

Minutes of the meeting of the Council held on 1st September 2015 commencing at 7.30pm at the Village Hall.

Present: Mr W Pipe, Ms P Procter, Mrs J Kelm, Mrs J Ellinor, Mr D Lugo, Mr C Denny, Mr R Whiting (District Councillor) and Mrs C Frost (Clerk).

1. Chairman's Welcome and Apologies. The Chairman welcomed every one present to the meeting. Apologies were received from Mr Brightwell, Mr Hodge, Mr Bellfield and Representatives from Kesgrave Safer Neighbourhood Team.

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:

7th July 2015. These were corrected in respect of Item 12 to include the word 'currently'.

6th August 2015. These were approved.

5. Matters arising. Mrs Ellinor reported to the Council that she had just been given access to the administration of part of the Parish Council website and would start investigating how to use the website to communicate events in the village.

Ms Procter reported to the Council that she had attended a Safer Neighbourhood Team meeting recently and had been able to discuss, with the Neighbourhood Team, traffic matters impacting Tuddenham St Martin. One of the priorities of the Safer Neighbourhood Team continues to be tackling speeding issues in the Neighbourhood Team area. Ms Procter reported that attending the meeting had been a good opportunity to raise Tuddenham issues. Ms Procter also enquired whether there had been any outcome of the planning application for the construction of a vehicular access at Granary Cottage submitted to the District Council. No outcome or update had been given to the Parish Council.

A letter from Councillor James Finch in response to the recent joint approach from Great and Little Bealings, Tuddenham St Martin and Westerfield Parish Councils had been emailed to the Parish Councillors. It had stated that the County Council has commissioned consultants WSP to carry out some modelling and assessment. This was discussed and it was agreed to ask Councillor Finch how this data for the modelling and assessment would be gathered, as physical data supplied from the local police authority to the Parish Council last year had stated that 30,000 vehicles had passed through the village in one week alone and this figure did not seem to match the data used by the County Council in desk based assessments carried out connection with the Ipswich Garden Suburb

6. Report of District Council Representative. Mr Whiting reported that he would continue to help out with Mr Bellfield's duties (County Councillor) while he remained unwell, but that Mr Bellfield remained the County Councillor for Tuddenham St Martin and all correspondence relating to the County Council should continue to be addressed to Mr Bellfield and copied to Mr Whiting. Although it had been relatively quiet recently, there had been a lot of activity going on behind the scenes with more responsibility being handed down from central government and this was providing the opportunity for County Councils to have more control in shaping counties for the future. There had been a lot of press coverage recently regarding a travellers encampment at Kesgrave and the message was that landowners should ensure access to land is adequately secured. Mr Whiting reported that Mr Christopher Hudson (County Councillor for Kesgrave and Rushmere St Andrew) had been appointed cabinet member with responsibility for Ipswich in order to work with Ipswich Borough Council for improvements to the town and what impact there would be on surrounding areas. On behalf of District Council business Mr Whiting reported that the Spa gardens in Felixstowe had now reopened following restoration. This was in addition to the new play area also developed in the town. The Draft Conservation Appraisal of Tuddenham St Martin and other villages was being carried out by the District Council and this was clearly a great opportunity for input by village residents. The District Council is also in process of carrying out its annual canvas of electors to ensure that details are collected of people who are entitled to be included on the electoral register.

A discussion followed about Ipswich being seen as a resource rather than a threat to surrounding areas and the County Council and Ipswich Borough Council co-ordinating the approach to the improvements of the town. Mr Whiting also expressed his view of the need to develop brownfield sites in Ipswich.

7. Report of Community Police. There was no-one available to attend the meeting from the Kesgrave Safer Neighbourhood Team but they had requested the Clerk inform them of any issues which arose at the meeting. They had also requested the date of the next scheduled meeting, and it had been confirmed as 1st December 2015, in order to ensure someone from the team could attend. The most recent 12 Parish /Town Report had already been emailed to the Councillors which had confirmed no issues had arisen in the village. Ms Procter asked if the Kesgrave Safer Neighbourhood Team had been able to alter the time of their police surgeries in the village following the recent request from the Parish council. The Clerk reported that the team were trying to accommodate this request by changing shift times. Details would follow.

