

Annual Parish Meeting (AGM)

Minutes of the Meeting held on Monday 18 May 2026

Venue: Mendham and Withersdale Village Hall

Time: 7.00 pm

Present

- Cllr Jason Chettleburgh (Chair)
 - Cllr Richard Mattocks (Vice Chair)
 - Cllr Neil Marsden
 - Cllr Mark Shortt
 - Cllr Gary Kent
 - Cllr Sheila Preston
 - Cllr Dean Clarke
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In Attendance

- Jo Howe – Clerk
 - District Cllr Mrs L. Hadingham
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Members of the Public

- Rev Diane (All Saints Church, Mendham)
 - Tracey Tompkins (Village Hall Committee)
 - Ms Katherine Johns
 - Mr Kenneth Robertson
 - Mrs Jackie Robertson
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1. Welcome

The Chair, Cllr Jason Chettleburgh, welcomed Members and those present to the Annual Parish Meeting.

2. Public Forum and Reports

Village Hall

Mrs Tracey Tompkins advised Members that the Village Hall Committee remains short of volunteers following the resignation of several committee members.

It was noted that, as landlord, the Parish Council may need to consider future financial assistance for the building. The Clerk was asked to clarify the current tenancy arrangements for the Village Hall.

District Cllr Hadingham agreed to investigate potential funding opportunities through Suffolk County Council, including assistance with grass cutting.

Cllr Gary Kent offered to undertake grass cutting if required. This offer will be considered further.

A request was received for the Parish Council to fund replacement of a blown window within the Village Hall. Members confirmed that three quotations would be required before any decision could be made. The matter will be considered at a future meeting.

All Saints Church Report

The Chair received the annual report from Rev Diane detailing the Church's activities over the previous year.

The report highlighted the Church's ongoing work with Mendham Primary School, community events, Eco Church initiatives, food larder, family activities, pastoral support, fundraising, environmental projects and services provided across both Mendham and Withersdale churches.

Members thanked Rev Diane for the comprehensive report and recognised the significant contribution made by the Church to the local community.

It was agreed that future community events from both the Village Hall and All Saints Church should be forwarded to the Parish Council for publication on the Parish Council website.

(For further information please see Mendham Parish Council website All Saints Church page)

3. Election of Chair

Cllr Jason Chettleburgh was nominated by Cllr Richard Mattocks and seconded by Cllr Dean Clarke.

Resolved: That Cllr Jason Chettleburgh be elected Chair for the 2026/27 municipal year.

4. Election of Vice-Chair

Cllr Richard Mattocks was proposed by Cllr Mark Shortt and seconded by Cllr Gary Kent.

Resolved: That Cllr Richard Mattocks be elected Vice-Chair for the 2026/27 municipal year.

5. Minutes of the Previous Meeting

The minutes of the previous meeting were approved as a true and accurate record and signed by the Chair.

6. Car Park

Members discussed tree roots causing damage to the tarmac surface.

Action: Chair to obtain quotations for remedial works.

7. Speed Indicator Devices (SIDs)

Members noted that Suffolk Highways had confirmed that SIDs cannot be installed due to the narrow grass verges within the village.

Cllr Richard Mattocks advised that the 30 mph gateway signs entering the village are faded and will investigate replacement.

8. Dog Waste Bins

The Clerk confirmed that the new dog waste bins have been ordered and will be installed shortly.

9. Finance

Members noted:

- The SIL Report has been completed.
- The Annual Audit has been completed.
- The Certificate of Exemption has been approved.

Full financial information is available on the Parish Council website.

10. Correspondence

Correspondence relating to the Village Hall defibrillator was received.

Action: Clerk to arrange compliance checks for the Village Hall defibrillator.

11. Planning

No planning applications were considered.

12. Any Other Business

The following matters were raised by members of the public and discussed:

Highways

- Deep potholes at the junction of Mundys Lane have been reported to Suffolk Highways.
- Faded 30 mph signs on the Harleston approach are the responsibility of Harleston Parish Council and Suffolk Highways. Cllrs Dean Clarke and Richard Mattocks will attend a Harleston Parish Council meeting to raise the matter.
- The additional 30 mph sign for the new Mendham village sign has been delayed and will be installed once received.

Grounds Maintenance

Members noted concerns regarding:

- Overgrown hedging adjacent to the village green affecting visibility.
- Maintenance of the Parish Council hedge and car park boundaries.
- The recently planted hedge requiring additional support stakes.

The Parish Council confirmed that maintenance will be undertaken by the appointed contractor following the end of the "No Mow May" period.

Bus Shelter

Members noted that repainting of the bus shelter has now been completed.

Defibrillator

The Clerk confirmed that matters relating to the Village Hall defibrillator remain in hand.

Community Litter Pick

Members agreed to organise a community litter pick later in the year.

Cllr Dean Clarke volunteered to coordinate the event.

It was also noted that Mendham Primary School is organising a litter picking initiative.

Drainage

Members confirmed that the drainage ditch behind the former Red Lion Public House has been cleared.

Allocation of Councillor Responsibilities

Members agreed in principle that specific responsibilities should be allocated amongst councillors to improve efficiency.

Action: Cllr Richard Mattocks to prepare proposals for consideration at the next meeting.

Surface Water Management

Members agreed that the drainage improvements previously undertaken on land adjacent to Mundys Lane have successfully reduced water runoff.

Bulb Planting

Members agreed to investigate grant funding for future bulb planting within the village.

Old Coal House

Questions were raised regarding whether a bat survey had been undertaken before roofing works commenced.

Ms Katherine Johns advised that no bat survey had been undertaken as no bats had been observed.

Rev Diane commented that bats are regularly present within the nearby church and expressed surprise that none had been identified.

Members noted that ecological requirements, including any bat survey, would normally be determined as part of the planning process.

Memorial Bench

Members discussed replacing the existing Parish Council-owned bench within the churchyard with a new memorial bench dedicated to the late Denis Pye in recognition of his long service as both councillor and Chair.

Action: Clerk to obtain quotations for consideration.

School Parking

Members discussed congestion during school drop-off and collection times and the impact on emergency and agricultural vehicles.

It was noted that previous parking studies had been undertaken.

Action: Cllr Richard Mattocks to prepare options for discussion at a future meeting.

Clothing Bank

Members noted that installation of the proposed clothing bank adjacent to the bottle banks remains in progress.

13. Date of Next Meeting

The next Parish Council meeting will be held on **Monday 20 July 2026 at 7.00 pm** at **Sir Alfred Munnings**.

The meeting closed at 8.30 pm.

Signed: _____
Chair

Date: _____