

# MELLIS PARISH COUNCIL

Clerk: Ms Jane Challis

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## MINUTES OF THE MEETING of MELLIS PARISH COUNCIL HELD ON FRIDAY 28<sup>th</sup> JUNE 2024 @ 6:30PM IN MELLIS MEMORIAL HALL

**Present:** Cllr L Read, Cllr A Cross, Cllr G Paterson  
Clerk – J Challis, 1 member of the public

**Apologies:** Cllr Farley

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

Cllr Read welcomed everyone to the meeting, and apologies received from Cllr Farley were approved unanimously.

### **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 Annual Parish Council Meeting held on 30<sup>th</sup> May 2024 are a true and correct record**

Approval of the draft minutes of the Annual Parish Council meeting held on 30<sup>th</sup> May 2024, proposed by Cllr Cross, seconded by Cllr Paterson, and approved unanimously.

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

No report received.

### **6 Report from District Councillor**

DC Cllr Warboy's report can be found as an addendum at the end of the minutes.

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

No participation; member of the public present for agenda item 8.

### **8 Parish Councillor Co-option**

Cllr Read introduced the member of the public who previously indicated their interest in joining the Parish Council. They had completed a co-option application form which was shared with councillors prior to the meeting.

Cllr Cross proposed co-opting the member of the public on to Parish council. Seconded by Cllr Paterson and approved unanimously.

Cllr Lockett signed a Declaration of Acceptance of Office which was witnessed by the Clerk, and confirmed his written acceptance to receive summons electronically. Cllr Lockett confirmed he will complete and return a Register of Interest form within the required 28-day period.

## 9 Chair's Report

- Cllr Read attended SALC's online planning webinar, hosted by Birketts, which covered 'roles, responsibilities, Neighbourhood Plans, S106 and CIL'. He reported that the webinar focused on Neighbourhood Plans, with the overall feeling being unfavourable towards the parish producing one. Further information is available on the Government website; [Neighbourhood planning - GOV.UK \(www.gov.uk\)](https://www.gov.uk). Cllr Read asked the Clerk to include consideration of a Neighbourhood Plan on the next agenda for discussion, and confirmed he will send a summary of the webinar to councillors in the meantime.
- Cllr Read thanked councillors and the Clerk for their hard work towards the recent D-Day 80 Anniversary and Mellis Garden official opening events.
- Cllr Read said he has requested quotations for the maintenance work to the Memorial Hall car park from 4 separate companies. As yet, only 1 quotation has been received. This will be an agenda item for the next meeting. Cllr Lockett said he will speak to the owners of the Mill, to see if they can request that their delivery drivers do not use the Memorial Hall car park to turn around in, as this is contributing to the poor state of the surfacing.

## 10 Clerk/RFO's Report

- Written thanks has been received from multiple residents for the D-Day 80 Anniversary and Mellis Garden events.
- An email has been received from Jaynic regarding the refusal of planning application DC/22/2190/HB at the Shepherd's Grove development site. They are commencing preparation of a revised Masterplan and would like to engage with the Parish Council in person before it goes to public consultation. Councillors felt it would be more practical and beneficial to arrange a meeting with all local Parish Councils together, rather than individually.

**ACTION – Clerk to respond to Jaynic as above.**

## 11 National Grid Norwich to Tilbury Statutory Consultation

The statutory consultation is open until 11:59pm on Friday 26<sup>th</sup> July 2024. Full details can be found on National Grid's website: <https://www.nationalgrid.com/electricity-transmission/network-and-infrastructure/infrastructure-projects/norwich-to-tilbury>

Councillors confirmed unanimously that they continue to strongly object to National Grid's proposals; the Clerk will prepare a draft response for approval at the next meeting.

It is extremely important that residents respond individually to the consultation. Cllr Cross and Cllr Paterson will ask the Mellis distributors of the Messenger publication, to include leaflets from the Essex Suffolk Norfolk Pylon Group, which Cllr Cross collected from the local representative, in the next edition which is due to be delivered shortly.

<https://pylonseastanglia.co.uk/>

Responses can be emailed to National Grid: [contact@n-t.nationalgrid.com](mailto:contact@n-t.nationalgrid.com)

**ACTION – Clerk, Cllr Cross & Cllr Paterson, as above.**

## 12 Planning

**To consider - none**

**To Receive an Update on:**

- DC/24/02322 – Application to amend working hours to include Saturday-Sunday 7:00-19:00. National Grid Yaxley 400kV Substation, Leys Lane, Yaxley, Eye, Suffolk, IP23 8DX – **AWAITING DECISION.**

- DC/24/01862 – Full Planning Application – Construction of open-sided agricultural building. West End Farm, The Common, Mellis, Eye, Suffolk, IP23 8EF – **AWAITING DECISION**.
- DC/24/01863 – Full Planning Application – Construction of open-sided agricultural building. West End Farm, The Common, Mellis, Eye, Suffolk, IP23 8EF – **REFUSED**.
- DC/23/05647 – Approval of details reserved by Requirement 16 (Construction Hours) pursuant to the Progress Power (Gas Fired Power Station) Order 2015. Progress Power Ltd, Potash Lane, Eye, Suffolk, IP23 7HE – **AWAITING DECISION**.

