

MELLIS PARISH COUNCIL

Clerk: Ms Jane Challis

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DRAFT MINUTES OF THE MEETING of MELLIS PARISH COUNCIL HELD ON TUESDAY 25th APRIL 2023 @ 6:30PM MELLIS MEMORIAL HALL

Present: Cllr L Read, Cllr A Cross, Cllr S Barr, Cllr L Farley
Clerk – J Challis, CC Cllr Fleming, DC Cllr Warboys

Apologies: Cllr G Paterson

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

Cllr Read sent apologies in advance advising that he would be arriving at the meeting late, due to prior commitments, so councillors approved unanimously for Cllr Cross to chair the meeting in the meantime. Cllr Cross welcomed everyone to the meeting, and apologies received from Cllr Paterson (work commitments) were approved unanimously.

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 Parish Council meeting held on Thursday 30th March are a true and correct record.

The minutes for 30th March 2023 were approved unanimously.

5 Report from County Councillor

CC Cllr Fleming sent her report in advance of the meeting, a copy of which can be found as an addendum at the end of the minutes.

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

No report.

9 Clerk/RFO's Report

- The Internal Audit has been booked with SALC for w/c 3rd July 2023. This was the first available appointment because the audits are now arranged via a booking service.
- Spring Litter Pick 1st April 2023: Cllr Cross reported a small team of residents attended the litter pick, focusing on the area around the village sign, and along Earlsford Road between the junction of Mellis Road and Rectory Lane. Three large black bags of litter were collected, in addition to a shopping trolley, old road sign, polystyrene, and several footballs. The team agreed to arrange another litter pick in the near future focusing on the ditch along Earlsford road, although it may need to be stimed first.
- A resident has emailed a complaint regarding plastic flowers being placed on the village sign. Cllr Cross will remove them.
- A remittance advice has been received from MSDC confirming payment of £3,950.00 for the first half of the precept.
- The Area Rights of Way Manager has advised that there has been a delay in the delivery of new footpath posts, and it is not now the PC's responsibility to purchase and install them, as Cllr Cross was previously told. Cllr Cross will forward the locations of the two posts which need replacing for the Clerk to report to AROW.

ACTION

- **Cllr Cross/Clerk to confirm date of the next litter pick**
- **Clerk to report footpath finger posts in need of replacement as above**

10 Temporary Traffic Regulation Notice – Byway 13 (Mellis Level Crossing)

Further to the discussion regarding this closure at the meeting held on 30th March 2023, Cllr Cross has received an update from Suffolk County Council. The Area Rights of Way Manager has reported that they met with two senior representatives from Network Rail to discuss the County Council's disappointment in the continuous closure of the crossing at Cow Pasture Lane. In the meeting SCC stated that their feelings are shared by local users and that the matter should have been resolved some time ago. Network Rail assured that Centurion are due on site and that the works are will be completed by 9th May. SCC have advised that failure in the works being completed by this date, will mean the County Council has no option but to serve notice for the crossing being out of repair.

6:55pm CC Cllr Fleming and DC Cllr Warboys arrived.

Cllr Farley reported that she has received 12 separate complaints from members of Mellis Canicross Club, in addition to those already received by the Clerk and Cllr Read. Councillors discussed the closure noting their frustration and disappointment at the length of time it has been ongoing, and lack of action from Network Rail to date. The Clerk will advise the County Council immediately if the 9th May deadline is not met.

ACTION – Clerk as above

Cllr Cross proposed returning to agenda item 5, approved unanimously.

(5 Report from County Councillor)

CC Cllr Fleming invited questions on her report. Cllr Barr commented that the ANPR which can be requested by PCs is a very good idea. The Clerk confirmed that she has requested it for Mellis. Cllr Cross reported that there are currently seven school transport buses using Mellis, only one of which actually stops to collect/drop off pupils. He asked if the County Council funds the buses, and if so could this be investigated given the current traffic concerns within the village.

