

Minutes of the meeting of the Council held on 7<sup>th</sup> March 2017 commencing at 7.30pm at the Village Hall.

Present: Mr W Pipe, Mrs J Ellinor, Mrs J Kelm, Mr H Brightwell, Mr T Beckett, Mr P Hodge, Mr R Vickery (County Councillor), 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 Mr Lugo and Ms Procter.

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

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

**4. Minutes of Meetings held on 6<sup>th</sup> December 2016 and 24<sup>th</sup> January 2017.** These were approved.

**5. Matters arising.** There were none.

**6. Report of the County Council Representative.** Mr Vickery had attended the joint site meeting held 27<sup>th</sup> February 2017 in Tuddenham to resolve highway problems in the village. Mr Vickery reported that it had been a good meeting, a report had been issued to attendees and the Parish Council by the Clerk, and that the Parish Council would need to consider which schemes to prioritise after they had been deemed viable by the Highways Dept. Tony Buckingham (Highways Dept. Suffolk County Council) would inform the Parish Council of the outcome of his findings. Mr Vickery also reported that agreement, including financial, had been given for the installation of the 20mph advisory sign approaching the sharp bend on the main road entering the village from the Ipswich direction. Installation was anticipated at the end of March or beginning of April 2017. Other County Council news was that the budget had been passed, that for the last 6 years there had been 0% increase in council tax and that there would be no increase again this year. There would however be a 3% charge to fund adult social care as agreed by the government. Mr Vickery was asked if there had been further developments on the reports of a possible northern bypass for Ipswich. Mr Vickery informed the Parish Council that the study recently carried out was at the early stages and not much detail was known at the moment, although reports were that any northern bypass would be to alleviate 'B' road problems and possibly help with traffic implications from the Ipswich Garden Suburb Development. There was a discussion as to the disadvantages and merits to a northern bypass and Mr Vickery informed the meeting that MP Dr Dan Poulter had advocated the merits of a tunnel under the River Orwell as an alternative to a northern bypass to alleviate congestion.

Mr Whiting gave his apologies for his absence at the previous meeting. He was happy to report the Community Enabling Budget 2017/18 of £6,000 available to Fynn Valley Parish Councils would be open again for applications for community improvements. Members of the Parish Council were aware of improvement projects outstanding in the village hall, including the refurbishment of the toilets, and agreed to inform the Village Hall Committee of the availability of the fund. Mr Whiting informed the Parish Council that the District Council had now moved to new offices in Melton and that work was progressing with the merger of Suffolk Coastal and Waveney District Councils.

**7. Planning Matters including:**

(a) application DC16/5414/FUL & 16/5415/LBC – Church Farmhouse, The Street, Tuddenham St Martin.

Conversion redundant agricultural building to residential annexe. This item was moved forward in the meeting to gain help from the District Councillor. The Parish Council had received notice by email that a trigger point had occurred on the application and it would be necessary to consider whether to ask the Chairman and Vice Chairman of the Planning Committee to consider referring this case to the Planning Committee for determination. The case was discussed with the District Councillor and after deliberating the application further it was agreed to ask for it to be considered for referral.

Mr Vickery gave his apologies and left the meeting

**8. Report on Community Policing.** The Clerk gave a brief overview of recently circulated police matters. Notice had been received from Inspector Salmon that he would be moving on from his present role as from 27<sup>th</sup> March 2017 and he would be replaced by Inspector Andy Pursehouse. Minutes from the February 2017 Woodbridge & District Tasking meeting had been emailed previously to Parish Councillors. The next meeting would be held Thursday 16<sup>th</sup> March 2017. No one was available to attend and it was agreed the Clerk should offer apologies on behalf of the Parish Council.

Minutes from the most recent 12PT meeting, held 23<sup>rd</sup> February 2017, were not yet available but would be forwarded to Parish Councillors when received. PCC public meetings are due to be held around the county from May 2017 onwards. The meeting at Woodbridge SNT would be on Thursday 2<sup>nd</sup> November 2017, commencing at 6.30pm. Ms Procter had previously attended both Woodbridge SNT and 12PT meetings on behalf of the Parish Council and had recently emailed fellow Councillors, in her absence at this meeting, to highlight the benefits of continuing to attend the 12PT and SNT meetings. The Clerk referred to the February 2017 Woodbridge SNT newsletter which had reported no incidents in Tuddenham.

