Cross to pay agreed payments above via online banking (dual authorisation)

22 Matters for future consideration

CLr Cross reported that the Memorial Hall Committee are investigating funding options for the installation of solar panels, and may approach the Parish Council.

23 The date of the next Parish Council Meeting is Thursday 26th October 2023 at 6:30pm in the Memorial Hall

Meeting close at 8:45pm.

County Councillor Report



Mellis Parish Council, September 2023

Councillor Jessica Fleming, Hartismere Division Tel. 07714-597980 Jessica.fleming@suffolk.gov.uk

Reinforced Autoclaved Aerated Concrete (RAAC) in Suffolk schools – Schools known to be affected by RAAC include East Bergholt HS, Hadleigh HS, Claydon HS, Farlingaye HS and Stowupland HS. (all academies). Affected areas are closed off and alternative arrangements made. If further schools are identified steps will be taken ensure they are safe.

For Service Families with School Children - This is to note that Schools which have children of all Service families enrolled in reception to year 11 are eligible to receive **£335** per Service child through the scheme. These must be recorded prior to the next autumn school census (first Thursday in October). [The Service Pupil Premium](#) (SPP) recognises manages this scheme. Eligible schools receive the SPP so that they can offer focussed support to UK and overseas Service children.

Pylons Meeting in Wortham/ Royden – Reminder - A meeting is planned at (Riverside House IP22 1SU on Wortham Ling on Saturday 30th September at 10.00 am where there will be an opportunity to look at part of the Upper Waveney Valley that would be affected and discuss local options.

Update on Quiet Lanes Project - Since its launch in 2020, over 300 miles of Quiet Lanes and 1,100 road signs, covering over 130 Parishes have been identified. The success of this project is due to the c.200 hard-working parish clerks and volunteers led by the Quiet Lanes Suffolk team. We wanted to say a huge thank you for your commitment and enthusiasm, the project's success speaks for itself. Whilst the original funds have been spent, if there is interest in this scheme please register on our web site: www.quietlanessuffolk.co.uk/contact and Highways will get back in touch when the new process is confirmed.

Major Planning/ Shepherd's Grove Stanton – Evolution's warehousing application DC/23/1154/OUT at Shepherd's Grove is live with a deadline for comments by 11th October. Note that this proposal is NOT intending to use the new roundabout on the A143 that Copart is required to construct, rather, access would be via Summer Road. Given that the project is suggesting employing around 2,000 people the access arrangements need to be fully clarified, I have asked Suffolk Highways for a meeting to discuss but not yet had this meeting. Similarly, the approach by Evolution to cumulative impacts does not appear to be clearly set out in current documents. CoPart DC/22/1290/HYB is also live

although the formal deadline for comments has passed. Both applications have major traffic implications for the A143, A14 other major and local road systems and communities as well as impacts such as water use, contamination and fire risk.

Please get in touch with me if you have questions or comments.

Cllr Jessica Fleming: Jessica.fleming@midsuffolk.gov.uk Tel: 07714-597980 Twitter: @jesstfleming

District Councillor’s Report
Gislingham Ward
September 2023

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| <p>Pride in your place campaign</p> | <p>The Pride in Your Place campaign was launched last month with the aim to clean-up neighbourhoods, build community pride and tackle the doorstep issues that voters say matter to them. Under the funding scheme, parishes with a population over 1,500 are eligible to apply for up to £400 in funding. Applications can also be made by voluntary, community and social enterprises with support from their local town or parish council. They must be received by the council by 31 October 2023 and awards and payments will be made within 21 days of receipt of an eligible application.</p> |
| <p>New business grants</p> | <p>Businesses in both council areas are set to benefit from a new round of funding thanks to the Rural England Prosperity Fund (REPF). Mid Suffolk District Council was allocated £821,658 over the next two years. Grants are available between £5,000 - £10,000 per application and will fund a maximum of 50% of total project costs up to the maximum value of £10,000. Eligible projects include net-zero developments, agriculture and farm diversification, visitor economy business expansion as well as SME investment and diversification or investment in community facilities in our rural areas.</p> |
| <p>Free trees, hedgerows and wildflowers scheme</p> | <p>This scheme is open for applications that both help wildlife and have public access. Applications can be for individual trees, tree planting schemes, small community woods, hedgerows, community or scattered orchards and wildflower meadows. MSDC tree canopy cover across the district is currently well below the national average. We want to help get 30% of our land managed for wildlife by 2030 (30 by 30 national initiative). We are doing what we can on the council’s land but need help on other land to be really successful. This can include parish land, school grounds, recreation grounds, land open to the public regularly, millennium greens and community spaces.</p> |
| <p>Support for residents struggling with the cost of living</p> | <p>The following support was provided for residents in Babergh and Mid Suffolk who were struggling with the cost of living during 2022/23. £100,000 was awarded to tenants through the household support fund, £150,000 to households struggling with the cost of their rent through Discretionary Housing Payments and a reduction in council tax for low-income households. During last winter, a total of £110,995 was provided to 62 organisations through Winter Warmth grants. Over 588 homelessness applications were received in Mid Suffolk. Additionally, Mid Suffolk Citizens Advice received a 30% uplift in funding.</p> |

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| <p>Solar farms</p> | <p>The appeal against MSDC planning decision for a Solar Farm at Burstall was successful as well as the appeal for costs. There are currently several other applications for large(ish) solar farms in the district and this appeal decision will be a material consideration.</p> <p>At the most recent planning meeting the Burstall Solar farm was approved, the Palgrave Solar Farm was deferred for a rethink to the boundaries and there will be a site visit by the planning committee to the Bramford Site to consider the visual impact followed by a public planning meeting.</p> |
| <p>Corporate Plan</p> | <p>The MSDC corporate Plan is under discussion and will be rewritten before going out to consultation. “For us, it is the role of Mid Suffolk Council to help shape and nurture our towns and villages to thrive both now and in the future. But we can only do that with your help.”</p> <p>After consultation it will be worked up with officers and a budget for 2024/5 be presented to council.</p> |

Cllr. Rowland Warboys

Chair Mid Suffolk District Council 2023/24 (Green Party)

Gislingham Ward

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