

Minutes of the meeting of the Council held on 4th July 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, Ms P Procter, Mr D Lugo, Mr R Whiting (District Councillor) and Mrs C Frost (Clerk).

1. Chairman's Welcome and Apologies. Every one present was welcomed to the meeting.

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 2nd May 2017 and 23rd May 2017. These were approved.

5. Matters arising. The Parish Council ownership of the small piece of triangular land at 'The Old Stores' was being disputed by the owner of 'The Old Stores' following the renewal notification of the parking lease. The owner of 'The Old Stores' had informed the Parish Council that she held papers which proved her ownership of the piece of land in question. It was agreed that a small representation of Parish Councillors would meet up to look over the papers, as a courtesy and to consider the best next step forward. The Clerk would ascertain a convenient date for the meeting.

6. Report of the District Council Representative. Mr Whiting reported that Mr Pipe had attended, on behalf of the Parish Council, the official opening of the new District Council headquarters. Other news from the District Council included:

The District Council was looking to commission a local artist to create a new piece of public artwork which would be displayed in the reception area of East Suffolk House. Full details for applicants applying could be found on the District Council website.

The return of Women on Wheels, encouraging mass participation of female only rides in Rendlesham in October 2017.

The appointment of Nick Khan as the new Strategic Director for Suffolk Coastal and Waveney Councils.

Felixstowe hosting an open air cinema during the summer months.

The continuation of the trial to allow cycling on Felixstowe promenade. Mr Whiting invited questions from the Parish Council. Overgrown grass and vegetation on the verge by the sharp bend entering the village from Ipswich was causing a hazard on the highway and Mr Whiting was asked about the roadside grass cutting schedule.

Mr Whiting suggested that the problem should be reported on the County Council Highway problem reporting tool pending the ongoing grass cutting programme.

Mr Whiting gave his apologies and left the meeting.

7. Report on Community Policing. Minutes of the most recent Woodbridge and District ASB meeting, and the Safer Neighbourhood Team newsletter had been emailed to Parish Councillors prior to the meeting. No issues had been reported for Tuddenham on the June newsletter. No one from the Parish Council was available to attend the next ASB meeting taking place 20th July 2017. The Clerk would offer apologies.

8. Clerk's Report, Financial Report, Authorization of Payments and correspondence

(a) The Clerk advised that since the meeting of 2nd May 2017 her charge for time worked was for 29 hours to date.

(b) The Clerk requested approval and it was agreed for the following payment which was still to be made on behalf of the Parish Council:

(1) Clerk's salary from 2 nd May 2017 to date	£262.00
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(c) The asset figure (Box 9) for 2016/17 audit had been amended to £23,906 to reflect the value as at 31st March 2017. The amended figure in box 9 of the annual audit was signed and dated by Mr Pipe.

(d) The Clerk reported the amounts held in the Parish Council accounts as at 4th July 2017 as £1258.07 (Current Account) and £15,704.19 (Savings Account). The financial accounts for the period 1st April 2017 to date were submitted, accepted and approved by the Parish Council.

(e) The internal audit report completed by Heelis & Lodge had been emailed to Parish Councillors prior to the meeting and a copy was available on the Parish Council website. The following recommendations and actions arose from the Internal Audit:

1. The Council may wish to consider placing a budgeted amount under the heading 'Chairman's Allowance' to provide for future small gifts for persons who undertake valuable community services such as maintaining the bus shelter. This will be actioned when preparing for the next budget.
2. The Council should review the power under which the Donations in the year have been made in order to ensure that all payments under Section 137 of the Local Government Act have been separately identified. The Clerk will forward Parish Councillors the power under which donations are made and payments under Section 137 will be identified on the Accounts.
3. The Council's Standing Orders should be up-dated during 2017/18 to include reference to the provisions of the Public Contract Regulations 2015. The Clerk will forward updated Standing Orders for the Parish Council to approve.
4. The Council's Financial Regulations should be reviewed and up-dated during 2017/18 to ensure that they are current and fit for purpose. As recommended the Financial Regulations were reviewed for approval at the 2nd May 2017 meeting.

The following was additionally highlighted:

5. Further details of Councillors responsibilities and a list of public land owned by the Parish Council were now listed on the website to comply with the Transparency Code.
 6. The Asset Register was amended to show 'cost value' instead of 'insured value'.
- F. The Parish Council had received information that from 1st October 2016, many private pumping stations automatically transferred over to Anglian Water and became their responsibility. Anglian Water were advertising the transfer of responsibility and had asked that they be contacted if there are known private pumping stations in the area. None were known in Tuddenham.
- G. Concern had been raised by a resident of the late notice from Scottish Power Renewables about recent windfarm information sessions which had been held before the notice was received. An additional information session had been agreed by Scottish Power Renewables and they were seeking suitable dates for the session. It was agreed the Clerk should ascertain suitable dates from the concerned resident to tie in with when the village hall was available, report these to Scottish Power Renewables for them to organise the session and the Clerk would report back to Parish Councillors.