#### **9. Clerk's Report, Financial Report, Authorization of Payments and correspondence**

- (a) The Clerk advised that since the meeting of 6<sup>th</sup> December 2016 she had expended 29 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) Tuddenham Village Hall – Rent for use of hall from Sept 2015 to Sept 2016 (inclusive)<br>(This payment was made September 2016 but not yet approved) | £136.00 |
| (2) Community Action Suffolk – Annual website hosting fee  | £60.00  |
- (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 6 <sup>th</sup> December 2016 to date                              | £258.00. |
| (2) Suffolk County Council – Street lighting & maintenance (01 April 2016 – 31 March 2017) | £144.53. |
- (d) The Clerk reported the amounts held in the Parish Council accounts as at 7<sup>th</sup> March 2017 as £1060.36 (Current Account) and £13,794.19 (Savings Account). The £50 cheque paid in December to Westerfield Parish Council for the annual Community Speedwatch fee had not yet been debited and should be deducted from the above amount of £1060.36. The financial accounts for the period 1<sup>st</sup> April 2016 to date were submitted, accepted and approved by the Parish Council.
- (e) The Parish Council were recently emailed a draft contract to consider for agreement for the Parish Clerk. This was sent with details of the revised pay scale for Parish Clerks as from 1<sup>st</sup> April 2017. The revised pay scale results in the pay for the Clerk for Tuddenham St Martin Parish Council being raised to £9.054p per hour (the current hourly rate being £8.924p per hour). The contract was agreed by the Parish Council, subject to a few spelling and page layout corrections, and would be signed by the Chairman and Clerk after the necessary corrections were made.
- (f) The Clerk reported that the appropriate sum for parish councils for the purposes of section 137 (4) (a) of the Local Government Act 1972 ("the 1972 Act") for 2017-2018 is increased to £7.57.
- (g) The Parish Council had received a letter of thanks from East Anglian Air Ambulance for the donation made by the Parish Council at the end of last year. 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 contacted again by the Emergency Planning Officer to increase public awareness in respect of any dead wildfowl or wild birds being found be reported to APHA (Animal Plant & Health Agency). The request was to use the Defra helpline (Tel:03459 33 55 77), [defra.helpline@defra.gsi.gov.uk](mailto:defra.helpline@defra.gsi.gov.uk) or on twitter by using #BirdFlu and tweeting to @DefraGovUK for incidences where the public come across more than 5 birds of any species found dead grouped together or where a single wild duck, wild goose, swan or gull is found.
- (i) The Parish Council had been contacted recently by Suffolk Coastal District Council regarding changes to the Byelaws and Orders that currently exist to control anti-social behaviour. They were seeking views regarding any issues of anti-social behaviour in public spaces within the parish which may need to be considered for control by a Public Space Protection Order and asked for details by 17<sup>th</sup> March 2017. There were no comments to put forward from the Parish Council.

- (j) The Parish Council had been contacted recently by Suffolk Coastal District Council following the introduction of EConsultations for Planning Applications. Available background information had been passed to Councillors to consider the proposal. It was agreed the Parish Council would not register for this service at this stage but a progress report would be requested for the Parish Council to consider at a later date
- (k) The Parish Council had been emailed the extensive document compiled jointly by Suffolk County and Suffolk Coastal District Councils in response to the EDF Energy's Stage 2 consultation on Sizewell C. The positive benefits were acknowledged but with extensive objections. Further details were available on the Coastal District and County Councils websites.
- (l) The Parish Council had also been emailed notice from Suffolk Coastal District Council of the adoption of the 2 Local Plan Documents: Site Allocations and Area Specific Policies Development Plan Document and Felixstowe Peninsula Area Action Plan. Both adopted January 2017. The documents were available to view on the District Council website.
- (m) The Parish Council had been emailed notice from Ipswich Borough council of the adoption of the Ipswich Borough Council Local Plan which consists of 2 development plan documents: The Core Strategy and Policies DPD Review and The Site Allocations and Policies (incorporating IP-One Area Action Plan) DPD. Ipswich Borough Council had also asked the Parish Council to confirm by 24<sup>th</sup> March 2017 if it wished to remain involved in future Borough planning consultations. This was agreed.
- (n) Details of the Transparency Code fund, set up to help parish councils comply with the Code, had been emailed to Parish Councillors to consider application to help with the fee charged by Community Action Suffolk for the website hosting service. Application to the fund for this fee was agreed. .
- (o) The Clerk had received details promoting the Spring Clean for 2017. Suffolk Coastal Norse would be giving £20 to all participating groups taking part in the scheme between 1st March to 31st May 2017 and all participating groups would be entered into a prize draw. Mrs Ellinor agreed to organise the event with details to follow.
- (p) The Parish Council had received the kind donation of a sand bin from Mr Denison. It was agreed that the sand bin currently at the junction of Keightley Way and Westerfield Lane would be relocated by the entrance to the village hall and the donated sand bin would be positioned at the Keightley Way and Westerfield Lane junction. The Clerk was instructed to write a letter of Thanks to Mr Denison on behalf of the Parish Council.
- (q) Latest details of the Better Broadband scheme in Suffolk had been emailed the day before to the Parish Councillors. Information may be found on [www.betterbroadbandsuffolk.com](http://www.betterbroadbandsuffolk.com) Mr Brightwell had viewed the details but there had been insufficient and confusing detail about the broadband cover for some of the village.