### 13 To consider ongoing support for Rural Coffee Caravan visits to Mellis

At the 30<sup>th</sup> November 2023 meeting it was agreed to support the Rural Coffee Caravan, via a donation, paying for hire of the Memorial Hall for 6 visits to the village. The last of these is due to be held on 2<sup>nd</sup> July 2024. Feedback from the visits indicates that the services provided have been hugely beneficial to the community, with support and advice being extended to many residents. Connections have also been made with the care home in Mellis, and UKMSA (UK Men’s Shed Association).

Cllr Read proposed the council donates to the Rural Coffee Caravan by funding the hire of the Memorial Hall for a further 6 visits, at a cost of £20.00 per visit; total expenditure £120.00. Seconded by Cllr Paterson and approved unanimously.

**ACTION – Clerk to advise Rural Coffee Caravan and request the Memorial Hall invoice the Parish Council for the agreed 6 bookings.**

### 14 To approve Accounting and AGAR statements 2023/24

Prepared by the Clerk and shared with councillors. After discussing, Cllr Cross proposed approval of the Accounting statements 2023/24 including the annual CIL report, and AGAR statements 2023/24 including the Certificate of Exemption, and Sections 1 and 2. Seconded by Cllr Paterson, and approved unanimously. The Clerk and Cllr Read signed the CIL return and AGAR sections 1 and 2.

**ACTION – Clerk to publish, send the Certificate of Exemption to the external auditor, and the CIL report to MSDC, both by 30<sup>th</sup> June 2024.**

### 15 To approve Internal Audit comments 2023/24

Deferred; SALC are due to complete the internal audit at the end of July.

### 16 Finance

A list of payments and receipts, expenditure against the budget, and bank reconciliation to 24<sup>th</sup> April 2024 were sent to councillors prior to the meeting.

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

The Barclays bank account balance as of **24<sup>th</sup> May 2024 - £31,678.54**

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

1	J. Challis	Clerk Admin June	£409.87
2	J. Challis	Expenses – mileage May meeting	£5.94
3	HMRC	PAYE/NIC	£0.80
4	Memorial Hall	June meeting	£30.00
5	Memorial Hall	Rural Coffee Caravan June meeting	£20.00
6	MSDC	Annual bin emptying	£408.55
7	L. Farley expenses	Mellis Garden opening day (expenditure approved at 30 <sup>th</sup> May 2024 meeting)	£89.71
6	A. Cross expenses	D-Day 80 anniversary & Mellis Garden opening day (expenditure approved at 30 <sup>th</sup> May 2024 meeting)	£717.00

Cllr Paterson proposed approval of all payments above; seconded by Cllr Read, with 1 abstention against A. Cross expenses (Cllr Cross) and approved unanimously.

**ACTION**

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

**17 Matters for future consideration**

- Wellhead Project
- Traffic/speeding concerns within Mellis
- Phone box-stained glass repairs & location of defibrillator
- Memorial Hall car park maintenance
- Digitisation of the History of Mellis
- Consideration of a Neighbourhood Plan

**18 The date of the meeting is Monday 22<sup>nd</sup> June 2024 at 6:30pm in St Mary the Virgin Church, Mellis (due to the Memorial Hall being unavailable).**

Meeting close at 8:06pm.

**District Councillor’s Report: Gislingham Ward  
Mellis, Gislingham, Thornham, `Wortham & Burgate, Wickham Skeith Parish Councils  
June 2024**

Upcoming general election	The next parliamentary general election will take place on Thursday 4 <sup>th</sup> July. The next scheduled MSDC Council meeting on 27 <sup>th</sup> June has been cancelled due to the pre-election period. Other meetings may also be cancelled for political reasons.
Annual Council meeting	The Annual Council meeting was held on 22 <sup>nd</sup> May. The new Chair is Cllr Dan Pratt and his chosen charity for the forthcoming year will be The Food Museum in Stowmarket. Cllr Keith Scarff was appointed as Vice Chair. There were very few other changes to committees.
Community Infrastructure Levy payout	The Neighbourhood CIL payout of over £500k was distributed last month. The Neighbourhood CIL funds are for parishes to spend on infrastructure within their parishes, but they are still able to apply for further funds from the developer contribution. The next bid round for applications to the district for CIL funds opened on 31 <sup>st</sup> May. The decisions will be taken to the Cabinet meeting in the autumn.
Swimming pool improvements	Babergh and Mid Suffolk have been awarded funding to improve the carbon footprint of the swimming pools. Mid Suffolk Leisure Centre received £180k to fund pool covers, and micro filtration units
Food Waste collections from 2026	Funding to begin food waste collections in Babergh and Mid Suffolk has been agreed. The service will launch in 2026 as part of a national requirement from central government. There is approximately £250k shortfall in the funding allocated from central government. The plan will be for every household to receive a new 23-litre food waste bin, as well as a smaller 5-litre caddy for use in the kitchen. The food waste will be collected on a weekly basis.
Gateway 14	Funding of £18.8m has been agreed to create a Skills & Innovation Centre at Gateway 14 in Stowmarket – the latest development there to support business, create jobs, and boost the local economy.

***Cllr. Rowland Warboys***

Green Party, Gislingham Ward

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