

# MELLIS PARISH COUNCIL

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## MINUTES OF THE MEETING of MELLIS PARISH COUNCIL HELD ON FRIDAY 24<sup>th</sup> AUGUST 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, 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, and noted that Cllr Paterson had advised he would be late to the meeting.

### **2 To receive Declarations of Interest on agenda items**

Cllr Read declared a pecuniary interest against agenda item 10; DC/23/03832. Councillors agreed unanimously for Cllr Read to remain in the room during the discussion for this item, but to refrain from taking part and 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 Friday 28<sup>th</sup> July 2023 are a true and correct record.**

The minutes for the Parish Council meeting of 28<sup>th</sup> July 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.

In addition, CC Cllr Fleming said that although National Grid's Norwich to Tilbury non-statutory consultation closed on 21<sup>st</sup> August 2023, members of the public can still send comments directly to Jo Churchill MP, copying herself in if possible.

[Norwich to Tilbury | National Grid ET](https://www.norwichtotilbury.com/)

[www.jochurchill.org.uk](http://www.jochurchill.org.uk)

[jo.churchill.mp@parliament.uk](mailto:jo.churchill.mp@parliament.uk)

[Jessica.fleming@suffolk.gov.uk](mailto:Jessica.fleming@suffolk.gov.uk)

### **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 CC Cllr Fleming and DC Cllr Warboys for their reports.

7:03pm CC Cllr Fleming and DC Cllr Warboys left the meeting.

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

No members of the public present.

## 8 Chair's Report

- Cllr Read said that a resident has contacted him regarding materials being stacked on the common in relation to granted planning application DC/23/00942. Reports of this nature can be made directly to Mid Suffolk District Council: [Report it » Babergh Mid Suffolk](#)
- RAF Honington are planning 3 weeks of air manoeuvres in the area. Cllr Read commented that the manoeuvres have an implication on National Grid's Proposed Norwich to Tilbury pylon route.
- Following email approval of the new Memorial Hall car park sign proof from councillors, as agreed at the 28<sup>th</sup> July 2023 meeting, Cllr Read has collected the finished sign. Cllr Read and Cllr Cross will arrange to fix it in the entrance to the car park.
- Cllr Read thanked Cllr Cross and Cllr Farley for organising and running the BBQ at the recent Mellis Music Festival to sell the remaining frozen burgers bought for the King's Coronation event.

## 9 Clerk/RFO's Report

- The ESO (Electricity Systems Operator) which is a legally separate organisation within the National Grid group, is conducting a study into electricity network infrastructure in East Anglia. The study will begin shortly, after a government decision on funding the continued development of offshore coordination between certain offshore wind farms and interconnectors is made. This is because any new offshore coordination may change the underlying needs case for planned onshore electricity network infrastructure in the region. They intend to independently assess the different ways the electricity being generated can be transported, once it has landed, to where it is needed. Central to this is ensuring there are opportunities for local representatives to input their views. They are planning on hosting series of discussions across the region to (1) allow the ESO to provide more information on our assessment; and (2) allow for attendees to provide the views and thoughts of those they represent. More information can be found on their website: [East Anglia study | ESO \(nationalgrideso.com\)](#)
- Mid Suffolk District Council is currently reviewing the table of fares for Hackney Carriages. The proposed tariff was circulated to councillors and any comments need to be submitted by 28<sup>th</sup> August.
- Suffolk Wildlife Trust have forwarded details of the Orchard Project which may be of interest in relation to Newsteads Land. The Orchard Project is offering fruit tree planting packs to community groups, with four packs being available for Suffolk locations. The Clerk has submitted an initial enquiry.
- The Clerk received a telephone call on 8<sup>th</sup> August 2023 from a group using the Memorial Hall, who reported that the alarm was sounding, but they could not make contact with anyone from the Hall. The Clerk spoke with the MMHC Chairman via email, who was able to deactivate the alarm. He provided further contact details in case for future, which will also be displayed in the Hall for users.

