

Minutes of the meeting of the Council held on 1st December 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 H Brightwell, Mr R Whiting (District Councillor), Mr P Bellfield (County Councillor), Mrs G Cruickshank (Village Hall Chairperson) 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 Hodge and Representatives from Kesgrave Safer Neighbourhood Team.

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

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

4. Minutes of Meetings held on 1st September 2015 and 27th October 2015. These were approved.

5. Matters arising. Ms Procter reported it had not been possible to obtain information from the Village Recorder in time to incorporate additional details to the ARCHAEOLOGY AND HISTORY section of the Tuddenham St Martin Conservation Area Appraisal. This information would be forwarded to the District Council when obtained.

6. Reports of County Council and District Council Representatives. Mr Bellfield gave his apologies for recent absences due to ill health. He was pleased to report that educational standards in the County were improving and that 53.4% of Suffolk pupils achieved 5 or more A* to C grades this year. He also reported that the annual Suffolk Skills Show event held at Trinity Park was attended by over 4,500 young people and held to provide an insight into the career opportunities available to young people locally. There was still a £72 million saving programme for the County Council over the next two years, although this would be concentrated away from front line services. The County Council waste sites are extending their weekend hours and shortening their week hours to tie in more with customer need and there will be the removal of restrictions to the numbers of plasterboard disposed at sites, although a charge will be introduced. No decision had yet been reached about whether the County Council Tax budget would be raised. The Parish Council was encouraged to consider viable uses of funds from the Locality Budget by Mr Bellfield and he reported he was not disagreeable to the fund being used to purchase speed activated signs. A discussion about the best use of funds for speed awareness improvements followed and the Clerk was instructed to contact Mr Bellfield to apply for funding in order to replace the present Tuddenham St Martin village sign, entering the village on the main road from Ipswich. This would be replaced with a more suitable sized village sign, allowing it to be positioned next to the 30mph speed restriction sign and would be as well as suitable traffic calming road markings at this location. The Clerk was also instructed at this point to remind the County Council of the damaged chevrons at the bend entering the village by Tuddenham House which had still not been repaired. Mr Bellfield and Mr Whiting deliberated over the funds available to the Parish Council and Village Hall Committee from the Locality and Community Budgets and encouraged both parties to make full use of these funds before the April 2016 deadline.

Mr Whiting reported that the 'Challenge Session Team' made up of councillors from Norfolk and Suffolk, reported to Lord Heseltine 4th November 2015 to pursue the ideas around devolution in the area which would create more economic growth and reduce costs in Norfolk and Suffolk by different Councils working together.

Mr Whiting also reported that short stopping sites for travellers in the area had been identified by the district Council and would be put out for consultation. The District Council had also agreed to take up to 200 Syrian refugees via the current resettlement scheme. Mr Whiting also took time to remind the Parish Council and Village Hall Chairperson that funding from grant applications to the District Council would be helped where the applicant had managed to obtain match funding for a project. Mr Whiting was asked about the views of the District Council on the enforcement of Article 4(2) Direction, of the Conservation Area Management Plan. This followed the recent Draft Conservation Area Appraisal meeting in which it had been highlighted that the refusal to permit modern alterations, which would be in detriment to the conservation area, would be difficult where such detrimental alterations in neighbouring properties had already taken place. A discussion followed about the difficulty in considering planning applications in conservations areas.

Mr Bellfield and Mr Whiting gave their apologies for needing to leave the meeting at this point.

7. Report of Community Police. There was no-one available to attend the meeting from the Kesgrave Safer Neighbourhood Team.

