

Minutes of the meeting of the Council held on 7th July 2015 commencing at 7.30pm at the Village Hall.

Present: Mr W Pipe, Ms P Procter, Mrs J Kelm, Mr H Brightwell, Mr C Denny & Mrs C Frost (Clerk).

1. Chairman's Welcome and Apologies. The Chairman welcomed every one present to the meeting. Apologies were received from Mr Hodge, Mr Lugo and Representatives from Kesgrave SNT.

2. Public Forum. There were no members of the public present at this time of the meeting.

3. To receive declarations of interest. There were none.

4. Minutes of Meetings held on 19th May 2015. These were approved.

5. Matters arising. It was noticed that East Anglia Three Offshore Windfarm notices had been placed in the environs of the village, but that assurances had already been received from East Anglia Offshore Wind of the health implications following the change of the onshore cabling carrying HVAC not HVDC.

Mr Pipe reported to the Parish Council about the success of the recently held joint meeting with Great Bealings, Little Bealings and Westerfield Parish Councils. This had been held in an attempt to ensure the best outcome for highways infrastructure for these villages in connection with the development at the Ipswich Garden Suburb. Mr Pipe and Mr Hodge had represented Tuddenham St Martin at the meeting which had been held at Poplar Farm. Every course of action so far pursued by Westerfield alone had had no success but the lengthy meeting had resulted in the agreement of a letter being drafted by Mr Hodge on behalf of the joint Parish Councils. The draft letter was in process of being circulated to the attendees of the meeting for approval, and an agreement of suggested recipients of the letter. The letter would then be circulated to all Parish Councillors. Ms Procter congratulated Mr Pipe and Mr Hodge for representing the Parish Council and ensuring the successful execution of this joint approach.

6. To consider the co-option of a Parish Councillor to fill 1 vacancy. Mrs J Ellinor was proposed to fill the existing vacancy of one Councillor to the Parish Council. This was seconded by Ms Procter and unanimously agreed.

7. Report of Community Police. Mrs Frost read highlights from the report, which had already been emailed to Parish Councillors, from Kesgrave Safer Neighbourhood Team as a representative had been unable to attend. The report is attached to these Minutes. It was then discussed. It was appreciated that police surgeries were resuming but the Clerk was instructed to suggest a more suitable time of 6pm to 7pm for the police surgeries to take place.

It was agreed to temporarily suspend the meeting for Mrs Ellinor to take her seat on the Parish Council and sign her Declaration of Acceptance of Office. Mrs Ellinor read the Agenda and agreed there were no declarations of interest to be noted. The meeting then resumed.

Mrs Procter agreed to attend the Kesgrave SNT priority setting meeting on behalf of Tuddenham Parish Council. This meeting would be held at Grundisburgh playing field pavilion and commence at 6.30pm on 13th July 2015.

8. Clerk's Report, Financial Report, and Authorisation of Payments

(a) The Clerk reported that since the meeting of 19th May 2015 she has expended 32 hours to date.

(b) The Clerk requested approval, and it was agreed, for the following payment which had been made on behalf of the Parish Council:

(1) Suffolk County Council – Repair of street light at 2 The Street	£1,101.89
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(c) The Clerk also requested approval for the following payments which were still to be made:

(1) Mrs C Frost - Clerk's salary from 19 th May 2015 to date	£282.00
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(2) Caterkwik – purchase of hot cabinet on behalf of Village Hall Committee	£647.99
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(£647.99 (including VAT) is in place of the 2014-2015 grant of £500 from the Parish Council. The Parish Council is able to claim back the VAT on this purchase and the difference will then be used as a contribution towards the annual cost to the Parish Council for the hire of the village hall for meetings).

- (d) The Clerk reported the amounts held by the Parish Council accounts as at 7th July 2015 are £501.08 (in the Current Account) and £12,298.50 (in the Savings Account) and the financial accounts for the period 1st April 2015 to date were submitted, accepted and approved by the Parish Council.