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

A. The Clerk advised that since the meeting of 7th July 2015 she had expended 35 hours to date.

B. The Clerk requested approval, and it was agreed, for the following payments to be made on behalf of the Parish Council:

(1) Mrs C Frost - Clerk's salary from 7th July 2015 to date	£308.00
(2) Suffolk Coastal District Council - May 2015 Parish Council uncontested election cost	£100.00

C. The Clerk reported the amounts held by the Parish Council accounts as at 1st September 2015 were £556.69 (in the Current Account) and £11,298.50 (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.

D. The Clerk reported that the final cost of the hot cabinet purchased on behalf of the Village Hall committee also included a delivery fee so amounted to £662.39 (including VAT), not £647.99 agreed at the last meeting. No objections were made.

E. The Clerk reported that the internal auditor completed his audit of the Parish Council accounts to the year ended 31 March 2015 prior to them being sent to the external auditors, BDO. The following Items were highlighted by the Internal Auditor and the action taken, or to be taken, by the Clerk follows each Item.

E1. It was recommended that the Parish Council inform the external auditors of the figures outstanding from previous years' budgets, as well as the contingency required for the repair to the street light, to give a net cash position. This was actioned.

E2. When will the outstanding invoices for grass cutting £350 provision and £250 sundry repairs be assumed to lapse? Who is the contractor? The Clerk is to investigate the statute of limitations for the unclaimed invoices from Suffolk Coastal Services. They have been reminded that invoices are outstanding but without response.

E3. Is £500 shown as an increase in 2015 ring fenced for future playground grass cutting? This amount hasn't been ring fenced but is taken into account when the budget is being set and precept considered in December.

E4. What is the likely/agreed charge once the 3 year freeze period finishes? It is estimated that the increased cost for the service by a professional contractor could be in the region of £1000 based on estimates obtained by the Clerk.

E5. The report references Grass cutting grant £585 applies to more than one year. This should clarify that the final instalment of £70 was received this year with the balance being received in the previous year. This was actioned in the report to the external auditor.

E6. VAT refund 2013-14 & 2014-15 are still to be claimed. This has been actioned.

E7. There should be a formal note of the agreed budget and a comparison to the latest financial year out-turns. This will be actioned.

E8. The committee to consider changing the accounting to an accruals/deferral basis in order to give an underlying position given the increasing list of outstanding invoices and conditions relating to the income. This will be incorporated in the Accounts records for the Parish Council as from December 2015.

E9. A forecast for future years to reflect the likely precept revenue, projection of underlying costs and any known one offs. This would be used to highlight the impact of grass cutting contract cost increases. The Internal Auditor gave the Clerk guidance in order to adopt this procedure and this will be incorporated in the Accounts records for the Parish Council as from December 2015.

F. The Clerk reported that BDO (the external auditors for the Parish Council) have written to confirm that they have now completed their audit and there were no matters which came to their attention.

G. The Clerk had received details of the SUFFOLK PHILHARMONIC ORCHESTRA'S COMMUNITY CONCERTS. The registered charity was created in 2012 to bring music at the highest professional level to as many people as people in our rural county of Suffolk. Details of the charity and were read to the Council and it was agreed that it may be something to consider for future events.

H. The Clerk had received a request from Suffolk Assn of Local Councils for up to date details of the Parish Council. It was agreed the Clerk would respond to the letter although no-one was presently able to represent the Parish Council at Suffolk Association of Local Councils.

I. The Clerk had received details from Community Action Suffolk of a Neighbourhood Plan Networking Forum. Details were read to the Council and Mrs Ellinor agreed that she would be interested in attending the event. The Clerk agreed to forward further details to Mrs Ellinor.

J. The Clerk had received an email from Headway Suffolk, a registered charity, reporting of the support it gives to those who have an acquired brain injury or neurological condition, including people from the parish. Information of the charity, including their website address: www.headwaysuffolk.org.uk were read to the Council. It was also agreed that details would be put on the parish council website and the Clerk would inform the charity of the local magazines received in the village.

K. The Clerk reported that she had recently emailed the Parish Councillors that Clopton Parish Council had now handed over the administration for Speedwatch to Westerfield Parish Council.

L. The Clerk had also received details of Suffolk Coast Forum's 4th Annual Coast and Estuaries Community Conference to be held on 1st October at Wherstead Park, Ipswich. Details were read to the Council.