8. To receive a report from the Village Hall Committee following their annual meeting. Mrs Cruickshank had already provided the Parish Councillors with an emailed copy of her report given at the Village Hall Committee annual meeting held October 2015. Mrs Cruickshank added that the total cost of the kitchen refurbishment amounted to £13,500 and that funding of this project had been helped by a grant from Suffolk Coastal District Council of £2,100 and the Parish Council purchasing the hot cabinet on behalf of the Village Hall Committee. Mrs Cruickshank expressed her thanks for the support given by members of the committee, especially the time consuming and intensive work by Colin Williamson and David Lugo. Mrs Cruickshank was asked various questions from the Parish Council. These related to possible renovations to other parts of the hall as well as the question of rates being paid due to the reserves held by the Committee. Mrs Cruickshank reported that the finances were continuing in a healthy state, but that the income and running costs could vary significantly from year to year and that there were always projects, such as the possible updating of the toilets, as well as other renovations, that could drain reserves so it was important that a healthy surplus was held in account. Mr Denny informed Mrs Cruickshank that there were deposit signs on the water heater in the kitchen and this would continue to deteriorate if a water softener was not installed. Mrs Ellinor reported that she was pleased to have read of the communal effort made in order to bring the refurbishment of the kitchen together and wished to compliment the committee on the improvements made to the kitchen as well as the standard of cleaning now carried out. Mrs Cruickshank gave her apologies for needing to leave the meeting at this point.

9. To consider the Neighbourhood Watch Scheme. The prospect of the scheme starting again was discussed in view of a number of burglaries recently. Ms Procter had received details from Anne Powell (Community Watch Liaison Officer) which had highlighted the possibilities of running a basic scheme if a volunteer came forward. There was however no-one at present known to be interested in the role. Ms Procter agreed to email details of the scheme to Mrs Ellinor so that the role could be advertised in a 'What's On' leaflet to be distributed to homes in the village.

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

A. The Clerk advised that since the meeting of 1st September 2015 she had expended 30 hours to date.

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

(1) Business Services at Community Action Suffolk – Insurance Renewal	£361.86
(2) Playsafety Ltd – ROSPA Inspection	£88.80
(3) Suffolk Coastal Norse Ltd – Grass cutting May to November 2015 (ex playing field)	£420.00

C. The Clerk also requested approval, and it was agreed, for the following payments which were still to be made:

(1) Clerk's salary from 1st September 2015 to date	£264.00
(2) Donation to Grundisburgh News	£20.00
(3) Donation to Air Ambulance	£30.00
(5) Donation to Suffolk Accident	£30.00
(4) Donation to St Martin's Church for grass cutting	£330.00
(5) Clerk's Office Expenses	£55.00
(6) A suitable seasonal gift to Mr Porter of Fynn Lane for maintaining the bus shelter – in region of £15.00	

D. The Clerk reported that the amounts held by the Parish Council accounts as at 1st December 2015 were £1699.18 (in the Current Account) and £12,045.02 (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. It was agreed that the Clerk would pass a copy of the Parish Council insurance schedule to Ms Procter.

E. The Parish Councillors had been emailed details the day before of the consultation being carried out by Great Bealings Parish Council regarding their Neighbourhood Plan. The deadline for comments was 26th January 2016 and no comments were suggested to the document from the limited time so far available. It was agreed the Parish Councillors would inform the Clerk if further discussion on the document was required.

F. The Clerk had been informed that the roof of the bus shelter was in urgent need of repair due to wear and tear. Mr Lugo and Mr Denny agreed to investigate the repairs necessary.

11. Planning Matters including:

(a) Planning Application DC/15/4567/FUL - Broom Hill Bungalow, Witnesham Lane, Tuddenham – Erection of a new 4 bed dwelling, amended access drive and erection of 2 detached garages. The majority of Councillors raised no objections to the application. Ms Procter requested however that her comments were drawn to the attention of the Planning Department that the development sits within a large plot and may not be visible from the road, if permitted it will establish the principle that other developments to be made which will be to the detriment of the attractive rural Fynn Valley location.

