

Minutes of the meeting of the Council held on 5th December 2017 commencing at 7.30pm at the Village Hall.

Present: Mr W Pipe, Mr T Beckett, Ms P Procter, Mr D Lugo, Mr H Brightwell, Mr R Vickery (County Councillor), Mr R Whiting (District Councillor) and Mrs C Frost (Clerk).

1. Chairman's Welcome and Apologies. Apologies were received from Mr Hodge, Mrs Ellinor & Mrs Bloomfield (Village Hall Committee Chair). Mr Pipe paid tribute to Mrs Kelm who had sadly passed away in September and everyone present observed a minutes silence in memory of Mrs Kelm.

2. Public Forum. No members of public were present.

3. To receive declarations of interest. Mr Pipe declared a possible interest in the Tuddenham St Martin Planning Strategy but would excuse himself from that part of the meeting in the event of there being any conflict of interest.

4. Minutes of Meetings held on 5th September 2017. These were approved.

5. Matters arising. The Clerk reported that the outstanding application from the Parish Council to register the small piece of triangular land at 'The Old Stores' was now being processed by Land Registry and the Clerk would keep Parish Councillors updated about the progress of the application process.

6. Reports of County Council and District Council Representatives. Mr Vickery requested, and it was agreed, to move forward Items relating to Planning and Highways in the meeting. Mr Vickery gave a written monthly report for November 2017, which would be emailed to Parish Councillors and added to the website. Mr Vickery reported there was a limit to council tax increases without a referendum and there was no update at the moment about rural bus provision. The Highways Councillor was due to tour St Felix House to put faces to names in the restructured department and Paul Gant (Suffolk County Council Highways) had suggested a discussion to agree the priorities of outstanding issues in the New Year. Mr Vickery also gave an overview of the SAVID meeting he had attended with David Chenery (Suffolk county Council Highways).

Mr Whiting reported that the Village Hall Committee had been successful in obtaining £2300 from his Community Enabling Budget towards new toilets and double glazing in the village hall. All funds were now allocated from the budget up to April 2018. Other items reported were:

- Cycling on Felixstowe's promenade had now been agreed after the trial period had been completed.
- The appeal on the sizeable planning application at Bell Lane had been dismissed
- The charge for brown bins was being discussed by the District Council. This charge was highly likely to be introduced from April 2018 and the annual fee was expected to be in the region of £40 to £50.
- The merger of Waveney and Suffolk Coastal District Councils was minded to be approved.
- Foxhall Stadium had been fined £118,000 for recent problems.

A discussion followed about the likely increase in fly tipping as a result of the brown bin charge introduction. There was also a discussion about the recent Local Plan Review and the land put forward in the surrounding area in the 'call for sites' from the District Council.

7. Planning Matters including:

(a) application DC/17/4615/TCA – 4 The Granaries – T1 3 stemmed Birch to be felled. After consideration no objection was raised subject to appropriate replacement.

(b) Tuddenham St Martin planning strategy. It was agreed the Clerk would liaise with Mrs Ellinor about the housing questionnaires for the village and a draft would be emailed to Parish Councillors for approval.

8. Highway Matters including an update on the SAVID and Speedwatch schemes. Ms Procter reported that the Tuddenham St Martin SID had been in location, collecting vehicle and speed data, on the main road entering the village from Ipswich for 2½ months. There had been ongoing problems with the battery charging but the cost of a replacement battery was as yet unknown. Ms Procter expressed her gratitude to Mr Alcock (resident) for getting the system up and running as well as charging the batteries. Four possible sites in the village had been originally identified to position the SID but one of these had been refused by the associated land owner so the device would be positioned in two other sites in the village when posts were in place. It was also reported that problems were still being experienced in the village due to the faded solid white line by Brickfield House and Granary House, and that the Speedwatch device would need recalibrating at some point.

It was agreed that Ms Procter had approval for up to £100 for the SID battery replacement. Ms Procter would liaise with Mr Alcock to organise the new battery purchase. A general discussion followed about the figures collected from the SID and the benefits to the village as a result of the Speedwatch scheme and SID. It was agreed the Clerk would forward collected SID figures to Parish Councillors.

On SAVID matters Ms Procter reported that hotspots were being highlighted. The SAVID group had been aided by Gillian Benjamin (Suffolk Coastal District Council) in applying for funding from the Exemplar programme for funding towards a SAVID SID. Ownership and insurance of the device was still to be sorted but Charsfield Parish Council had agreed to check if their insurance could be extended for the device in which case they would seek cost contributions from fellow SAVID Parish Councils.

