

Tuddenham St Martin Parish Council

Minutes of the meeting of the Council held on 2nd May 2017 commencing at 7.55pm at the Village Hall.

Present: Mr W Pipe, Mrs J Kelm, Mr H Brightwell, Mr D Lugo, Ms P Procter, Mr T Beckett, 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 Mrs Ellinor. This was seconded by Mr Lugo and unanimously agreed.
- (b) Mr Brightwell was nominated as Vice Chair by Mrs Ellinor. This was seconded by Ms Procter 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 Lugo, Mr Beckett and Mr Pipe agreed to represent the Parish Council on the Playground subcommittee. This was unanimously agreed.
- (f) Ms Procter and Mr Beckett agreed to represent the Parish Council on highway and traffic issues. This was unanimously agreed.

2. Chairman's Welcome and Apologies. Apologies were received from Mr Vickery and Mr Hodge. 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 7th March 2017 & 5th April 2017. These were approved.

6. Matters arising. There were none.

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

- A. The Clerk advised that since the meeting of 7th March 2017 she had expended 34 hours to date.
- B. The Clerk requested approval and it was agreed for the following payments which were still to be made on behalf of the Parish Council:

(1) Clerk's salary from 7 th March 2017 to date	£306.00
(2) Suffolk Association of Local councils annual subscription	£173.95
- C. The Annual governance statement was agreed and approved unanimously.
- D. The Clerk reported the amounts held in the Parish Council accounts as at 2nd May 2017 as £607.83 (Current Account) and £16,704.19 (Savings Account). The amounts of £80.10 (for 2016-17 paid VAT) and £50 (Transparency Code funding) were still to be credited to the current account. The Final Accounts for the year 2016-17 and the financial accounts for the period 1st April 2017 to date were submitted, accepted and unanimously approved.
- E. The Clerk reported that the Asset register for 2017-18 had been amended to include the sand bin recently donated to the Parish Council by Mr Denison. An estimated figure of £250 had been noted.
- F. The April 2017 Woodbridge Safer Neighbourhood Team report had listed no incidents for Tuddenham St Martin. Ms Procter agreed to represent the Parish Council at the next District meeting on 25th May 2017 if available.
- G. The Clerk reported that the Community Action Suffolk free membership had been renewed.

- H. Details had recently been emailed to Parish Councillors about the Suffolk Walking Festival taking place from 13th May to 4th June 2017. Full details may be found on the Suffolk Walking Festival website.
- I. Details had also started being received about the cycling Tour of Britain. Suffolk will be hosting stage 6 of the Tour on Friday 8th September 2017. It will start in Newmarket, finish in Aldeburgh and is expected to come through Tuddenham St Martin. It was agreed the Clerk would enquire with Tuddenham fete organisers to check the possibility of the tour being promoted at the fete by the District Council.
- J. The Clerk was pleased to report that approval had been received for the funding application for the cost of the £50 website hosting fee paid by the Parish Council to comply with the Transparency code. Receipt of the fund should be received within the next few weeks. Councillors' responsibilities would be listed on the Parish Council website in order to fully comply with the Transparency Code.
- K. The Parish Council recently received a letter from Land Registry about land on the north side of Main Road Tuddenham being registered in the name of WO & PO Jolly Holdings Ltd. This includes the land tinted blue on an attached Notice Plan of the Land Registry documents which is used on licence by the village hall for car parking. A car parking licence was issued 1988 to Tuddenham St Martin Parish Council as custodian trustee of the Village Hall Committee. The Parish Council were being asked to look at the Notice Plan and let Land Registry know if the Parish Council objected to this application. Mr Pipe agreed to take measurements to check the land on the Notice Plan matched the land in question and subject to this being in order no objections would be raised. The Clerk would seek advice to progress registration of the village hall land for the Parish Council.
- L. The Parish Council was also asked to consider the parking licence in force from 29th July 2012 to The Old Stores for the small piece of triangular land at The Old Stores car park which was issued for an initial period of 5 years at a cost of £12 per year. After lengthy discussion, consideration and debate a vote was taken on the proposed revised licence period of 3 years at an increased rent of £20 per year. Four votes counted in favour and 2 votes counted against so the proposal was carried.
- M. The Parish Council had been emailed only earlier the same day details of the Neighbourhood Area Designation application by Playford Parish Council. Details may be found on the Suffolk Coastal District Council website. A date of Tuesday 13th June 2017 had been given as the dead line for comments and Parish Councillors would contact the Clerk to arrange an additional meeting to consider this application if required.