Mr Whiting gave his apologies and left the meeting.

**10.Highway Matters including an update on the SAVID scheme and the Speedwatch scheme.** The Clerk had emailed the Parish Councillors with a brief report following the site meeting to address highways issues. This had taken place 27<sup>th</sup> February 2017 with representatives from the Parish Council, Tony Buckingham (Suffolk County Council Highways), Robin Vickery (County Councillor) and representatives from Suffolk Constabulary. The Clerk would email Tony Buckingham to pursue feedback of possible 'quick fix' resolutions and answers to the viability of more involved remedies. A copy of the report follows at the end of these Minutes. The Clerk reported that the additional 20mph advisory sign below a double bend sign just before the bend entering the village by Tuddenham House had been approved and had received funding from the County Councillor's Highway budget. Work to undertake installation was anticipated late March, early April 2017 weather permitting. The Clerk reported that the partially repaired drainage problem by The Fountain was now being handled by the Drainage Team at the County Council. The issue will be prioritised based on assessment criteria to identify whether it could be included in the programme for 2017/18 and a decision to go ahead would be made late March.

Ms Procter had emailed fellow Parish Councillors with latest details on the SAVID and Speedwatch schemes. Details included the proposed purchase of a Speed Indicator Device which would have an attached data box to enable speed monitoring as well as recording volume of traffic. The purchase of the device would be available with funding from Robin Vickery (County Councillor) and 2 District Councillors but Parish Councils in the scheme, which would have use of the device on a rota basis, were being asked to consider approval for signing an agreement about operating the Speed Indicator Device. It was agreed subject to there being adequate insurance cover being in force, which the Clerk would check and confirm. It was also understood that funding had been agreed for villages in the SAVID scheme by the Highways Dept. for the installation of posts to mount the mobile Speed Indicator Device and the Parish Council needed to consider the best locations for these posts. It was agreed to pursue the scheme providing there was no extra cost involved and that the Parish Council would have input on the location of the posts. The Parish Council would however still want to know the expected ongoing cost implications. After much consideration and discussion it was agreed to propose the following 3 locations for posts: 1) On the Grundisburgh Road with the Clopton Road junction (from Grundisburgh direction). 2) On the main road entering the village from the Ipswich direction (possibly using an existing post if viable). 3) On Westerfield Lane by the 30mph sign entering the village (from Westerfield direction). Ms Procter had also provided the Parish Council with a copy of a Safer Neighbourhood Team parking notice in view of the increased tendency of some drivers parking vehicles on the pavement in the central part of the village. The notice was considered and it was agreed for use by Parish Councillors but subject to persistent offenders being reported to the local police authority.

**11. To consider the Housing Review** Work was still to be completed on the housing survey before it was ready for delivery. Mrs Ellinor gave apologies for the delay which had arisen due to other commitments but informed fellow Parish Councillors that she would be in talks with Community Action Suffolk about help with postage of the survey. A discussion followed about the benefits of a Neighbourhood Plan as well as the size and type of possible additional housing needs for the village. Mrs Ellinor was thanked for her efforts in pursuing the housing survey following the Village Review.

**12. Management of the playing field and playground** It was agreed that the Parish Council would agree a date later in the year, possibly July or August, to meet at the playground and consider work necessary prior to the ROSPA report which would be carried out in September 2017. Mr Lugo had agreed to check over the playing field and playground and carry out interim grass cutting pending the first grass cutting of the season by Suffolk Coastal Norse. A bulletin from Suffolk Coastal Norse had been emailed to Parish Councillors the day before the meeting which stated that the first cycle of grass cutting will be from 13<sup>th</sup> March to week commencing 10<sup>th</sup> April. The bulletin also covered other frequently asked questions about the service. Mr Beckett informed the meeting that there may be some items in disrepair at the playground and agreed to make a brief inspection and report back to fellow councillors. No-one was available from the Parish Council to take part in an inspection training event being offered by Suffolk Association of Local Councils.