M. The Clerk had received details of a rural transport survey being carried out by Coastal Accessible Transport Service Ltd. It had stated that Suffolk County Council is looking at various options to deliver rural transport in the future. Coastal Accessible Transport currently operates community transport and are looking at tendering for services in Suffolk Coastal District but due to the financial constraint of the tender, the current services presently provided may no longer be an option. It was agreed the Clerk should complete the survey.

N. The Clerk reported that it was anticipated that a letter would be received from Woodbridge & District Lions Club to ascertain candidates nominated from the Parish Council for receipt of the Christmas Parcel project 2015. The nominations from last year were agreed with the addition of one additional nomination.

9. Planning Matters. The Clerk reported that application DC15/2609 – 13 The Street had been permitted by the District Council. Full Details could be found on the District Council website

10. Highway Matters The Clerk reported that the flyer requesting considerate parking in the village had been prepared with the agreement of the local police authority and was ready to be printed for distribution. Mrs Ellinor and Mrs Procter agreed to distribute the flyers to households from Bridge End Cottages The Street, to Oak View Westerfield Lane, and it was also agreed to place copies of the flyer on notice boards in the village. Ms Procter reported that the Vehicle Activated Sign, warning motorists of speed measurements, was being used in different locations of the village, and on a rota with other villages also in the Speed Watch Group. Ms Procter also reported that she had attended the recent SAVID meeting and Tuddenham St Martin were now members of the SAVID scheme. Measurements to encourage safer driving through the village were discussed and considered as well as the benefit of measuring the impact of the village being a member of SAVID and Speed Watch groups and Ms Procter reported that the arrival of the 30mph stickers, to be fixed to wheelie bins, were still being awaited.

11. Management of the playing field and playground. Mr Denny reported that the grass had recently been cut, repairs were in order, but there continued to be little activity at the playground.

12. To discuss the Tuddenham St Martin Conservation Area Appraisal. Ms Procter had collected 6 early printed copies of the appraisal from the District Council offices that morning and they were distributed to the Councillors present. The Clerk reported that the District Council would be writing to each resident of the village about the Appraisal and deadline for comments. After a short discussion it was agreed to hold an additional meeting on the evening of Wednesday 21st October 2015 in order to consider and discuss the appraisal in public and to seek the views of the residents of Tuddenham St Martin to the appraisal. The Clerk was also instructed to inform Mr Brightwell and Mr Hodge (Parish Councillors) of the appraisal and the additional meeting.

13. To discuss the Parish Council website – including an update on recent alterations. Access to the administration of the Events page of the website had only recently been obtained by Mrs Ellinor so she would now start to explore the system before making alterations. Mrs Ellinor did however in the meantime offer to set up a Facebook page for the Parish Council and the benefits and disadvantages of making use of this social network were discussed. It was agreed that although it was an interesting idea, the decision whether to proceed would be deferred to a future meeting, and that the inclusion of an Events page on the website would be sufficient for present.

14. To discuss improvements to the village environment. After an extensive discussion it was agreed that a cleaning event would be organised for 26th September 2015 but that it would not be organised by the Parish Council. It would instead be organised independently by individuals on the Parish Council.

Mr Whiting reminded the Clerk that the Parish Council may be able to benefit for improvements to the village environment by applying for grants from either the District Council Community Enabling Budget or the County Council Locality Budget. It was agreed the Clerk would investigate both budgets to check qualifying criteria. Mr Whiting then needed to leave so gave his apologies for the remainder of the meeting.

15. To discuss suggestions for the Suffolk Coastal 100 plus Chairman's Challenge. Various events for the Chairman to attend were considered but none were considered suitable due to time constraints. It was agreed that the Clerk should respond to let the Suffolk Coastal Chairman know that the only known events taking place between now and March 2016 were the pantomime and a church coffee morning. The pantomime would take place in the half term week of February 2016 and the Clerk would ascertain the date of the coffee morning.

16. Items for next Agenda

(a) To consider a Neighbourhood Plan for the village.

(b) To receive a report from the Village Hall Committee following their annual meeting.

(c) Budget/ Setting of precept for 2016 – 17

17. Date of next meetings: 21st October 2015 and 1st December 2015.

The meeting closed at 9.30pm.

Mrs C Frost
Parish Clerk.Tuddenham St Martin