8. Planning Matters Concern had been raised about the ongoing untidy appearance, the storage structure at the front of the property, and possible business used being carried out from a residential dwelling at Tanglewood The Street following approval of application 15/0980 by the District Council in 2015. As the property was in a prominent location in the Conservation Area the Clerk was instructed to contact the District Council to report a possible breach of planning control.

9. Highway Matters including an update on the SAVID scheme and the Speedwatch scheme The parking notice, which had been agreed at the March 2017 meeting, and suitably amended for Parish Council use was distributed among Parish Councillors requesting copies. It was agreed the Parish Council would wish to seek the following initiatives following receipt of a Speed Awareness Initiative grid questionnaire posed by the SAVID Group: CSW Signage (Speedwatch area notices), Road side entrance gates and wheelie bin stickers dependant on their costing and locations chosen. The Clerk would assist Ms Procter to obtain costings. A brief overview was made of the highway improvement issues outstanding and the disappointing news from Suffolk County Council Highways about the lack of work implemented or able to start following village site meetings April 2016 and February 2017. The Parish Council would continue to press for action on the outstanding matters. Ms Procter reported that she had attended SAVID and Community Speedwatch meetings recently and that Tuddenham is being considered for monitoring from a local police safety camera team. Ms Procter also reported that the local Community Speedwatch participating villages had received a certificate of acknowledgement for the monitoring carried out in villages in the area. Speedwatch volunteers had been in action in the village in April. Ms Procter had ascertained from the recent SAVID meeting that insurance for the SID device soon to be purchased was being implemented in different ways by different parish councils and Ms Procter was seeking to obtain a sole insurance provider in order to save money. Ms Procter had contacted the Parish Council insurers and been informed it would cost £50 to insure the SID device. This would be the same amount if it is insured solely by the Parish Council or also on behalf of the SAVID Group.

Mr Brightwell gave his apologies and left the meeting.

It was agreed that the Tuddenham Parish Council insurers would be approached to provide insurance under the Parish Council policy on behalf of the SAVID group if needed and the Parish Council would then invoice other village members of the SAVID group for shared costs of the insurance premium outlay. It was agreed Ms Procter would have authority to make the decision about the insurance of the SAVID SID device on behalf of the Parish Council and would check the requirements of the SID device agreement. Authority was also agreed for Ms Procter to assess suitability of the proposed sites in Tuddenham for the SID device.

10. Management of the playing field and playground Mr Lugo and Mr Beckett had carried out work on the goal posts ready for the installation of the football nets which had been purchased and were due for delivery. The cost of the new football nets and accessories (£92.81) would be sought from TADPOLE funds. The grass had not been cut by the Parish Council contractors so Mr Lugo had carried out necessary work instead. The Clerk would contact Suffolk Coastal Norse to let them know about the lack of grass cutting.

11. To consider the Housing Review Mrs Ellinor reported that she was in correspondence with Community Action Suffolk about the postage for the return of village questionnaires before delivery could be arranged. The benefits and drawbacks of seeking the return of questionnaires via other means such as the Parish Council hosting a stand at the village fete were discussed. Mrs Ellinor would continue to pursue the housing questionnaire and this matter would be followed up at the next meeting.

12. To consider the village litter pick and improvements to the village environment Mrs Ellinor agreed to email fellow Parish Councillors to ascertain the best date for Parish Councillors to take part before advertising the event to residents. Mrs Kelm reported a problem with the dog litter bin in Fynn Lane which was congested on a Saturday even though it had been cleared the previous Thursday. The Clerk would contact Suffolk Coastal Norse to seek resolution.

13. To review the Parish Council Mission Statement This was considered and it was agreed to make no changes.

14. Review of Risk Assessment, Standing Orders and Financial Regulations The following documents had been previously circulated to Parish Councillors to consider for adoption at the meeting:
Risk Register and management. To be approved for the period 1st April 2017 to 1st April 2018.
Standing Orders. To be approved for May 2017.
Financial Standing Orders. To be approved for May 2017.
The documents had been considered and were approved.

15. Items for next agenda

- **To consider the Housing Review.**
- **Playing field and playground maintenance**

16. Date of next meetings. 4th July 2017, 5th September 2017 and 5th December 2017.

The Meeting closed at 10.30pm.

Mrs C Frost
Parish Clerk. Tuddenham St Martin