

MELLIS PARISH COUNCIL

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MINUTES OF THE MEETING of MELLIS PARISH COUNCIL HELD ON THURSDAY 3rd NOVEMBER 2022 @ 6:30PM MELLIS MEMORIAL HALL

Present: Cllr L Read, Cllr S Barr, Cllr A Cross
Clerk – J Challis, CC Cllr Fleming, DC Cllr Warboys and one member of the public.

Apologies: Cllr G Paterson

1 Her Majesty Queen Elizabeth II

Cllr Read led councillors in a moment of reflection for the death of Her Majesty Queen Elizabeth II.

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

Cllr Read welcomed everyone to the meeting, including the member of the public, and approved apologies received from Cllr Paterson (work commitments).

3 To receive Declarations of Interest on agenda items

None received.

4 To consider requests for Dispensations on agenda items

None requested.

5 To resolve the draft minutes of the Parish Council meeting held on Thursday 25th August 2022 are a true and correct record.

The minutes for 21st August 2022 were approved unanimously.

6 Report from County Councillor

CC Cllr Fleming's report was received prior to the meeting, and can be found as an addendum at the end of the minutes.

7 Report from District Councillor

DC Cllr Warboys read through his report, a copy of which can be found as an addendum at the end of the minutes.

6:42pm CC Cllr Fleming arrived.

Cllr Cross commented on the rural transport electric mini bus project, saying that he felt it was really a question of sustainability and that all new developments should have provision for community transport. CC Cllr Fleming said that unfortunately funding is only available for physical infrastructure.

CLlr Read asked for clarification on what is eligible for the locality grant scheme. DC Cllr Warboys confirmed that the grant covers anything that enhances community life, excluding items which are politically or religion related.

CLlr Read thanked DC Cllr Warboys for his report, and proposed returning to agenda item 6. Approved unanimously.

(6 Report from County Councillor)

CC Cllr Fleming read through her report highlighting the importance of members of the public knowing how to report defects such as pot holes: [Report a pothole | Suffolk County Council](#), and the foot and cycle paths, including the potential route into Diss.

CLlr Cross asked CC Cllr Fleming for an update on moving the 30mph sign back on the Mellis Road. CC Cllr Fleming said she was due to attend a meeting on 11th November, which would include looking at the speed limit signs in Mellis, after which she would be able to report further. CLlr Cross also reported that there was a total rail crossing failure on 24th October 2022, which resulted in there being no access over the main crossing or the Rectory Lane crossing. As the Cowpasture Lane (byway 13) crossing is currently closed for a possible 6 months, is there anything that can be done to provide a safe alternative procedure to cross should this happen again. CC Cllr Fleming advised that unfortunately this has been investigated previously without success.

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

7:37pm CC Cllr Fleming left the meeting.

8 Public Participation Session (10 minutes set aside)

The member of the public present did not wish to speak at this point.

9 Chair's Report

All included elsewhere on the agenda.

10 Clerk/RFO's Report

- Receipts and payments to 24/08/22 were sent to councillors prior to the meeting.
- SALC have advised that the NJC (National Joint Council) has confirmed the new pay scales for 2022/23 which are backdated to 1st April 2022. The NJC has also agreed an extra day holiday from 1st April 2023 for employees covered by this national agreement.
- MSDC have confirmed that a Neighbourhood CIL payment of £3,170.27 was made to the council in October 2022.
- A Temporary Traffic Order has been received from SCC for byway 13 at the crossing, which will run from 25th October 2022 for a possible 6 months.
- An email has been received from Thrandeston PC advising that they are considering using the Self-Help Scheme to cut grass verges in 2023 including the Mellis Road. They would like to know if Mellis PC would like to contribute to the cost for the area of verge that falls within the Mellis parish boundary.
- A donation request has been received from the Memorial Hall and will be included on the next agenda.
- BMSDC Tree Canopy Survey – This is the first step in developing a tree planting strategy for the district, which will allow BMSDC to best focus on new planting in locations that deliver the greatest environmental benefits;
<https://www.babergh.gov.uk/environment/planting-schemes/tree-planting-strategy/>
- The MSDC Biodiversity Officer, and also the Community Conservation Officer from Suffolk Wildlife Trust (SWT) would both like to arrange a meeting with councillors at Newstead Land, to see how they may be able to advise and/or help with the project.