Mr Denny reported that he and Mr Lugo were considering carrying out the grass cutting of the playing field and playground in the future in view of the large increase estimated for this work next year, as well as the current irregular timetable by the existing contractor. The Clerk was instructed to check the extent of cover provided by the Parish Council insurance if Mr Denny and Mr Lugo took on this responsibility.

- (e) The Clerk had recently emailed details to the Parish Councillors of the adoption of the Suffolk Coastal District Council Community Infrastructure Levy Charging Schedule. The charges effective from 13th July 2015 will change how the District Council collects funds from developers and will largely replace the existing system of section 106 planning agreements. More details may be found on www.suffolkcoastal.gov.uk/CIL
- (f) The Clerk reminded the Parish Council that following the elections in May it would be necessary for all Parish Councillors to review and resubmit their on-line Register of Interests form.
- (g) The Clerk had recently emailed details of the Suffolk Coastal District Council public consultation on Draft Criteria for the identification on non-designated heritage assets. Full details of the consultation could be found on the website for Suffolk Coastal District Council and the deadline for comments is 17th August 2015.
- (h) The Clerk reported that Ipswich Borough Council is consulting on the content of its Draft Space and Design Guidelines Supplementary Planning Document and Draft Urban Character Supplementary Planning Document. It is also seeking views on the content of the following Supplementary Planning Documents:
- Cycling, Low Emissions, Reptiles, Parking Standards for the IP-One Area, Shopfront Design
The comments deadline is 17th August 2015. Full details may be found on Ipswich Borough Council website.
 - The Clerk recently emailed the Parish Councillors details on the East Anglia THREE Offshore Windfarm project public consultation. East Anglia THREE has updated its Statement of Community Consultation, to inform the wider public of proposed changes to the project and how the team intends to consult on them. The updated Statement of Community Consultation is available for inspection (free of charge) at the following libraries -Ipswich County Library, Lowestoft Library, Woodbridge Library, Hadleigh Library, Felixstowe Library and the East Anglia THREE website <http://eastangliathree.eastangliawind.com>
The deadline for comments is 23rd July 2015.

9. Planning Matters. There was only one Item: **Application DC15/1967/FUL Granary Cottage, The Street, Tuddenham** – construction of vehicular access.

There was a lengthy discussion about this application, including contributions from the applicant. Time was taken to fully consider the impact of the proposed alterations bearing in mind it was within the Conservation Area. Ms Procter reported that she had been contacted by residents expressing concern about the removal of the frontage of the property, the subsequent changing nature of the village and the precedent this might set for future applications. It was however also acknowledged that there was an obvious parking problem in this part of the village. After an extensive debate and attention being paid to the comments from Suffolk County Council Highways about this application, as well as Supplementary Planning Guidance 10.27 A Guide to the Tuddenham Conservation Area, it was agreed that the Clerk should inform the Planning Dept. that there were no objections in principal, however concerns had been raised regarding the impact of a vehicle placed within the curtilage of the property bearing in mind this property is in a conservation area. Furthermore it was the view of the Council that the provision of off road parking will not affect the on-going parking issues in the street. There was also some concern raised that the proposed car parking area is slightly less than the recommended minimum length although it was noted this is unlikely to result in obstruction of the adjoining public footway.

10. Highway Matters including - (a) to consider Tuddenham St Martin Parish Council joining the SAVID campaign Ms Procter reported that the Community SpeedWatch Group had not been active recently as it had not had access to the speed monitoring device. More volunteers were being sought to take part in the scheme. Mrs Ellinor agreed to contact the Grundisburgh News to advertise the need for volunteers and Mrs Procter agreed to make enquiries of where notices could be obtained informing motorists that they were entering a SpeedWatch area.

