

Minutes of the meeting of the Council held on 1st March 2016 commencing at 7.30pm at the Village Hall.

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

- 1. Chairman's Welcome and Apologies.** Every one present was welcomed to the meeting. Apologies were received from Mrs Ellinor, Mr Bellfield (County Councillor) and Representatives from Kesgrave Safer Neighbourhood Team.
- 2. Public Forum.** A question was raised about the possibility of the village commemorating the Queen's 90th birthday this year. A discussion followed about the prospect of such an event being either community led, or promoted by the Parish Council, and it was agreed to consider this further at the next meeting in May.
- 3. To receive declarations of interest.** There were none.
- 4. Minutes of Meetings held on 1st December 2015.** These were approved.
- 5. Matters arising.** Ms Procter reported that she had ascertained that village information held by the Village Recorder only related to current activities and not historical events in the village, which was contrary what had been understood previously by the Parish Council. The clarification of the information held was noted and it was agreed that this was a matter that could be reviewed at a future date. The Parish Councillors reviewed the estimates obtained so far for the repair to the bus shelter roof. These were £475 from Mr Paternoster and £350 from D & M Building Services. After a brief debate on the negatives and benefits of whether the repair should be completed in timber or UPVC it was agreed the Clerk should contact D & M Building Services to proceed with the repair, which would be in timber. The Clerk reported that she had contacted the Highways Dept. to enquire about relocating the name sign for entering the village on the main road from Ipswich to the present location of the speed restriction sign entering the village. The repositioning of the name sign may prove difficult in view of the limited width of space available at the side of the carriageway. This would be considered further at a later time in the meeting.
- 6. Planning Application DC/16/0555 – Manor Farm, The Street, Tuddenham – Erection of replacement cattle shelter.** It was agreed to consider this application prior to later Items in view of the number of Items to be considered and as representative of the applicant was present at the meeting. No objections were raised.
- 7. Reports of County Council and District Council Representatives.** Mr Whiting reported on behalf of the County and District Councils. On behalf of the County Council he reported that for the 6th successive year there was no increase in the core council tax, but that a decision had been made to introduce the national adult social care levy as set out in the Government's Autumn Statement at 2%. Savings of £34.4 million for next year had been identified to compensate for the reduction of the grant from government and to provide extra money for some unavoidable cost pressures such as inflation and extra demand for care services. He also reported that the forecourt of Ipswich railway station was undergoing a 25 week refurbishment. Mr Whiting had agreed that for the time being he would deal with the outstanding application by the Parish Council for funds from the County Council Locality Budget. More information however about the purchase of the replacement village sign, to be located closer to the speed restriction sign entering the village on the main road from Ipswich, was needed to process the application. The Clerk was instructed to contact the Highways Dept. again to obtain an approximate estimate to investigate and implement the relocation of the sign so that the application for funds could be processed. Mr Whiting also reported that the devolution discussions which had been taking place to pursue different councils in the area working together had now extended to an East Anglian bid for devolution. On behalf of the District Council Mr Whiting reported that there had been a Council Tax increase of 1.99%. Two major residential planning applications had been received by Suffolk Coastal District Council which affected the parishes of Martlesham and Kesgrave. The former had been referred and the latter deferred. Mr Whiting gave details of the 2016 Spring Clean initiative from Suffolk Coastal Norse to the Parish Council and asked the Parish Council to consider the merits of adopting a Neighbourhood Plan. Mr Whiting was asked various questions from Parish Councillors regarding topics such as: likely improvements in services if both County and District Councils took the decision to increase Council Taxes, the general sense that there had not just been efficiency savings but there were less services available due to the continued decision not to increase council taxes, the closure of women's refuges, the cuts to local mental health services, as well as the changes being implemented to the local police services which, amongst other factors, are resulting in no representatives from the Safer Neighbourhood Team attending parish council meetings.

Mr Whiting replied that schools in the area were already showing marked improvements and that there was less demand for some facilities due to the prevention strategy taking place at the forefront of services such as the Fire Dept. Certain services had been moved outside the government structure and Mr Whiting recommended the Parish Council should invite Tim Passmore to a Parish Council meeting to discuss Safer Neighbourhood Team concerns, as well as contact cabinet members at the County Council to address other concerns.

