

Minutes of the meeting of the Council held on 6th September 2016 commencing at 7.30pm at the Village Hall.

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

- 1. To co-opt a Councillor to the Parish Council.** No one has had yet been found to fill the vacancy on the Parish Council. Mrs Ellinor agreed to advertise the vacancy further online.
- 2. Chairman's Welcome and Apologies.** Every one present was welcomed to the meeting. Apologies were received from Mr Brightwell.
- 3. Public Forum.** There were no members of the public present.
- 4. To receive declarations of interest.** There were none.
- 5. Minutes of Meetings held on 5th July 2016.** These were approved.
- 6. Matters arising.** There were none.
- 7. Reports of County Council and District Council Representatives.** Mr Vickery introduced himself to the Parish Council as the County Councillor for the Carlford Division following his election earlier in the year and gave an overview of the report he had prepared for the Parish Council (a copy has been scanned and follows at the end of these Minutes). He added that he would endeavour to attend as many meetings as time would allow and that he had recently met with Derek Oldham and David Chenery of Suffolk County Council Highways Dept. to discuss various ongoing highways issues in the Carlford area and he was aware of outstanding matters to be sorted for Tuddenham St Martin.
Mr Whiting reported to the Parish Council that funds could be made available for village projects such as purchasing a defibrillator from the District Council Community Enabling Budget. He reported that the Parish Council could soon obtain any necessary office furniture which was no longer needed by the District Council free of charge following the forthcoming relocation of the District Council to new offices in Woodbridge. He also reported that the District Council had introduced a competition to possibly win £5000 in order is to encourage payment of Council Tax by direct debit.
- 8. Highway Matters including an update on the SAVID scheme and the Speedwatch scheme.** This Item was moved forward to gain help from the County and District Councillors before they would need to leave the meeting.
Mr Vickery reported that £1000 had been agreed from his highway budget to install a 20mph advisory speed restriction sign. This would be positioned approaching the sharp bend on the main road entering the village from Ipswich. He also reported that an application had been made for a dropped kerb opposite Manor Farm but this was independent of the Parish Council. There was an extensive discussion about other highway issues. These included:
 - the lack of action from the Highways Dept. following the site meeting in April - Staff shortages in the Highways Dept. had resulted in it not yet being able to let the Parish Council know costings of the various improvements suggested necessary at the site meeting. The Parish Council had however been informed that it could remove the sign directing traffic to Witnesham on the finger post located at the junction of Main Road and High Street. It was reported that vehicles had been witnessed by Speedwatch volunteers approaching the sharp bend entering the village from Ipswich at 40mph.
 - the concern recently expressed by a villager following two car incidents in The Street, one of which resulted in a car being written off - It was not certain if the police had been contacted following these two incidents and it was also understood that although vehicles on The Street were prone to wing mirror damage from passing vehicles these were also not reported to the police so there was no evidence available to pursue improvements on this stretch of highway. Ms Procter had discussed these incidents with Sgt Cullum of Woodbridge SNT recently and he had advised her that all incidents should be reported so that action could be taken. It was commented that there was a particular problem at this stretch of highway due to the speed of traffic when the highway was clear but also due to the width of the highway being reduced at times when cars were parked on The Street and there was anecdotal evidence of increased aggressive and inconsiderate driving when the carriageway was restricted to one vehicle width. It was agreed that it was important that all incidents should be reported to the police so that evidence for much needed improvements, such as possibly implementing a priority system, could be pursued with help from the police.

- the continued intermittent overflowing drain by The Granaries - The Clerk reported that this problem had been repeatedly reported to the Highways Dept. and that the latest information received from Suffolk County Council Highways was an indication of work being carried out within 4 weeks of 11th August 2016.

It was suggested that the Parish Council would need to investigate what additional means of access to funds were available for the traffic improvements in the village as well as considering means of the Parish Council gathering evidence of highway problems. It was agreed the Clerk would let Mr Vickery have a copy of the reports prepared and the actions outstanding following the site meeting in April and the Clerk would also let the Highways Dept. know of the problems in The Street.

Mr Whiting gave his apologies and left the meeting due to other commitments.

Ms Procter reported that SAVID was continuing to promote safer driving in the area and was implementing changes to the way it carried out meetings and how it was administered. A paid secretary would now be employed to carry out administration and meetings would be held on a rota basis in member villages. The first of these would be held in Tuddenham in October. Further details would follow. Ms Procter also reported that Speedwatch now had sufficient equipment but volunteers had limited time available to carry out speed monitoring duties.

Mr Vickery gave his apologies and left the meeting due to other commitments.

The Parish Council then reviewed the draft flyer previously emailed to Councillors following the previous meeting to address inconsiderate parking issues and the width reduction in footpaths due to overgrown garden vegetation. It was agreed that the flyer would only be delivered to a limited number of homes in the village in the area where this was a problem as it was not relevant to the whole village. It was also agreed that the Clerk would redraft the flyer to encourage the reporting of traffic incidents to the police, such as those recently experienced in The Street. The revised draft would be emailed to Councillors for approval.