Cllr Farley commented that the post 16 travel policy increase makes the cost horrendously expensive, which will have a huge negative impact on many households. CC Cllr Fleming confirmed she shares the concern and will look into it further.

There being no further questions, Cllr Cross thanked CC Cllr Fleming for her report.

Cllr Cross proposed returning to agenda item 6, approved unanimously.

(6 Report from District Councillor)

DC Cllr Warboys reported that he attended the Easter Holiday Activity recently held in Eye, which he was very impressed by. Cllr Farley asked how it was advertised, in addition to the details being shared with the parish councils. DC Cllr Warboys said it was advertised through the schools but unfortunately the information was received very late. Councillors discussed local outreach groups as a further way to advertise the activities for future dates.

DC Cllr Warboys highlighted the new Voter photo ID requirements for the elections again. There was a discussion on the facilities available to help people apply for it.

There being no further questions, Cllr Cross thanked DC Cllr Warboys for his report.

11 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 – **AWAITING DECISION.**
- DC/23/01369 - APPLICATION FOR WORKS TO TREE(S) IN A CONSERVATION AREA - Notification of Works to Trees in a Conservation Area - Fell 1No. Weeping Willow (T1), Fell 1No. Ash (T2), Fell 1No. group of Beech (G1). Location: Ash Tree Farm, The Common, Mellis, Eye Suffolk IP23 8EB – **GRANTED.**
- DC/23/01368 - APPLICATION FOR WORKS TO TREE(S) IN A CONSERVATION AREA - Notification of Works to Trees in a Conservation Area - Fell 1No. Fig (T1), Fell 1No. Spruce (T2). Location: The Old Forge, The Common, Mellis, Eye Suffolk IP23 8EB – **GRANTED.**
- DC/23/01393 - APPLICATION FOR PLANNING PERMISSION - Householder Application - Erection of detached single-storey annex. Location: Lavender Cottage, 6 Earlsford Road, Mellis, IP23 8EA – **AWAITING DECISION.**

7:38pm Cllr Read arrived and Cllr Cross handed over Chairmanship of the meeting.

To Consider:

- DC/23/01815 - APPLICATION FOR WORKS TO TREE(S) IN A CONSERVATION AREA - Proposal: Notification of Works to Trees in a Conservation Area - Fell 1No. Ash (T1) to near ground level and treat stump to inhibit regrowth.
Councillors noted that this application has been made by an insurance company, and not the property owner or landowner, and expressed concern that the tree is not causing the issue. It will also have a visual impact on that side of the common if the tree were to be felled. It was unanimously agreed to object to this proposal, based on the detrimental visual impact, concerns the tree is not the cause of the issues being investigated by the insurance company, and to request an assessment be carried out by an arborist.
- DC/23/01494 - 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
CC Cllr Fleming advised that there is no report in relation to light pollution against the application, and highlighted concerns regarding the procedure for residents to make a noise complaint, and who their contact would be in this instance.

7:53pm CC Cllr Fleming left the meeting.

After discussing councillors agreed unanimously, they have a neutral response to this application, but would like the light and noise pollution concerns addressed.

ACTION – Clerk to add comments to MSDC Planning Portal as above

8:01pm DC Cllr Warboys left the meeting.

12 Tree Warden's Report

Cllr Paterson was not present.

13 Newsteads Land update

Further to the meeting held on 30th March 2023, Cllr Read reiterated that the council is looking at privacy, including the privacy of the school, as part of the overall planting scheme. Since the last meeting 150-170 hedging plants have been planted. Cllr Cross is still to collect the chip-pings to mark the pathways. Cllr Read will include Newsteads Land within his report at the Annual Parish Meeting on 18th May 2023, and invite resident's feedback.

14 Traffic/Speeding concerns within the village including update

Ongoing: Suffolk Highways have clarified that to install village gateways, there are two options. The first is for SCC to provide a design for the gateway, and arrange their installation. This would need to be funded by the Parish Council. The second option is for the Parish Council to apply to SCC for a licence to install the gateway themselves. The Parish Council would need to ensure the gateway meets SCC's required specification, and fund the purchase and installation. To be discussed further at a future meeting once full cost details for both options are known.