12. To consider a Neighbourhood Plan Mrs Ellinor had attended a Neighbourhood Development Plan Forum in November and had emailed other Parish Councillors a thorough informative report about the forum and the feasibility of the village developing a Neighbourhood Plan. Mrs Ellinor reiterated from the report that the Plan would establish general planning policies for the development and use of land in the neighbourhood. The Plan could be as detailed or as general as the community want but must fit within the Local Plan for Suffolk Coastal District Council. Mrs Ellinor added that

- Community Action Suffolk are willing to undertake a Village Review which will be a one evening consultation to gather information from villagers as to the appetite for a Plan and to provide the basis of an action plan. This service would be provided free of charge, costs to the Parish Council being the hire of the village hall and refreshments
- the process for the Neighbourhood Plan would take approximately 2 years
- Neighbourhood Development Plans are bound by statute
- there would be costs involved for the development of the Plan, although there were grants available to help with the process
- the majority of residents of the village must decide for the process to go ahead
- it would identify issues that residents feel strongly about such as parking, type of housing, traffic concerns
- it would be evidence that the Parish Council were proactive with regard to ascertaining villagers concerns about planning and development.

Mrs Ellinor proposed that the Parish Council proceed with the arrangement of a Village Review. There was unanimous agreement with the proposal and the Clerk was instructed to contact Gillian Benjamin of Community Action Suffolk to propose a date for the review in either March or April 2016.

13. To consider the response from the Parish Council to the Draft Conservation Area Appraisal. This item had been partially discussed under Item 5. Matters Arising. The District Council had extended the deadline for this response beyond 30th November 2015 to facilitate the meeting date of the Parish Council. The Parish Councillors had been emailed a draft of the proposed response which had used the information gathered at the meeting held 27th October 2015. The draft was agreed with the provision of information held by the Village Recorder which would expand on Section 4. **ARCHAEOLOGY AND HISTORY** being forwarded to the District Council at a later date when obtained.

14. Highway Matters. Ms Procter reported that the Speed Watch monitoring group composed of volunteers had recorded vehicle excessive speeds on the main road entering the village from Ipswich when the group were active in the past couple of months. A request had been made for help in monitoring speeding traffic at this hotspot from Suffolk Police mobile enforcement vehicles but so far to no avail. A further request would be made. Excessive speeds had also been evident on the road by the Fountain when the Speed Watch Group had been in action by the bus shelter in Fynn Lane. Ms Procter reported that the cost for a replacement battery to the speed monitoring device had recently been funded by Mr Malcolm Gooch after it had suffered damage when being used by the Tuddenham Speed Watch Group and there was no evidence at present that the insurance of the device had continued when the administration of the group had been transferred from Clopton Parish Council. The Clerk was instructed to contact Westerfield Parish Council, who had taken over the administration of the scheme, to check that insurance was now in force. Ms Procter also reported that Mr Alcock (resident) was continuing to position the Vehicle Activated Sign in different locations in the village when it was in the possession of Tuddenham St Martin. Mr Hodge had emailed the Clerk about some traffic issues as he had not been able to attend the meeting and these related to what measures had been taken to record the impact on rural roads due to the experiment to switch off traffic lights at the Kesgrave roundabout, as well as investigating the feasibility of installing permanent traffic speed monitors in the village that relayed a positive or negative reaction to motorists depending on their speed. A lengthy discussion concerning the best solution to improve speed awareness followed these suggestions. Ms Procter reported that the prospect of obtaining a speed monitoring device was being investigated by other villages involved in the SAVID scheme, as well the possibility of such a device being purchased in order to be shared between villages in the SAVID

scheme and Tuddenham St Martin could benefit from the research already being carried out. The Clerk was instructed to check what additional funds were available from the Locality Budget to purchase a speed monitoring device. Thanks was expressed to Ms Procter for forging ahead with the Speed Watch scheme, the available use to the village of the Vehicle Activated Sign, and for taking the leading role in tackling speeding issues. It was agreed that Ms Procter as the SAVID representative would be researching for the bidding of a Vehicle Activated Sign and that the Parish Council were agreeable to going forward with the proposal of pursuing this form of speed awareness if, at the next SAVID meeting, it was agreed that this was the course of action to address speed issues. Mrs Ellinor agreed to advertise the need for additional Speed Watch volunteers in the next edition of the 'What's On' leaflet and Ms Procter agreed to place a similar advert on notice boards. It was agreed the Clerk would check with Mr Whiting (District Councillor) the impact on local rural roads as a result of the temporary removal of the traffic lights at the Kesgrave roundabout. Pot holes on the main road from Ipswich to Tuddenham were reported by Mrs Kelm and it was agreed Mrs Kelm would either let the Clerk know the location of the potholes so they may be recorded for repair with the County Council, or Mrs Kelm would report them to the County Council herself.