9. Report on Community Policing Ms Procter gave an overview of the 2 meetings she had recently attended on behalf of the Parish Council. These were the 12PT meeting, held 18th August 2016 and the Woodbridge and District Tasking meeting, held 1st September 2016. Draft Minutes from both meetings had been earlier emailed to Parish Councillors. Ms Procter reported that there was no longer a dedicated PCSO assigned to Tuddenham St Martin and that the decision as to whether the 12PT meetings would continue would be determined at a later date after participating villages had had the opportunity to see if the replacement Tasking meetings fulfil the expectation of the parishes. Ms Procter had raised issues on behalf of the village concerning the lack of a dedicated PCSO and recent traffic issues and it was visible from both meetings that a representative should attend future Tasking and 12PT meetings to ensure that the village was not forgotten when policing decisions were being made for the area. Ms Procter had not been aware of vandalism problems recently experienced on private land in the village when she had attended the Tasking meeting and asked her other Parish Councillors to make her aware at a future date of village issues to be raised at the next Tasking meeting which would take place 13th October 2016. Mrs Ellinor agreed to consider also attending this meeting on behalf of the Parish Council. The priorities set at the Woodbridge Tasking meeting were 1. Woodbridge ASB/ Vehicles around town in the evening, and 2. ASB at Martlesham. The Clerk had been unable to obtain the latest police report from the Woodbridge police team website and would pursue this with the team.

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

- a) The Clerk advised that since the meeting of 3rd May 2016 she had expended 25 hours to date.
- b) The Clerk requested approval, and it was agreed, for the following payment which had yet to be made on behalf of the Parish Council:
 - a. (1) Clerk's salary from 5th July 2016 to date £223.00
- c) The amounts held by the Parish Council accounts as at 6th September 2016 were reported as £1159.67 (Current Account) as the recent cheque amounting to £223.00 to the Clerk had not yet been debited, and £13,921.89 (Savings Account). The Clerk also reported that Barclays Bank agreed to reduce the charge of £30.88, for the account being overdrawn, to £8.00 as a goodwill gesture and this was shown in the accounts. The financial accounts for the period 1st April 2016 to date were submitted to the Parish Council and accepted and approved.
- d) The Clerk reported that the internal auditor completed his audit for the Parish Council accounts to the year ended 31 March 2016 prior to them being sent to the external auditors with no outstanding matters to action.

- e) The Clerk reported that BDO LLP (external auditors) had written to confirm that they had also completed their audit and the only item raised was that the Parish Council Minutes showed the Accounting Statements (Section 2) of the annual return had been approved before the Annual Governance Statement (Section 1). In order to comply with the Accounts and Audit Regulations 2015 the Parish Council should ensure that in future years the Annual Governance Statement is minuted before the Accounting Statements. The Clerk would action this.
- f) The Clerk had emailed the Councillors prior to the meeting to let them know that it was anticipated that a letter would be received from Woodbridge and District Lions Club, and it would need answering before the next meeting, to ascertain nominations from the Parish Council for receipt of the Christmas Parcel project 2016. It was agreed that there were no changes to the nominations from last year.
- g) The Clerk reported that a new national phone number "105" was launched 6th September 2016 by electricity network operators for customers to call should they need to report or get information about a power cut in their area. Full details of the launch of the new national number would be put on the Parish Council website.
- h) The Clerk reported that the District Council would be moving premises this autumn and as a result had office furniture surplus to requirements. Parish Councils, and other local organisations, were being offered items which included desks, chairs, filing cabinets, drawers, meeting tables and shelving units free. All items would be given on a second hand basis and it was strongly advised that items were thoroughly inspected before being taken. The Clerk was instructed to register interest to ascertain if 6 stackable cushioned chairs were available, but to also inform the local Parochial Church Council know of this availability.
- i) A brief overview was given of a letter from Scottish Power Renewables giving an update on the status of their developments but it was agreed that Councillors would contact the Clerk to obtain a scanned copy of the letter if required.

11.Planning Matters including:

(a) Application 16/3505/TCA – Bay Cottage, 1 The Street, Tuddenham – T1 Robina pseudacacia (false acacia) to be felled – tree has decaying root structure and trunk base, and is close to property. No objections were raised.

12.To plan for the cost and maintenance of the playing field and playground It was agreed the Clerk would obtain several quotes to the grass cutting of the playing field and playground for next year and these would be ready to be considered at the next meeting in December. The ROSPA inspection was due to be carried out later in September and it was agreed that several members of the Parish Council and the Clerk would also independently inspect the playground to consider any necessary repairs and maintenance issues. Mr Lugo agreed to email the Parish Council later in the month to arrange a suitable date.

13.To consider matters arising from the Village Review of 5th April 2016 The housing survey drafted by Mrs Ellinor, following feedback from the review, had been emailed earlier to the Parish Councillors and Clerk to consider prior to the meeting. The need, extent and wording of the survey were considered further and it was agreed to proceed with the survey with a few alterations. Mrs Ellinor would redraft the survey ready for it to be delivered to villagers.

14.To consider a community event An event, other than the annual village fete, to encourage participation by all villagers was considered following receipt of an email inviting the Parish Council to apply for funding for such an event, but it was agreed not to proceed.

15.Items for next Agenda.

(a) To plan for the cost and maintenance of the playing field and playground

(b) To consider matters arising from the Village Review of 5th April 2016.

16. Date of next meeting: 6th December 2016.

The meeting closed at 10.05pm.

Mrs C Frost
Parish Clerk. Tuddenham St Martin