The Clerk was instructed to report the pothole problem on Westerfield Lane by Whiteholme to the County Council. The Village Hall Committee had replied about the possibility of some residents on The Street parking at the village hall car park as a solution to parking problems on The Street. The reply was discussed, considered and deemed not viable. There was no easy solution to parking issues on The Street and it was agreed that this issue would not be included for future discussion until a fresh practicable solution was put forward.

It was agreed the Clerk would request from the Highways Dept. the reinstatement of the now faded solid white line by Brickfield House and Granary House.

Mr Whiting and Mr Vickery gave their apologies and left the meeting.

9. To receive a report from the Village Hall Committee following their annual meeting Mrs Bloomfield had already provided the Parish Councillors with an emailed copy of the annual report given at the Village Hall Committee annual meeting held September 2017. Mrs Bloomfield had also provided the Clerk with an update since the annual meeting had been held and details from this were presented by the Clerk in Mrs Bloomfield's absence. Details included:

- £764 had been spent on the pond clearance, plus a small amount for replacement, repairs and upkeep.
- The broken strip lights in the storeroom had been replaced by Mr Williamson with LED strip lights and other hall lights would be replaced with LED lights when needed.
- £561 was spent purchasing another tray for the dishwasher, in addition to mops, buckets, papers towels and toilet rolls for the hall.
- Easter 2018 holidays are the expected dated for the ladies and gents toilets to be refurbished. This would be in addition to the replacement of the single glazed windows with double glazed units in the store room and the toilets which would mean the hall would be completely double glazed (except for the lantern window in the ladies toilets which was considered too expensive following received quotes). The existing estimate for this work, although subject to change, was £8741. £2300 funding from the Community Enabling Budget for Robert Whiting had been given towards this work which will help a lot and for which we thank him.
- Some rot had been detected in a window frame at the stage end of the hall and work to remedy the problem, which was estimated to take 5 hours, was being arranged with a local contractor.
- Soft closers were to be fitted to the double doors into the hall from the lobby to stop them opening inwards due to a recent accident. The cost of the closers would be £80 each with an additional cost for fitting.
- The hall floor needs to be sanded and resealed but this is being left until the toilets have been refurbished.
- A Burns night supper to raise funds is being held in January but help from the Parish Council would be excellent to help with all the expenditure which is being planned.

10. Report on Community Policing. The next Woodbridge and District ASB meeting would be held 25th January 2018. The Clerk would email Parish Councillors to check if anyone is available to attend.

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

(a) The Clerk advised the charge for time worked since the meeting of 5th September 2017 was 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:

(1) HM Land Registry fee to register the small piece of Parish Council land adjacent to The Old Stores	£30.00
(2) Rent of Tuddenham Village Hall for use of meetings (Oct 2016 – Sept 2017)	£194.00
(3) Annual website hosting fee to Community Action Suffolk	£60.00
(4) Playground ROSPA inspection fee	£96.60
(5) Contribution towards flowers for funeral of Mrs Kelm	£58.14
(6) Payment of insurance renewal (5 year LTA expires Oct 2018)	£406.90