8. Report of Community Police. There would no longer be a representative available to attend Parish Council meetings from the Kesgrave Safer Neighbourhood Team due to the changes taking place at Suffolk Constabulary. The Clerk was instructed to contact Mel Bentley of the Safer Neighbourhood Team Tasking Group to ascertain the date of the next Group meeting for possible attendance from a Tuddenham St Martin Parish Council representative.

9. Planning Matters including:

Planning Application DC16/0008 – High Trees, 3 Fynn Lane, Tuddenham – Demolition of rear conservatory and detached garage and the construction of a new single storey extension to the side and rear. This application was discussed at length and after much debate a decision was made to request referral of the application to the Planning Committee due to the objections made by local residents (3 objections had been made to the District Council). There were reservations at the size and scale of the application regarding how it fitted in relation with its surroundings as well as concern at the material and design being used contrary to how it fitted in with its surroundings.

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

A. The Clerk advised that since the meeting of 1st December 2015 she had expended 29 hours to date.

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

(1) Suffolk County Council – Street lighting & maintenance (01 April 2015 – 31 March 2016)	£128.11
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C. The Clerk also requested approval, and it was agreed, for the following payment which was still to be made:

(1) Clerk's salary from 1st December 2015 to date	£255.00
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D. The Clerk reported that the amounts held by the Parish Council accounts as at 1st March 2016 were £827.57 (in the Current Account) and £12,046.60 (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.

E. The Clerk reported that the Internal Auditor needed to be considered and appointed by the Parish Council to audit the Parish Council Accounts prior to the next external audit. The Parish Council were in agreement that the Clerk should approach Mr Ian Watson who had carried out, kindly on a voluntary basis, the Internal Audit previously.

F. The Clerk reported that as the Audit Commission ceased to exist as from 1st April 2015 significant changes were taking place to the annual audit of the Parish Council accounts as from April 2017. Details of the new company, the Smaller Authorities' Audit Appointments Ltd, the audit changes and options available to the Parish Council, were discussed and it was agreed the Parish Council would not opt out of the scheme, arranged by SAAA Ltd, which would be for a 5 year period from 1st April 2017 to 31st March 2022. It was understood that smaller authorities, such as Tuddenham St Martin Parish Council, would not be required to undergo an annual limited assurance audit review under this scheme. The Parish Council would however still have to complete and publish an annual financial return and it was agreed the Clerk would ascertain the information needed to comply with the new internal audit requirements and obtain quotes from internal auditors, or ascertain appropriate remuneration for Mr Watson to continue the internal audit, for the Parish Council to consider for the 2017 audit in view of the changes taking place to the audit procedures.

G. The Parish Council had received letters of Thanks from East Anglian Air Ambulance and from Mrs Digby, on behalf of the Parochial Church Council, for the donations made December 2015 by the Parish Council. A notice of Thanks for the donation made by the Parish Council to the Grundisburgh News had also been seen in their latest edition.

H. The Parish Council had been emailed details of a proposed promoted marked walking/running route in the Tuddenham St Martin area from the Green Access Manager at Suffolk County Council. Unfortunately there had been a delay in passing these details to the Parish Council so the Councillors had only had a short amount of time to consider the proposal. Feedback so far received had not been positive and serious concerns were raised about the lack of parking as well as other facilities, such as toilets, considered necessary for a promoted route. The Clerk was instructed to request that the route was not proceeded with until the concerned matters had been resolved, but to offer a meeting with representatives of the Parish Council to discuss the matter further.

I. The Parish Council had been informed that the Community Transport operator, Coastal Accessible Transport Service Ltd, had recently won the tender from Suffolk County Council to be the lead contractor of rural transport for Suffolk Coastal as from 13th June 2016 and they would be looking to promote their services locally to all residents. They had written that they would appreciate help with the service they provide in the local area by a donation from the Parish Council, but the Parish Council budget, with proposed grants, had been agreed at the meeting in December and it was agreed that no further donation would be considered at this time.