15. Management of the playing field and playground. Mr Denny presented his report to the Parish Council as follows:

During the year 2014 to 2015 the only repair carried out was to the concrete tube where the edges were made safer. Play area safety inspection report by ROSPA highlighted as Medium.

No areas were highlighted as High Risk.

There are quite a few items on the Medium Risk. Of these risks we recommend that the following be undertaken as soon as weather permits:

1. Goalposts – Descale and repaint.
2. Fort – Posts are rotten in the ground. The fort needs removing as it is not cost effective to repair.
3. Rubber Tiles under swing – Pressure wash if equipment available. Fill gaps with sand as necessary.
4. The concrete tube – We will attempt to glue a protective hose around the edges. If this is not successful, the tube will be filled with soil from the fort area.
5. Grass cutting – David Lugo and Clive Denny will undertake the grass cutting for the 2016 season subject to the Parish council paying costs incurred e.g. strimmer wire, fuel, accidental damage, etc.

Observations – Play area shows little sign of use.

No sign of dog fouling.

The Committee is thanked for their support.

The Clerk was instructed to contact Suffolk Coastal Norse to inform them not to continue with the grass cutting contract for the playing field for 2016 as this was going to be carried out by Mr Denny and Mr Lugo. The Parish Council thanked Mr Denny and Mr Lugo for their continued commitment to the work carried out at the playground and playing field. The possibility of the Parish Council investigating obtaining land by the village hall for use as a playground in light of the land presently being for sale was discussed but it was agreed that the time frame for this course of action was past a point of pursuing.

16. Budget/ Setting of precept for 2016 -17. The Parish Council had been emailed a draft budget proposal to consider by the Clerk prior to the meeting and reviewed the figures at length. The Clerk also reported she had received an email from Mr Hodge prior to the meeting which suggested that the increase of precept was considered by the Parish Council in order to protect against possible future costs relating to the playground and playing field, even though the Parish Council may at present be able to cover these costs through the kind action of volunteers. This proposal was seconded by Ms Procter. The agreed budget for 2016 – 2017 follows at the end of the Minutes. In view of the above possible future playground and playing field expenditure, the continued potential exposure of future light maintenance, and a possibility of future additional funding required to assist with village hall renovation it was agreed to request an increase in the precept from £5350 to £5650 and use reserves for any difference between the budget and precept. It was also agreed that the Parish Council should hold in reserve an amount of £500 for possible future donation to the village hall rather than agree a donation at this date in view of the prospect of the Village Hall Committee incurring rate charges due to amounts held in reserves.

17. Items for next Agenda.

(a) To consider the Neighbourhood Plan.

(b) To plan for the Annual meeting of the Parish Council.

18. Date of next meetings: 1st March 2016. 3rd May 2016. 5th July 2016. 6th September 2016. 6th December 2016.

The meeting closed at 10.55pm.

Mrs C Frost
Parish Clerk. Tuddenham St Martin

	Agreed Budget 2016- 2017
SALC	170
Insurance	362
Keightley Way G/C	1000
Grasscutting	368
Snow Clearance	105
ROSPA Inspection	94
Clerks Expenses	55
Electricity	190
Village Hall Rent	204
Clerk's Salary	1500
Community Action Suffolk	27
Playing Field repairs	300
Election Expenses	100
Sundry Repairs	500
Training	100
Communication Fund	50
Church Council	330
Grundisburgh News	20
Village Hall Reserve	500
Air Ambulance	30
Suffolk Accident	30
Audit	0
Speedwatch	25
Safe Custody Deed	0
Contingency Fund	500
Total	£6,560