**13. To discuss improvements to the village environment** A spring clean had already been discussed earlier in the meeting and was being organised.

#### **14. Items for next Agenda.**

**(a) An update on the SAVID and Speedwatch schemes**

**(b) To consider the Housing Review**

**(c) To consider improvements to the village environment**

**15. Date of next meetings:** 2<sup>nd</sup> May 2017, 4<sup>th</sup> July 2017, 5<sup>th</sup> September 2017 and 5<sup>th</sup> December 2017.

The Annual Parish meeting, which will be held 2<sup>nd</sup> May 2017, will commence at 7pm and be followed immediately by the Parish Council meeting on the same evening.

The meeting closed at 9.40pm.

Mrs C Frost  
Parish Clerk. Tuddenham St Martin

## Brief report of site meeting in Tuddenham St Martin on 27th February 2017

Attended by Trevor Beckett, Peter Hodge, David Lugo and Carol Frost (Tuddenham St Martin Parish Council), Robin Vickery (County Councillor), Tony Buckingham (County Council Highways), Scott Cullum and Steve Griss (Suffolk Constabulary)

The meeting started at 10am and finished at 12.45pm. Different locations in the village were visited and where it was possible, 'quick fix' resolutions were provisionally agreed (to be checked and authorised when Tony is back at the Highways Dept.) Other, more detailed, remedies would need further investigation. My understanding is that the procedure for then getting these more involved remedies progressed is that they're initially investigated for viability by the Highways Dept. The Parish Council would then need to put them in order of priority and consider where to seek help for funding (possibility of help with this from the County Council Highways budget (post April/May 2017) and District Council enabling budget). Then the Highways Design Team would be approached for costings of the scheme. Another remedy suggested at different locations was the reinstatement of the central white line on the highway but it was pointed out by Tony that work to reinstate white lines on the highway was no longer authorised due to budget restrictions unless a road had been resurfaced.

The meeting started at the village hall so the first issue tackled was on Westerfield Lane.

a) **Westerfield Lane** There are 2 pinch points of conflict. One by 'Rivendell' and one by 'Poplar Farm'. It was agreed that a priority system by 'Rivendell' is not practical and could cause a knock on traffic build up and possible safety issues. A possible resolution, which would highlight the need for slowing traffic entering the village from the Westerfield direction, is the installation of 'gated' fences in order to emphasise the 30mph limit on this stretch of highway. Tony will write up the details of this proposed scheme and get back to the Parish Council.

b) **The Old Stores The Street** Possible resolution to reduce speed of traffic entering village (damage recently sustained to house wall) is improved chevron warning of sharp bend. Tony will check viability of work involved. The removal of the Westerfield sign on the fingerpost was discussed again and agreed that a 'quick fix' could be the removal of this sign from the fingerpost by the Parish Council but agreement would need to be sought from the owner of The Old Stores. Blocked drains with the build up of vegetation debris was also looked at. The Clerk will report the problem on the Highways reporting tool.

c) **The Street (close proximity to Post Cottage)** A possible help to the resident at Post Cottage could be the installation of a concrete kerb but there is no available funding for this work. It would however be in order for the owner of Post Cottage to pursue installing a kerb (at the owner's own expense) but guidance to the acceptability of the kerb work proposed would need to be sought from the Highways Dept. (the procedure would most likely follow the same route as that made for the vehicular access application at Granary Cottage). Tony will look into the possibility of a 'quick fix' solution of a 'Slow' white marking on the road by 'Primrose Cottage' to slow traffic from the Grundisburgh direction and the possibility of reinstating the central white lines.

d) **The Street (close proximity to The Granaries)** Tony will look into the possibility of a 'quick fix' solution of a 'Slow' white marking on the road approaching The Granaries from the Grundisburgh direction.

e) **Main Road** Funding and the installation of a 20mph sign below a double bend sign before the bend (from the Ipswich direction) has already been agreed and work is proposed to be carried out late March/early April. Tony will also look at the viability of a 'gated' entry (white picket type structure) close to the 30mph sign.

It was agreed that it would help highlight driver awareness for more considerate driving, the need to reduce speed, and show that the village is serious in tackling inconsiderate and speeding traffic if any of these highway improvements are supported at the same time by Speedwatch monitoring being carried out, as well as any monitoring help available from the SAVID group.