## 10 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/23/03148 APPLICATION FOR WORKS TO TREE(S) IN A CONSERVATION AREA - Proposal: Notification of Works to Trees in a Conservation Area - Fell 1 No. Yew (T1), Fell 2 No. Cypress (T2 and T3), Fell 1 No. Ginko (T4) Location: The Old Rectory, Earlsford Road, Mellis, Eye Suffolk IP23 8DY - **GRANTED**

To Consider:

- DC/23/03832 - Proposal: Application for works to trees in a Conservation Area - Fell 3 No Cherry Trees (T1, T2 & T3) as they have outgrown woodland area. Location: Middle Moat House, The Common, Mellis, Eye Suffolk IP23 8EE.  
Having previously declared an interest in this item, Cllr Read did not partake in the discussion. Councillors agreed they have no objection to this application, with one abstention.
- 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  
After discussing, councillors agreed they have no objection to this application.

**ACTION – Clerk to add comment for DC/23/03832 and DC/23/03891 to MSDC Planning Portal as above**

8pm Cllr Paterson arrived

## **11 Review of Budget 2023/24**

The following accounts documents 01/04/23 to 03/07/23 (date of most recent bank statement) were sent to councillors prior to the meeting:

Bank reconciliation  
Receipts and payments  
Payments against the budget tracker  
Reserves 2023/24  
Budget 2023/24

After reviewing the above documents, it was agreed that the only budgeted item that needs to be amended is the Parish Council insurance. The budgeted amount is £250.00, but the quotations sent to councillors prior to the meeting for agenda item 14, have come in much higher than expected. The budget will be reviewed again at a future meeting once the insurance has been agreed.

## **12 Review of General and Earmarked Reserves**

The following accounts documents 01/04/23 to 03/07/23 (date of most recent bank statement) were sent to councillors prior to the meeting:

Bank reconciliation  
Receipts and payments  
Payments against the budget tracker  
Reserves 2023/24  
Budget 2023/24

After reviewing the above documents, it was agreed to amend the reserves to show the proceeds from the King's Coronation and Mellis Music Festival as a ring-fenced figure. The proceeds from the latter are £250.00 which Cllr Cross gave to the Clerk to pay into the Barclays bank account, so the total figure to ring-fence is now £431.20.

It was also agreed to reserve £2,000.00 for the digitalisation of the History of Mellis documents. This will need to come out of the total S137 for 2023/24 because the Council does not have the authority for the expenditure elsewhere.

The above amendments were approved unanimously.

**ACTION – Clerk to amend the Reserves document as above**

**13 Policies**

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

The above policy review deferred to next meeting.

**14 Parish Council Insurance 2023/24 quotations**

The Clerk forwarded three quotations prior to the meeting. Deferred to the next meeting to allow councillors time to compare the quotations fully.

**15 To consider official email accounts, including costings**

Deferred to next meeting.

**16 Tree Warden’s Report**

Cllr Paterson reported that he retrospectively checked the location of the trees in planning application DC/23/03148, which was discussed at the previous meeting, and saw no reason for the work to be refused.

**17 Footpath Warden’s Report**

Cllr Farley reported that the signage is still to be repaired/replaced.

**18 Newsteads Land update, including wood chipping quotations**

Cllr Paterson reported that he has carried out some strimming works and will clear away the green waste.

Cllr Read suggested laying terram with eco block on top from the entrance, rather than wood chippings. Cllr Cross was concerned that eco block would not sit well on top of terram. After discussing further, it was agreed to dig the pathways out from the entrance and proceed with woodchips. Cllr Cross will obtain pricing for the wood chips, terram and digger hire.

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

**19 Village Gateway quotations**

Deferred.

**20 To approve internal audit comments**

Deferred.

**21 Finance**

A list of payments and receipts, expenditure against the budget, and bank reconciliation to 3<sup>rd</sup> July 2023 were sent to councillors prior to the meeting.  
The accounts 01/04/23 to 03/07/23 were sent to Cllr Cross for checking.

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

The Barclays bank account balance as of **23 July 2023 - £32,217.63**

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

1	ICO (Information Commissioners Office)	Annual fee	£40.00
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2	J. Challis	Clerk Admin August & holiday pay 2022/23	£651.18
3	J. Challis	Expenses – mileage	£5.94
4	HMRC	PAYE/NIC	£119.00
5	Memorial Hall	August hire	£24.00
6	L. Read expenses	Car park sign	£108.00

All payments above were approved unanimously, with one abstention against L. Read expenses (Cllr Read).

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

Cllr Cross reported, as already advised under agenda item 12, that the Mellis Music Festival BBQ raised £250.00. The total of both events is now £431.20, which has been ring-fenced whilst consideration of how it should be spent is agreed.