9. Planning Matters:

(a) **EConsultation** Mr Beckett enquired about the latest position regarding the EConsultation initiative proposed by the District Council. The Parish Council had previously made the decision to not to yet opt for access to the EConsultation platform for planning applications. The general consensus was to continue to receive hard copies of planning applications. The Clerk would continue to email notification of receipt of planning applications to all Councillors and it was agreed the hard copy papers would be circulated to all Parish Councillors except Mr Beckett and Mr Hodge prior to a public meeting. Mr Beckett and Mr Hodge agreed to access the planning application information online instead and put forward their comments via email to fellow Councillors prior to the meeting.

(b) **Tuddenham St Martin Planning Strategy** Mrs Ellinor and Mr Brightwell had each attended separate Local Plan Review workshops recently on behalf of the Parish Council. Issues highlighted from the workshops had been emailed to Parish Councillors and Mrs Ellinor gave an overview of the sessions. Mrs Ellinor reminded Councillors that Tuddenham St Martin is categorised as 'Other Village' in the Settlement Hierarchy Classification of the District Council Local Plan and with the development implications involved in that category and as set out in Strategic Policy SP28 of the document. Continued presence at sessions such as the planning workshops would be a positive approach and help ensure the needs of village residents would be regarded in future development decisions in the area. It was agreed the Clerk would liaise with Mrs Ellinor to pursue further the village housing survey which would be sent to each resident included on the Electoral Roll of the village and that the Parish Clerk email address would be used for the return of the surveys.

(c) **To consider issues relating to the Conservation Area of the village** The Parish Council discussed issues impacting on the conservation area and noted that it was mindful of inappropriate modifications including those to garden areas and boundary fences in the conservation area.

(d) **Application DC17/2150/FUL** – Meadowsweet, Fynn Lane, Tuddenham St Martin - Garage extension to rear. No objections raised by the Parish Council.

(e) **Application DC17/2302/LBC** – 2 Porch Cottages, The Street, Tuddenham St Martin – Listed Building Consent – Replace 3 rotting painted timbers windows in a Grade II listed house with timber windows of identical physical appearance, preserving the character of the property. No objections were raised by the Parish Council.

10.Highway Matters including an update on the SAVID scheme and the Speedwatch scheme. Ms Procter informed the Parish Council that the Highways Dept. was about to be restructured. Ms Procter also reported that the purchase of the SAVID SID device was still under negotiation. Ms Procter had however liaised with Mr Lugo and also been in contact with Mr Buckingham (Highways Dept.) about a SID device on offer from the Highways Dept. for the sole use of Tuddenham St Martin Parish Council which would measure speeds and record volume of traffic. The Clerk reported that the Parish Council insurers had provided a quotation of £20.93 a year to provide cover for this device and it was agreed that Ms Procter continue to pursue obtaining the device on behalf of the Parish Council.

Ms Procter had attended the Speedwatch scheme annual meeting and reported to the Parish Council that Tuddenham St Martin was being considered for speed monitoring by the local police constabulary. Volunteer numbers for the Speedwatch scheme were low so monitoring speeds recently on roads through the village had been limited. Mrs Ellinor offered to re-join the Speedwatch volunteers. Ms Procter reported that the next SAVID meeting would be 5th August 2017. The Clerk reported that a revised date at the end of the school summer holidays had now been given by the Highways Dept. for the installation of the 20mph advisory sign just before the bend entering the village by Tuddenham House.

11.To consider the Housing Review This had been covered earlier in the meeting under Planning.

12.Management of the playing field and playground Mrs Ellinor reported that a BBQ, as a community event, was being organised to take place at the playing field in July. Mr Lugo and Mr Beckett reported that they were about to carry out some clearing work of overgrown vegetation at the entrance to the playing field and Mr Beckett also reported that the playing field has been in use following installation of the new football nets. Mr Lugo enquired if the grass cutting contractors could be asked to remove cuttings the next time the maintenance contract was carried out in view of the upcoming BBQ. There was an impression however that the grass had been cut during the same day so it would be too late to put in this request. The request would be made if it had not already been cut.

13.Items for next Agenda.

(a) Tree management in the village

(b) Tuddenham St Martin planning strategy

14. Date of next meetings: 5th September 2017 and 5th December 2017.

The meeting closed at 9.45pm.

Mrs C Frost
Parish Clerk. Tuddenham St Martin