Mrs Procter then reported highlights of the constitution and details recently emailed to Parish Councillors about the SAVID campaign. SAVID had been running for approximately one year in some neighbouring villages and was a broad based campaign to promote safer driving in villages. Mr Bellfield (County Councillor) had contributed £1600 to the campaign from the Community Enabling Fund and the campaign had received a donation of £100 from Otley Parish Council. The aims of the campaign include trying to raise awareness of tackling speed issues and provide a broader message of education to encourage safer driving within the areas of the campaign. There was no financial contribution required from the Parish Council to join the campaign and the decision as to whether Tuddenham St Martin could become a member of the scheme would be decided by the majority vote of existing member villages already part of SAVID. The Parish Council discussed and considered the benefits of joining the scheme and it was unanimously agreed to apply for membership. Mrs Procter agreed to represent the Parish Council at the next SAVID meeting and to apply for Tuddenham St Martin to become a member of the SAVID campaign.

It was noted that Fynn Lane had recently been resurfaced but with a disappointing result. The Clerk was instructed to contact Suffolk County Council Highways to inform them of the disappointment of the quality of the finish to the work carried out as the job had not been completed to the end of the road where it meets the barrier by Oak End and Meadow View and some of the resurfaced areas of the road had already started lifting away from the carriageway. The Clerk was also instructed to copy the letter to Mr Bellfield (County Councillor).

The Clerk was instructed to also notify Suffolk County Council Highways Dept. of the blocked highway drain at the junction of High Street and The Street by The Old Stores.

11. Management of the playing field and playground. Mr Denny reported that the grass cutting at the playground was overdue and the Clerk agreed to contact Suffolk Coastal Services to remind them of the necessary work. Mr Denny also reported that both swings had been completely covered in bird excrement but he had made a thorough clean of the swings and reinstalled a bird deterrent on the frame to prevent further damage. Mr Denny reported, when asked, that the playground did not appear to be in much use by villagers.

12. To discuss channels of communication between the Parish Council and residents of Tuddenham St Martin.

There was no positive feedback to report on this matter from when it had been raised at the last meeting. There was **currently** an absence of anyone willing to take on the responsibility of producing a community magazine for the village independent of the Parish Council so it was agreed to not pursue this matter again until somebody came forward. Mrs Ellinor reported however that she was happy to include village related items in the report submitted for publication in the Grundisburgh News. Mrs Ellinor also agreed to manage an additional heading on the Parish Council website for events in the village, if it was possible to include such a facility and also manage a Facebook page for the Parish Council if it chose this form of communication. The Clerk agreed to contact Kerry Burn at OneSuffolk to obtain the information necessary for Mrs Ellinor to gain access to an Events page on the website.

13. To discuss improvements to the village environment. The Clerk had received confirmation from the parish council insurers of the cover provided in the event of volunteers taking part in a 'spring clean' of the village. Mrs Procter proposed, and it was agreed, that the 'spring clean' should take the form of cleaning noticeboards, signs and seats as well as a general tidy of the village. The Clerk was instructed to contact the insurers to obtain a Risk Assessment form for cleaning so that the Parish Council could ensure the correct procedures were being followed that would not invalidate the insurance. Mr Denny offered to supply cleaning chemicals, protective gloves and containers for the event and Suffolk Coastal Services had already agreed to supply equipment to help with litter picking such as long handled pickers. The date of the event would be decided at the next meeting. Mrs Ellinor agreed to communicate the details of the event via an email database when the date was agreed and Ms Procter agreed to manage the event for the purpose of the Risk Assessment.

The Clerk was instructed to also remind Suffolk County Council there was still a need for the cleaning of road signs.

14. Items for next Agenda

(a) To discuss the Parish Council website – including an update on recent alterations.

(b) To discuss improvements to the village environment.

15. Date of next meetings: 1st September 2015 and 1st December 2015.

The meeting closed at 10.05pm.

Mrs C Frost
Parish Clerk.Tuddenham St Martin