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

**22 Matters for future consideration**

Well Head on the common - Cllr Paterson will speak to the landowner to see if he gives permission for the project to proceed.

**23 The date of the next Parish Council Meeting is Friday 22<sup>nd</sup> September 2023 at 6:30pm in the Memorial Hall**

Meeting close at 9:00pm

## County Councillor Report



August 2023

### Mellis Parish Council

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

**Non-statutory Consultation by National Grid** – This non-statutory consultation closed at midnight on **Monday 21 August**. If you have any further questions, please do not hesitate to contact the Norwich to Tilbury Community Relations Team on +44 (0) 800 151 0992, or [contact@n-t.nationalgrid.com](mailto:contact@n-t.nationalgrid.com). If anyone has missed the deadline do continue to share comments with Member of Parliament Jo Churchill: [jo.churchill.mp@parliament.uk](mailto:jo.churchill.mp@parliament.uk)

A review of the Electricity System Operator (ESO) has been ordered and is due to start this shortly, it will be relevant to plans for the Norwich to Tilbury transmission system and others in the region. In the meantime, NG has stated that it is proceeding with its current plans. For additional information refer to National Grid's Open Letter of August 2023 in the following link - <https://www.nationalgrideso.com/future-energy/projects/offshore-coordination-project/east-anglia-study>

**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 11<sup>th</sup> October. CoPart DC/22/1290/HYB is also live although the formal deadline for comments has passed. The two applications are adjacent or close to one another and are or should be considered cumulatively. They both have major traffic implications for the area and local roads (A143, A14 and potentially the A140).

Fire hazard and related risk has been raised in relation to CoPart's car storage proposal due to the recent fire in Essex at a similar facility – see BBC East- [Rochford fire: Hundreds of cars destroyed in blaze - BBC News](#) At least 700 cars were damaged/destroyed in a fire at the CoPart auctioneer/scrap yard in Rochford, Essex the evening of 11<sup>th</sup> August. Essex fire firefighters fought through the night to extinguish the fire. There were 2,000 vehicles on site. There is an Avanti gas storage facility adjacent to the CoPart site at Stanton.

**Staff Changes at SCC Children's Services (CYP)** – It has just been announced that Allan Cadzow, Corporate Director for Children and Young People, will be leaving Suffolk County Council on 31 August. Also Sue Cook, Executive Director People Services, left the Council last month. The Chief Executive Nicola Beach is taking this opportunity to re-structure senior leadership within CYP to be best equipped to adapt the service in response to changing needs.

