

Tuddenham St Martin Parish Council

Minutes of the meeting of the Council held on 3rd May 2016 commencing at 8.05pm at the Village Hall.

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

1. Election of Chairman, other office holders and sub-committees.

- (a) Mr Pipe was nominated to take the chair by Mr Brightwell. This was seconded by Mr Hodge and unanimously agreed. Mr Pipe signed the Declaration of Acceptance of Office.
- (b) Mr Brightwell was nominated as Vice Chair by Mr Pipe. This was seconded by Mr Lugo and unanimously agreed.
- (c) Mrs Frost was nominated to continue as RFO by Mr Pipe. This was seconded by Mrs Kelm and unanimously agreed.
- (d) Mr T Wright had been contacted prior to the meeting and had agreed to continue to act as Tree Warden. This was unanimously agreed.
- (e) Mr Denny was nominated as Chair, Mr Lugo was nominated as Vice Chair and Ms Procter was nominated as an additional member of the Playground subcommittee. This was unanimously agreed.

2. Chairman's Welcome and Apologies. Apologies were received from Mr Whiting who had needed to depart after the close of the Annual Parish meeting. Apologies were also received from Mr Denny. The Chairman welcomed every one present to the meeting.

3. Public Forum There were no members of public present for the meeting.

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

5. Minutes of Meetings held on 1st March 2016. These were approved.

6. Matters arising. (a) **Queen's 90th birthday** – Mrs Ellinor reported that the fete being held at Poplar Farm on 11th June would have a red white and blue theme to tie in with the celebration. Other ideas of how to mark this date were also being considered by the Fete Committee, but none yet had been decided. After discussion the Parish Council decided not to implement anything separate to mark the event, but to support another village organisation such as the Fete Committee with suitable funding if needed to mark the occasion. (b) **Possible promoted Right of Way route in Tuddenham** – The Clerk had emailed the Councillors before the meeting with an interim report which followed the meeting held in the village recently to discuss a possible promoted right of way route through the village. A copy of the interim report is attached to these Minutes. It was agreed that the report and alternative access points did not address the concerns of this route. It was also agreed the Clerk would let Mr Jackson know the concerns, reiterate that there was no adequate public parking in the village, the need for signs to ensure responsible dog walking and clearing, the preference that Rushmere Parish Council were contacted by the route team as an alternative to Tuddenham St Martin and stress the importance of the start and finishing points not being in Tuddenham St Martin. (c) **Safer Neighbourhood Team update** – Ms Procter had attended the last Kesgrave Safer Neighbourhood Team meeting on behalf of the Parish Council and had received information about the changes taking place in Suffolk Constabulary. Tuddenham St Martin would now be handled by the Woodbridge Safer Neighbourhood Team with the point of contact being Sergeant Scott Cullum. The reductions in the police force were highlighted at the meeting and in view of the changes taking place it would be no surprise that there would no longer be a regular police attendance at Parish Council meetings. Local Priorities were still being identified but it would be in the interest of the Parish Council to have a Representative at the Safer Neighbourhood Team meetings to ensure Tuddenham St Martin issues are addressed. PCSOs were no longer allocated to specific villages. The police station at Woodbridge is no longer open to members of the public and PCSOs are no longer working past 6pm. The stations that remain open to the public are Ipswich, Bury St Edmunds and Lowestoft and the opening hours will be Monday to Friday 9-5pm and Saturday 10am-6pm. Response Teams will be on duty 24/7, 7 days a week and will deal with emergency calls. If the matter is of a less urgent nature, 101 should be dialled to ask for advice or to report a problem. There is also the Suffolk Constabulary website for further information and guidance.