15 Report from Memorial Hall Committee Meeting 2nd March 2023

Cllr Cross reported that at the meeting on 2nd March 2023, there was a discussion regarding the grass area outside the Memorial Hall and the ditch, which were both in need of clearing. It was suggested to ask the Parish Council to arrange for the clearance work to be done, but members of the Memorial Hall Committee have since carried it out themselves.

16 The King's Coronation 2023, including approval of any expenditure

The Clerk forwarded information received from MSDC regarding food safety in relation to any community events being held for the Coronation.

Cllr Cross has spoken with a local butcher, and also a local baker, (in an effort to support small local businesses), regarding burgers and bread rolls for the BBQ due to be held on 7th May 2023 as part of the 'Party on the Common'. In addition sundries such as sauces and charcoal will need to be purchased.

The Mellisians have confirmed they are able to attend, and also a local musician has offered to play without charge. There will be a children's art display in the Memorial Hall arranged by the school, and Cllr Barr is hoping to organise a local face painting artist. Cllr Read asked the Clerk to contact the grass cutting contractor to ensure the area around the beacon is cut in time for when it is lit on the 6th May 2023.

The maximum anticipated costs are as follows:

Burgers from local butcher: £365.00

Bread rolls from local baker: £90.00

Sundries: £150.00

Face painting kit: £50.00

Total: £655.00

Cllr Cross proposed approval of an overall maximum spend of £655.00, as listed above. Seconded by Cllr Barr and approved unanimously.

Cllr Cross will ask the butcher and baker if they can provide a pro forma invoice for payment, once the order has been placed. If they cannot, Cllr Cross indicated that he is happy to make payment and submit an expenses form for reimbursement at the next meeting, with the sundries and face painting kit.

ACTION - Cllr Cross as above

17 Arrangements for the Annual Parish Meeting and Annual Parish Council Meeting 2023

The Annual Parish Council Meeting will be held on Thursday 18th May 2023 at 6:30pm, followed immediately by the Annual Parish Meeting. The clerk has invited reports from organisations within the village to be presented at the Annual Parish Meeting.

18 Finance

i) Confirmation of Barclays bank account balance

The Barclays bank account balance as of 24 March 2023 - £34,968.19

ii) Review and authorisation of payments presented:

1	SALC	Annual subscription	£265.00
5	J. Challis	Clerk Admin April	£284.20
6	J. Challis	Expenses – mileage	£14.49
7	Memorial Hall	Hire April	£21.00

All payments above were approved unanimously.

iii) Annual CIL Return

Annual CIL Return 2022/23 deferred to next meeting.

iv) Budget Review

Deferred.

Cllr Read reported that another letter has been received from Barclays KYC Refresh Team requesting additional business details before the account is restricted and closed. Cllr Read has called numerous times to provide the information, but there seems to be an issue with Barclays requesting information that is not relevant to a Parish Council, and Barclays being unable to differentiate between a council and a business. The Clerk has also tried to resolve the issue without success. Cllr Read and the Clerk will both contact Barclays again. Cllr Cross reported that he is yet to complete his registration for online banking. There is an issue because he has a directorship with a company who also bank with Barclays.

ACTION

- **Cllr Read and Cllr Barr to pay agreed payments above via online banking (dual authorisation)**
- **Cllr Read/Clerk to pursue resolution with Barclays KYC Refresh Team as above**
- **Cllr Cross to contact Barclays again to register for online banking**

19 Matters for future consideration

None.

20 The date of the Annual Parish Council Meeting is Tuesday 18th April at 6:30pm in the Memorial Hall, immediately followed by the Annual Parish Meeting.

Councillors thanked Cllr Barr for all her hard work, and commitment to the Parish Council, as she will sadly be retiring as a councillor on 9th May 2023. The meeting closed at 9:07pm.

DRAFT