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

## District Councillor's Report:

### Gislingham Ward

### Mellis, Gislingham, Thornham, `Wortham & Burgate, Wickham Skeith Parish Councils

August 2023

MSDC Full Council Meeting Elmswell	<p>At July's Council meeting, held in the Blackbourne Centre in Elmswell, Leader Andy Mellen spoke about plans for the short term. These include improvements to our local environments with additional funding for Parish/Town Councils, making Council meetings accessible to residents by hosting in the District, making homes more energy efficient, working to improve rural transport and a more active plan for Stowmarket. Further details will be provided on these and other projects soon.</p>
National Grid Pylons	<p>National Grid has launched its latest public consultation on plans for the Norfolk/Tilbury high power line which spans Mid Suffolk District.</p> <p>At the Council meeting it was agreed to lobby the relevant Government minister, again, to review this process, objecting to the pylon line requesting National Grid to re-consider their current approach.</p> <p>The Chairs of both councils have written to the Secretary of State for Energy Security and Net Zero regarding energy developments in the easter region including the Norwich to Tilbury project. Excerpt below:</p> <p><i>"While the Council will be making a formal response to the non-statutory consultation on the Norwich to Tilbury overhead line project (formerly East Anglia Green) in due course, at the Babergh full Council meeting on 18 th July, councillors voted in favour of a motion to re-state publicly, on behalf of our communities, our objection to the proposed pylon line, and our strong preference for an integrated offshore approach to electricity transmission."</i></p> <p>Link to full MSDC letter:</p> <p><a href="https://midsuffolk.gov.uk/energy-development-MSDC-chair-letter-to-DESNEZ-Jul-23-signed.pdf">Energy-development-MSDC-chair-letter-to-DESNEZ-Jul-23-signed.pdf (midsuffolk.gov.uk)</a></p>
The Suffolk Police and Crime Panel	<p>The The Suffolk Police and Crime Panel is responsible for supporting and challenging the Suffolk Police and Crime Commissioner (PCC) in the delivery of his functions. It is a joint committee, established under the Police Reform and Social Responsibility Act 2011.</p> <p>Panel last met on 14 July 2023 where it elected a new Chair and Vice Chair for the year. Next meeting October 2023.</p> <p>The Panel scrutinised the effective exercise of the PCC's functions by reviewing actions he had taken under Objective 4 of his Police and Crime Plan 2022-25: "Work in partnership to improve criminal justice outcomes and enhance community safety". Members questioned the PCC on his function to deliver community safety and crime reduction., including exploring work undertaken to improve the support available to victims, witnesses and offenders, and grants to organisations which support victims of crime.</p> <p>The Panel also reviewed its own Annual Report for 2022/23 and approved it for publication. Link:</p> <p><a href="https://suffolk.gov.uk/police-and-crime-panel-annual-report-2022-2023">police-and-crime-panel-annual-report-2022-2023 (suffolk.gov.uk)</a></p>
Solar Farms	<p>The Leader of MSDC Andrew Mellen gave a keynote address at the Local Government Association conference at Bournemouth in July, suggesting the Government should provide a clear National Framework for the development of solar farms. This should address the balance between delivering renewable energy, food production and protecting our valuable landscape.</p>
<b>Review of Local Elections</b>	<p>The Council has undertaken two reviews of the local elections process – one internal and one by The Association of Electoral Administrators. These reports were discussed at the July Council meeting with the recommendation that the Audit Committee produces an action plan to resolve the issues that occurred. Parish Councils should have received related correspondence from MSDC Chief Executive.</p>
Pride in Your Place	<p>The cabinet member for Environment, Culture &amp; Wellbeing launched a campaign to award grants to town and parish councils, parish meetings (voluntary, community and social</p>

	enterprises) for the purpose of supporting improvements in litter-picking, sign cleaning, graffiti removal, and the maintenance/enhancement of open public spaces. See MSDC website for further details and application form.
Hackney Carriage Tariff Increase	The cabinet approved an increase in the base rate (flag fare and first two miles) for Mid Suffolk Hackney Carriages to a maximum of £7.50. This represents a 10% uplift to the trade and brings the rate in line with most neighbouring districts.
Locality Awards	This year's locality awards are now open for applications. Any group or organisation can apply for amounts of £250 or more.
Drop-in sessions to meet your District Councillor	It has been suggested that a drop-in session could be held 30 minutes before the PC Meeting – your thoughts please.
To mow, or not to mow?	<p>Green Party councillors are receiving some complaints about grass growing tall and not being cut. To clarify the situation, they have published a very short guide to the basics, accompanied by a fuller explanation of meadow management, how it works and why it is important.</p> <ul style="list-style-type: none"> <li>• Roadside verges should be mown by the County Council, as should visibility splays at junctions</li> <li>• Areas for play should be mown by the Parish, Town or District, whichever is responsible</li> <li>• Owners are responsible for their dogs irrespective of ground conditions</li> <li>• Mid Suffolk District Council may delay mowing at a certain time of the year but then do more management of the area at other times - so there is not necessarily any difference in costs or savings</li> <li>• The heavy rain in the spring caused exceptional growth this year</li> <li>• Meadow management is a trial to find the most suitable places and the best mowing regimes to benefit wildlife especially insects</li> </ul> <p>Councillor Dr Dan Pratt, an ecologist, said :</p> <p>“We need to do all we can to reverse the decline in biodiversity, including pollinators and other insects. Flora and fauna are under pressure from intensive agricultural practices, pollution, development and global temperature rise. All species need ways to find nearby habitat, stepping-stones and corridors that allow them to roam and reproduce. This will help ensure populations are maintained at sustainable levels.”</p> <p>Entomologist and fellow councillor, Dr Ross Piper, added:</p> <p>“Many insect species are in decline, which is a real concern as we depend on them for things like pollination and the recycling of organic material. Many larger animals, from swallows to hedgehogs, depend on them for food. Meadows can be among our richest habitats for insects, supporting three times more species and 25 times more individual insects than a mown lawn. Making these spaces as good as possible for insects takes time, but the benefits to nature are significant.</p> <p>Meadows are the richest habitat for insects, and even small patches left un-cut during spring can make a big difference.”</p>

***Cllr. Rowland Warboys***

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

Gislingham Ward

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