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

- A. The Clerk advised that since the meeting of 1st March 2016 she has expended 33 hours to date.
- B. The Clerk requested approval and it was agreed for the following payments which had been made on behalf of the Parish Council:
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| (1) D&M Building Supplies – Repair to bus shelter roof | £350.00 |
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- C. The Clerk also requested approval, and it was agreed, for the following payments which were still to be made:
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| (1) Clerk's salary from 1st March 2016 to date | £291.00 |
| (2) Suffolk Association of Local Councils - Membership renewal | £168.51 |
- D. The Clerk reported that the amounts held by the Parish Council accounts as at 3rd May 2016 were £222.57 (Current Account) and £14,918.47 (Savings Account). The Final Accounts for the year 2015-2016 and the financial accounts for the period 1st April 2016 to date were submitted, approved and unanimously accepted by the Parish Council.
- E. The annual governance statement was agreed and approved unanimously.
- F. The Parish Councillors had been emailed the Risk Register prior to the meeting to consider for coming year. It was considered and no changes agreed for 2016-2017.
- G. The Clerk reported that the Parish Council had received a letter of thanks from Suffolk Accident and Rescue Service for the donation of £30 made by the Parish Council in December.
- H. The Clerk had received confirmation from Community Action Suffolk that it was rolling out free membership this year (previously £30 per year). The Clerk had completed online details of the Parish Council in order to benefit from the services provided by the organisation.
- I. The Clerk had recently emailed the Parish Councillors about some issues at the playing field. Clive Denny and David Lugo were kindly continuing to carry out the grass cutting, maintenance and inspection here. The contract with Suffolk Coastal Norse ceased for this year for the grass cutting of the area but Suffolk Coastal Norse had however cut the grass recently. The Clerk contacted Paul Tynan (Suffolk Coastal Norse) to ensure the Parish Council will not be charged for this, which he agreed. He would also reiterate to his groundsmen that they shouldn't be cutting the grass at the playing field and playground. Unfortunately concern had been raised that there were still problems with dogs being allowed in the area and it was understood that this was from some of the homes that back on to the playground area, although it was uncertain which owners in particular were allowing their dogs on to the land. The Parish Council considered at length what action to take to remedy the situation and it was agreed that a letter should be delivered to each house adjacent to the playing field and playground letting residents know of the concern raised and reminding them that dogs should not be allowed in this area. It was also agreed to include wording from the April 2016 Suffolk Coastal District Council 'Coastline Lite' edition which included details of consequences to irresponsible dog owners and how to report problems.
- J. The Clerk had recently started circulation of the Proposed Submission Documents for the Suffolk Coastal District Council Local Plan. The deadline for comments being 27th May 2016.
- K. The Suffolk Coastal Business & Community Awards now open for nominations was reported. The 13 awards are designed to recognise the contributions, initiatives and successes of businesses, groups and individuals within the Suffolk Coastal District over the past 18 months. Entry and deadline details were provided.
- L. The Clerk reported the launch of the 2016 Suffolk Walking Festival as from 14th May for three weeks. It was an annual partnership project supported by all of Suffolk's local authorities. Full details were available on the Suffolk Walking Festival website and brochures being available from Suffolk tourist information centres.
- M. The Clerk also reported that Anglia Water had launched their Pollution Hotline. The phone number to report potential sewage pollution issues being 03457 145 145 and details of the campaign being available on the Anglia Water website.

8. Planning Matters There were none.

9. Highway Matters including an update on the SAVID scheme and the Speedwatch scheme Ms Procter reported that it had been a struggle to maintain the speedwatch rotas but that there were possibly 3 additional volunteers to carry out speed monitoring in the village. Ms Procter was about to follow up these leads. She was appreciative of support from the volunteers and reported that the combination of the Vehicle Activated Sign being positioned in different locations in the village and Speedwatch volunteers carrying out speed monitoring was raising awareness to drivers through the village. Ms Procter also reported that the current Chair of the SAVID scheme was stepping down. This scheme was completely run on a voluntary basis and ideas were being considered as to how best continue the scheme. These might include seeking funds from participating villages in order to provide a paid secretary for the scheme, and rotating the role of Chair as well as rotating the location of meetings around participating villages. The purchase of a new Vehicle Activated Sign which would additionally provide the facility of holding gathered data was still ongoing so there may be a request for contribution from the Parish Council towards these possible expenses.

A discussion followed about the interim report emailed to the Parish Councillors following a site meeting held 26th April 2016 to resolve highways problems in the village. A copy of the interim report is attached to these Minutes. The Parish Council were pleased that David Chenery was able to attend the meeting and considered it a good starting point towards resolving the various highways issues in the village, although volume of traffic through the village had still not been addressed. The following Items from the interim report were agreed and the Clerk was instructed to contact David Chenery to organise implementation:

Item 1. Agreed.

Items 2. & 3. Costing would be requested from Suffolk County Council Highways Dept. and the actions would be implemented if there was no cost to the Parish Council.

Item 4. Costing would be requested from Suffolk County Council Highways Dept. to (a) move the location of the name sign entering the village to the right side of the highway but at the same point of entering the village as the 30mph speed limit sign (b) locate a smaller village sign also placed on left side of road to create a village gated effect. A decision whether to proceed would be made by the Parish Council once costing was known.

Item 6. Costing would be requested from Suffolk County Council Highways Dept. A decision whether to proceed would then be made by the Parish Council once costing was known.

In addition to these points it was also agreed that the Clerk should seek an answer from Suffolk County Council Highways Dept. regarding the outstanding clearing of the drainage channels (grips) on the main road between the village and Humber Doucy Lane Ipswich. It was also understood that the Highways Dept. was considering installing a 20mph sign on the highway approaching the bend entering the village from Ipswich in order to improve driver awareness of this sharp bend. This seemed a good idea subject to there still being sufficient room to position the speed recorder at this location.

10. To consider the Village Review of 5th April 2016 It was agreed that the Village Review had been a good opportunity for villagers to raise issues and for the Parish Council to show that it would address those issues, although there had been no evidence from the evening of an appetite for the village to pursue a Neighbourhood Plan. It was agreed, in view of the limited time now available at this meeting, to consider more fully the issues that had been raised at the Village Review which had received 3 or more votes from participants, and to consider at more length what had emerged as priorities from the meeting.