- BMSDC Rural Mobility Survey – the aim of this survey is to reveal a wider picture of the connectivity challenges and opportunities in the region, as well as understanding the baseline for transport in rural areas. The survey runs to 16th December 2022.
- BMSDC Winter Warmth Funding for Community Causes – BMSDC sent details of this grant available to support community groups create a warm space. Unfortunately, there was a very narrow window for applications, 21st October – 31st October 2022, meaning it did not fall within a meeting date for discussion. Cllr Cross advised that the PCC are setting up a community warm room in the Church.

ACTION

- **Councillors to look at the Rural Mobility Survey and advise the Clerk if they would like to submit a response by 16th December 2022**
- **Clerk to arrange meetings with the MSDC Biodiversity Officer, and SWT Community Conservation Officer.**

11 Financial Regulations

Cllr Read proposed, taking into account the current economic climate and general price increases, that Financial Regulation 11.1 (h) be amended, to raise the minimum value below which 3 quotations for works should be obtained. After discussing, Cllr Barr proposed that 3 quotations should be obtained for works over £2,500.00. Any works below £2,500.00 do not need to have 3 quotations, although they may still be sought if appropriate, and all members and officers are responsible for obtaining value for money at all times. Seconded by Alan Cross, and approved unanimously.

ACTION – Clerk to update Financial Regulations as above.

12 New Parish Councillor Co-option

Cllr Read introduced the member of the public present who has expressed an interest in becoming a Parish Councillor. Their completed co-option form was shared with councillors prior to the meeting, and with there being no further questions, Councillors voted unanimously to approve the co-option. Cllr Read invited new Cllr Farley to join councillors for the remainder of the meeting. Cllr Farley signed the Declaration of Acceptance of Office.

ACTION – Clerk to ensure Cllr Farley completes the Register of Interest form

13 Planning

To Receive an Update on:

- **DC/22/03746** – The Granary Adjacent Ashtree Farm, The Common, Mellis, IP23 8EB Notification of Works to Trees in a Conservation Area – Fell 4No. Ash (T1, T2, T3, and T4) - **GRANTED**
- **DC/22/02056** – Christmas Cottage, The Common, Eye, IP23 8DT – APPLICATION FOR PLANNING PERMISSION – Householder Application – Erection of annexed accommodation ancillary to dwelling - **REFUSED**
- **DC/22/03924** – Clay Barn, Thrandeston Road, Mellis, IP23 8DR – APPLICATION FOR PLANNING PERMISSION – Full Planning Application – Conversion of stable to form 1No dwelling and erection of single bay garage with storage/workshop (re-submission of DC/22/01136) - **GRANTED**
- **DC/22/04021** – Land at The Leys and Ivy Farm, Mellis Road, Yaxley, IP21 4BT – APPLICATION FOR PLANNING PERMISSION – Full Planning Application – Construction and operation of Synchronous Condensers with ancillary infrastructure, and associated works including access and landscaping - **AWAITING DECISION**
- **DC/22/03492** – Progress Power, Potash Lane, Eye, IP23 7HE Amendments under Requirement 22 of the Progress Power (Gas Fired Power Station) Order 2015 (S.I. 2015/1570) as Amended, seeking permission to use solar panels and a wind turbine to power site equipment – **GRANTED**

- **DC/22/03531** – The Old Coach House, Yaxley Road, Mellis, Eye, IP23 8DP
APPLICATION FOR PLANNING PERMISSION – Householder application – Erection of single storey extension – **GRANTED**
- **DC/22/02176** – Pyghtle, Earlsford Road, Mellis, IP23 8DY
APPLICATION FOR PLANNING CONSENT: Householder Application - Erection of brick and pantile double garage (following demolition of existing tin and wood workshops/sheds). Erection of front open porch (following demolition of wooden conservatory), and removal of two chimneys one to be replaced with a chrome flu – **GRANTED**

14 Tree Warden's Report

No report.

15 To discuss terrapins in village pond

After discussing, councillors unanimously agreed not to move the terrapins, with one abstention.

16 Mellis rail crossing

Discussed under agenda item 6.

8:22pm DC Cllr Warboys left the meeting.

17 Verge and hedge maintenance

Cllr Cross reported that he has received a complaint from a resident regarding a section of hedge on Earlsford Road. It is protruding onto the roadway by approximately 1 metre and becoming difficult to drive around. Councillors discussed responsibility for maintenance of the verges and hedges in the village, with Cllr Read confirming this section to be the responsibility of Suffolk Wildlife Trust (SWT).

ACTION – Clerk to contact SWT requesting the encroaching section hedge on Earlsford Road be cut back, as above.

