

# Mellis Parish Council

## Approved Minutes of the Remote Council Meeting held on Tuesday 12 May 2020 at 7.30pm via Zoom

**Present:** Cllr Lawrie Read (Chair), Cllr Sue Barr and Cllr Ghed Paterson

**Attendance:** Cllr Rowland Warboys (District Councillor), Cllr Jessica Fleming (County Councillor), Simon Ashton (Parish Clerk) and four Members of the Public

**1. Apologies and Approval of Absences**

The meeting was delayed following an issue of inquoracy and started at 7.45pm. Apologies were received from Cllr Belinda Hubbard and her absence was approved. Apologies were also received from Cllr Phil Cunningham. Cllr Tina Wilby did not attend the meeting.

**2. Declarations of Interests by Members & Requests for Dispensation**

There were no interests declared by any of the Members.

**3. Approval of Minutes of the Previous Meeting on 11 February 2020**

Minutes of the previous meeting of the Parish Council on 11 February 2020 were received and approved as a true record. It was agreed that arrangements would be made for the minutes to be signed by the Chair once the restriction on physical meetings was removed.

**4. Contributions by Members of the Public**

Members of the public in attendance voiced their concerns regarding the planning application being considered at Yaxley Manor House (see Item 5a). Matters discussed included ownership of the private track, congestion and vehicular access.

**5. Consideration of Planning Application Consultee Comments**

(a) MSDC DC/20/01534: Application Received (Comments Due 18 May 2020)

Yaxley Manor House, Mellis Road, Yaxley (Part in the Parish of Mellis), IP23 8DG

Members agreed that they objected to this planning application on the grounds that there would be increased traffic coming out on to the main road which would exacerbate access problems down the track to the property and the neighbouring buildings. The Council also discussed the provision of additional parking which seemed to go against new development calculations (two spaces per household).

(b) MSDC DC/20/01667: Application Received (Comments Due 20 May 2020)

Breccles, Rectory Road, Mellis, IP23 8DZ

Members agreed that they did not object to this planning application.

(c) MSDC DC/20/01668: Application Received (Comments Due 20 May 2020)

Breccles, Rectory Road, Mellis, IP23 8DZ

Members agreed that they did not object to this planning application.

- (d) MSDC DC/20/01690: Application Received (Comments Due 26 May 2020)  
Progress Power, Eye, Suffolk  
Members agreed that they did not object to this planning application.
- (e) MSDC DC/20/01778: Application Received (Comments Due 27 May 2020)  
Progress Power, Eye, Suffolk  
Members agreed that they did not object to this planning application.
- (f) MSDC SN/20/00087/SN: Street Naming & Numbering Request (3 March 2020)  
New Development at Breccles, Rectory Road, Mellis, IP23 8DZ  
Members agreed that they would like to suggest the name of Leepers Close for this new development.

## 6. Finance

- (a) Members noted the Barclays Bank account balance of £18,871.37 as at 31 March 2020.
- (b) The receipts and payments reports to 31 March 2020 were reviewed and noted by Members.
- (c) The bank reconciliation of activity to 31 March 2020 was reviewed and approved by Members.
- (d) Following review, Members approved the action taken by the Parish Clerk following the issues previously reported in the Internal Audit report action plan for 2018/19.
- (e) The Parish Clerk confirmed that the original booking of the Internal Audit for 2019/20 had been cancelled by SALC in favour of preparation requirements by electronic means for immediate submission which would require him to carry out additional work.
- (f) As the Council's receipts and payments were not expected to exceed £25,000, the Council approved the submission of an exemption certificate to the external auditors for 2019/20 which would not attract any costs.
- (g) Members approved the appointment of the Parish Clerk as the Responsible Financial Officer for 2020/21.
- (h) The Parish Clerk confirmed that the request for financial assistance by the Memorial Hall had been withdrawn prior to the meeting.
- (i) Payments were authorised in favour of the Parish Clerk's wages and office and personal expenses (£810.66), HMRC for income tax and NI (January to March 2020) (£182.40), Mellis Memorial Hall for venue hire (June 2019 to March 2020) (£140.00), Suffolk Association of Local Councils for payroll service (October 2019 to March 2020) and annual subscription (2020/21) (£311.97), Suffolk Cloud for web site service (2020/21) (£100.00) and Mid Suffolk District Council for emptying dog and litter bins (2020/21) (£195.29). These payments were approved by Members.

## 7. Governance

- (a) The Chair provided an update on costs quoted for independent surveys. These related to an ecological appraisal (£815 plus VAT) and arboricultural assessment (£1,220 plus VAT) at the site of Newsteads Land for information purposes. The Parish Clerk raised his concern that the pre-application with MSDC still appeared to be in the Chair's name rather than in the name of Mellis Parish Council. The Chair agreed to review the pre-application, advise MSDC and provide an update at the next meeting.

- (b) The Parish Clerk presented the Council's internal control statement for 2019/20 which was reviewed and approved by Members.
- (c) Members agreed to hold the Council's meetings on the second Tuesday evening of odd-numbered months in 2020/21. Draft routine agendas for the planned meetings in 2020/21 presented by the Parish Clerk were agreed by Members.

**8. Contributions by Members of the Public**

There were no issues raised by members of the public.

**9. Matters for Future Consideration**

- (a) Consideration of the Cost of Repairs to the Dog Waste Bin located on Earlsford Road

**10. Date of the Next Meeting**

- (a) 14 July 2020 (Urgent Agenda Items & Documents Received by 6 July 2020)
- (b) 8 September 2020
- (c) 10 November 2020
- (d) The meeting finished at 9.30pm.

Simon Ashton, Parish Clerk  
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14 July 2020