J. The Clerk reported that details promoting the Spring Clean for 2016 had been received and that, in addition to the information already provided by Mr Whiting in his District Councillor report, all participating groups would be entered into a prize draw, with the chance to win one of 5 substantial prizes of £200, towards their community or chosen charity. Details were given to Ms Procter as she had organised the previous village clean up event last September.

K. The Clerk reported that she was circulating the East Anglia THREE Ltd proposed Offshore Windfarm Order details, with a comments sheet, to Parish Councillors and they were asked to have a look at the papers and DVD and let the Clerk know if they wished to hold a separate meeting to consider representations to the order.

L. The Clerk reported that a copy of The Local Councillor (a newsletter published by Suffolk Association of Local Councils) and a copy of the East Suffolk Business Plan, a new publication produced by Suffolk Coastal District Council were also being circulated for information and for these papers to be returned to the Clerk when circulated.

11. Highway Matters. Ms Procter reported that the Vehicle Activated Sign was being used in the village on a rota basis with 4 other villages but that extra posts would be needed at different locations in the village for any additional Vehicle Activated Signs, if purchased. There was still an issue with lack of volunteers for the Speedwatch scheme and the merits of the type of Vehicle Activated Sign possibly to be purchased at a future date by the village (staying with the existing situation, a fixed sign, or a more sophisticated box shared with another village) was debated. Mr Whiting reported that Westerfield Parish Council had benefited from a grant of £1400 towards the purchase of a fixed VAS, but this would be the last such purchase as it was now understood that there was more impact to road users when a VAS was moved to different locations. He also reported that Rushmere Parish Council were in discussion with Playford Parish Council about the joint purchase of a portable VAS. There was however concern was raised at volunteers being injured when fixing portable signs at different locations. After much debate it was agreed to continue on the existing basis. The Parish Council were made aware of concerns expressed by a resident at the excessive speeds of vehicles using Westerfield Lane and a question had been raised about the possibility of warning lines and signs, such as those recently painted on the highway of Lower Road entering Westerfield village, also being painted on Westerfield Lane to provide warning of the narrowing of the road. The Clerk was instructed to contact David Chenery and Derek Oldham at Suffolk County Council, and copy in Robert Whiting, to request a sight meeting at Westerfield Lane with members of the Parish Council to discuss these concerns. Concern had also been raised by a resident about the lack of maintenance to grips (drainage channels) at the side of the highway on the main road from Tuddenham to Ipswich. This had led to deep collections of water, which represented a significant hazard to all road users, especially at busy periods. The Clerk was instructed to contact the Highways Dept. to request the clearing out of these channels.

12. To consider the Village Review taking place 5th April 2016 It was agreed the Clerk should draft a flyer advertising the Village Review event. The draft would be considered by Parish Councillors prior to it being forwarded to Community Action Suffolk for their approval. It would then be delivered to residents inviting them to take part.

13. To plan for the Annual meeting of the Parish Council, taking place May 2016. The possibility of inviting the Police Commissioner to the Annual meeting was debated. It was agreed however to defer his invitation to a later date as the Annual meeting would be limited for time, as it takes place immediately before the Parish Council meeting on the same evening. A community spirit however would be sought by inviting representatives from village organisations such as the Bowls Club, WI, Village Hall Committee, TADPOLES, Parochial Church Council and the over 60s club to take part. Refreshments would also be offered.

14. Management of the playing field and playground. Mr Denny reported that grass cutting of the playing field and playground area would soon start. Mr Pipe offered thanks on behalf of the Parish Council to Mr Denny and Mr Lugo for carrying out the maintenance of this area.

15. To discuss improvements to the village environment Thanks were given to Mr Denny and Mr Lugo, with help from Mr Pipe, for clearing and tidying the area at the entrance of Fynn Lane of overgrown vegetation and fallen branches that had accumulated over time and become unkempt.

16. Items for next Agenda.

(a) To review the Mission Statement.

17. Date of next meetings: 3rd May 2016. 5th July 2016. 6th September 2016. 6th December 2016.

The meeting closed at 10.30pm.

Mrs C Frost
Parish Clerk. Tuddenham St Martin