11. To review the Parish Council Mission Statement In view of the limited time now available at this meeting it was agreed to postpone this Item to the next meeting.

12. Items for next agenda

- **To consider the Village Review of 5th April 2016**
- **To review the Parish Council Mission Statement**
- **Playing field and playground maintenance**

13. Date of next meetings. 5th July 2016, 6th September 2016 and 6th December 2016.

The Meeting closed at 10.15pm.

Interim Report of meeting for the proposed promoted Right of way in Tuddenham

The meeting took place at The Fountain car park and began at 9am 29th April 2016. It was attended by Bill Pipe, Pauline Procter (Parish Councillors), Monica Pipe (Local Access Forum Representative), Ben Jackson (Suffolk Sport), and Carol Frost (Parish Clerk).

Ben gave a background to how the route evolved and ethos to promoting the scheme.

Extensive discussions followed and included details of the historical parking and traffic problems in the village and it was considered that Tuddenham wasn't in need of promoting in view of how popular it is with different people using the wide number of walks in the area.

The problems posed by difficulty with parking was emphasised and the need to seek alternative access points for this route (which is on public footpaths) was suggested as one of the solutions. Ben made notes and will be reporting back to Claire Parker (Green Access Manager at Suffolk County Council) to pursue approach with Rushmere Parish Council to investigate alternative start/finish points.

My understanding is that the promoted route will only go ahead if it has a Parish Council on board and that the partners involved in so far promoting the scheme (Suffolk County Council, Suffolk Sport, Run England and Suffolk Trail Runners) do not want it to be a case of promoting this route where the Parish Council are in opposition to it.

After the extensive discussion, Ben has gone away with an understanding of the concerns from the Parish Council about promoting a route which is seen at the moment of adding to the parking and traffic problems already experienced in the village. To address these concerns it was proposed that:

- Rushmere Parish Council are approached by the promoting team for alternative parking suggestions (being closer to Ipswich)
- The renaming of the route as something along the lines of a 'Fynn Valley' rather than 'Tuddenham' route
- The leaflet to include details of the lack of parking in Tuddenham, stating that there is available parking at The Fountain (although these details are still at an early stage and to be agreed with the owner)
- The leaflet will stress the need for considerate parking.
- The leaflet will stress the need for dog owners being responsible as these walks include areas of working farms.

Interim Report of site meeting to resolve Highways problems in Tuddenham St Martin

The Highways Dept are already looking at ways to further improve driver awareness of the sharp bend (located where the chevrons were repaired/replaced Monday 25th April) through signing or lining improvements and it's been agreed that the Carlford Highway Budget (County Council Locality Budget) will fund this if the Highways Dept are able to identify a suitable scheme which will help to reduce accidents and speeds here. It may be possible to also include the relocation of the name sign for Tuddenham to the same location as the 30mph speed restriction sign entering the village on the main road from Ipswich in this as the Highways Dept are already checking the cost of this for the Parish Council.

The Clerk needed to leave the meeting so this report does not cover the whole meeting. A full report will follow later. This report also includes some details received from SCC Highways after the meeting took place.

The meeting took place on the afternoon of 26th April 2016 and was attended by David Chenery (SCC Highways), Bill Pipe, David Lugo, Jean Ellinor, Pauline Procter, Peter Hodge (Parish Councillors), Tony Alcock (Speedwatch volunteer) and Carol Frost (Parish Clerk).

The following points were discussed 26th April and need to be considered and decided upon at the Parish Council meeting next week.

1. The Westerfield direction sign on the finger post at the Tuddenham end of Westerfield Lane will be moved to the same direction as Ipswich and the direction sign to Westerfield will be a 'By road' sign (I understand this is possible at no extra cost to the Parish Council, but this may be incorrect).
2. The Highways Dept will also check the cost to have white lines warning of a narrowing of the road by Poplar Farm Westerfield Lane (the same as those entering Westerfield by the new homes). Funding for this to be found.
3. The Highways Dept will check the cost to have a priority marking at Rivendell (at the top of the hill where the road narrows) for traffic approaching Tuddenham on Westerfield Lane. Funding for this to be found.

The following details have since been received from David Chenery.

4. We noted on site (of the main road entering the village from Ipswich) that the verge is probably not wide enough at the start of the 30mph limit (coming from Ipswich) to accommodate the name sign or a new gateway.
5. The priority marking needs more than just costing. It needs further assessment of sight lines, access positions etc and may need an independent safety audit. As such I'd be happier saying SCC is giving consideration to the parish's proposal and it will be subject to safety audit and funding.
6. We also noted the desire to have one or two SLOW road markings on the road coming into the village from the north in light of the limited visibility of the cul-de-sac.
7. And a request to reline the centre line and a H marking which have all faded.