18 Newsteads Land update including quotations for fencing

Cllr Read and Cllr Cross reported that they have conducted a second clearing of the ditch area. They thought it may require a mini digger but were able to do the work themselves. Cllr Barr said that a local craftsman has recently created a wrought iron bench which she felt would work well as the QPJ bench the council have agreed to install. The bench has been sold but she will find out how much it would cost to commission one for the PC. Councillors discussed the encroachment by the school further, and agreed that there must be a formal legal agreement to ensure the land remains the property of the PC. Cllr Read asked the Clerk to obtain the quotations for the fencing including removal of the current concrete posts, and suggested estate fencing.

ACTION

- **Clerk to seek quotations for the fencing as above**
- **Cllr Read/Clerk to pursue legal agreement re encroachment**
- **Cllr Barr to find out costing information for the wrought iron bench**

19 Memorial Hall car park update

Still awaiting quotations for the new signage and sensor light. Cllr Cross reported that members of the public are still not parking in the designated spaces, causing the access to continue to be blocked. Cllr Farley commented that this confirms the current signage is ineffective.

ACTION – Clerk to forward signage and lighting quotations to councillors as soon as they are received

20 Traffic/Speeding concerns within the village, including new SID update

Already discussed in agenda item 6.

21 Football goals on the Common; discussion and approval of rotavator hire and new football nets

Cllr Cross has approached two companies for new nets without success. He has since identified the supplier of the goals and will speak to them to see if they are still able to supply nets. He will advise at the next meeting, along with the costs of the rotavator hire. As advised at the meeting held on 25th August 2022, the goals do not need to be resited but Cllr Cross suggested they should be rotated 90 degrees once the ground has been rotavated.

ACTION – Cllr Cross as above

22 Defibrillator access update and approval of signage

Ongoing; the Clerk has found numerous signage options which include the nationally recognised green/white defibrillator signs. These include signs to be displayed in other areas of the village advising where the defibrillator is located. Councillors discussed placement of the signage on the phone box, and agreed it would be best to remove the small blank panels at the top above the stained-glass sections. Cllr Read suggested asking the signwriter who is looking at the Memorial Hall car park signage if this is something he could also help with, as they will need to be made to a specific size. Councillors also discussed a solar powered light for inside the phone box which Cllr Cross will look into further.

ACTION

- **Clerk to speak to the signwriter about the phone box panels as above**
- **Cllr Cross to investigate a solar light**

23 Replacement Noticeboard

The Clerk has obtained a design proof for the noticeboard approved at the meeting held on 25th August 2022, which was shared with councillors. Councillors agreed unanimously that they were happy with the proof.

ACTION – Clerk to proceed with order

24 Finance

i) Confirmation of Barclays bank account balance

The Barclays bank account balance as of 24 October 2022 - £38,038.05

ii) Review and authorisation of payments presented:

September 2022 Payments – email approval received; meeting was unable to be held due to the official mourning period for HM Queen Elizabeth II.

Admin payment (Clerk's salary) - **£384.00**

Adventure Services (Grass cutting) - **£72.00**

October 2022 Payments – email approval received; meeting was cancelled due to being inquorate.

Admin payment (Clerk's salary) - **£303.83**

Expenses (Clerk A4 copy paper/pens) - **£10.00**

Cleaning Services (bus shelter) - **£18.00**

Suffolk cloud (domain name) - **£15.00**

Gislingham PC (50% share of CiLCA training) - **£52.84**

Gislingham PC (50% share of CiLCA unit 5) - **£27.50**

121 Computers Norton anti-virus software - **£29.99**

Hubbard Gardening (Newsteads Land clearance) - **£360.00**

November 2022 Payments

Admin payment (Clerk's salary) - £264.20

Royal British Legion - Remembrance Wreath - £50.00

Memorial Hall hire - £21.00

All payments above were approved unanimously.

iii) Review of budget/reserves

The Clerk shared a review of the budget/reserves to August 2022 with councillors, and will prepare a 6 monthly review now the bank statements are available.

ACTION

- **Cllr Read and Cllr Barr to pay agreed payments via online banking (dual authorisation)**
- **Clerk to prepare 6 monthly budget review**

25 Matters for future consideration

Solar panels in the village.

26 The date of the next Parish Council Meeting will be Thursday 24th November 2022 at 5:30pm in the Memorial Hall. This will be an Extraordinary meeting to consider and approve the Budget 2023/4.

Meeting closed at 9:20pm