- (c) The Clerk requested approval, and it was agreed, for the following payments which were still to be made:
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| (1) Payment of the grass cutting contract with Suffolk Coastal Norse (May – Nov 2017) | £516.00 |
| (2) Clerk’s salary from 5 th September 2017 to date | £298.00 |
| (3) Donation to Grundisburgh News (S137) | £20.00 |
| (4) Donation to Air Ambulance (S137) | £30.00 |
| (5) Donation to Suffolk Accident (S137) | £30.00 |
| (6) Donation to St Martin’s Church for grass cutting (S137) | £330.00 |
| (7) Clerk’s Office Expenses | £55.00 |
| (8) A suitable seasonal gift as a Thank you for maintaining the bus shelter (S137) – in region of | £15.00 |
| (9) Donation to Tuddenham Village Hall (S137) | £500.00 |
- (d) The reported amounts held by the Parish Council accounts as at 5th December 2017 were £915.43 (Current Account) and £17,617.28 (Savings Account). The financial accounts for the period 1st April 2017 to date were submitted, accepted and approved by the Parish Council.
- (e) The external audit had been completed by BDO LLP and no issues had been raised.
- (f) The Parish Council were asked to approve a resolution to appoint a new signatory for Parish Council cheques. It was approved. The Clerk would contact Mr Hodge and Mrs Ellinor to check if either of them would agree to be appointed.
- (g) The Clerk had emailed Parish Councillors with draft updated Standing Orders following recommendations from the Internal Auditor. These were approved.
- (h) As also recommended by the Internal Auditor the Clerk had emailed details to Parish Councillors about payments made under Section 137 of the Local Government Act. These payments would now be separately identified on Minutes and accounts.
- (i) The Clerk had received a letter of thanks for the donation made last year to the Suffolk Accident Rescue Service. They hoped the Parish Council would continue with the donation this year and had provided an emailed copy of their latest report which the Clerk would forward to interested Councillors.
- (j) Details had been emailed to Parish Councillors about the Parliamentary Constituency Boundary consultation. The deadline for comments was 11th December 2017. There were no comments from the Parish Council.
- (k) The 11th December 2017 was also the deadline for comments to the Suffolk County Council consultation on the Suffolk Minerals & Waste Local Plan preferred options. Details had previously been emailed to Parish Councillors. There were no comments to put forward.
- (l) Details had been emailed to Parish Councillors about the next stage of the Suffolk Coastal District Council car parking consultation which had a deadline for comments of 8th December 2017. There were no comments.
- (m) Details had been emailed to Parish Councillors about the Ipswich Borough Council Statement of Community Involvement consultation. The deadline for comments was 21st December 2017. There were no comments.
- (n) Suffolk County Council had emailed that they were keeping their street lights on all night on 24th and 31st December (mornings of the 25th Dec and 1st Jan) and have given options to choose for the Parish Council street lights. It was agreed to choose the same option as the County Council.
- (o) Details so far received about the new Data Protection Regulation, which becomes effective 25th May 2018, had been emailed to Parish Councillors. The Clerk had attended an initial training session provided by Suffolk Association of Local Councils. The Parish Council would need to consider the appointment of an independent Data Protection Officer as it was unlikely this role could be carried out by the Clerk or a Parish Councillor due to a conflict of interest. The Clerk would contact the Parish Council insurers to check the scope of any insurance cover in connection with the new rules. With the limited information available the budget for 2018 to 2019 has been adjusted to accommodate possible extra expense in connection with the new regulations.

- (p) The Clerk reported that, as emailed to Parish Councillors recently, the Woodbridge & District Lions Club were no longer operating a Christmas Parcel project, as in previous years. They were instead making a donation to the Salvation Army for their Christmas appeal.
- (q) The Emergency Planning Officer had emailed links for seasonal emergency preparation, which would be added to the Parish Council website, but had also made the annual question of participation to those parishes who have previously not taken up Community Emergency Planning. Details would be emailed to Councillors to consider.

Mr Brightwell gave his apologies and left the meeting.

12. Management of the playing field and playground Feedback from the ROSPA report completed September 2017 was considered and Mr Lugo reported that he had cut back the hedge between the playing field and playground and boundary hedging was being tidied up with the help from Mr O Pipe. Other work carried out had been the trimming of the cherry tree as well as the positioning of a new direction sign for the play area at the entrance in Keightley Way.

13. Budget/ Setting of precept for 2018 – 19 Parish Councillors had been emailed a draft budget from the Clerk to consider prior to the meeting and the amounts were reviewed taking into account advice from the District Council that requirements beyond the coming financial year should be looked at and to make provision for projects further ahead in order to avoid the need to increase the precept amount unduly in any one given year. Parish Councillors were also aware that excessive reserves (more than twice the precept amount) should be avoided, but it was acceptable to build up reserves if for a particular project. It was still necessary to accumulate an amount of £3000 to protect against possible upgrade or repair costs to the street lights owned by the Parish Council which had not yet been upgraded to the County Council standard. An amount of £995 (ex VAT) needed to be kept in reserves until the end of November 2021 to cover maintenance contract invoices not yet received. It was also agreed that reserves should continue to accumulate to provide 2 funds amounting to £6000 to cover possible village hall fabric repairs and highway improvement contributions from the Parish Council. Provision was also needed for possible expenses in connection with the Limited Assurance Review and the Data Protection Regulation. The budget amount of £6920 for 2017 – 2018 was agreed (full details follow at the end of the Minutes) and it was agreed to request an increase in the precept from £5820 to £6000. This should result in an increase of 1.3% on the Parish Council portion of the Band D Council Tax property charge (current amount £36.44 increasing to £36.92). Reserves would be used for any difference between the budget and precept amounts.

14. Items for next Agenda.

(a) Parish Council website and village communication

14. Date of next meeting: 6th March 2018.

The meeting closed at 10.10pm.

Mrs C Frost
Parish Clerk. Tuddenham St Martin

	Agreed Budget 2018-2019
SALC	180
Insurance	440
Keightley Way G/C	280
Other grasscutting	150
Snow Clearance	105
ROSPA Inspection	100
Clerks Expenses	55
Electricity	220
Village Hall Rent	240
Clerk's Salary	1500
Community Action Suffolk	60
Playing Field repairs	300
Election Expenses	100
Sundry Repairs/Expense	400
Chairman's allowance	100
Training	200
Village leaflet	50
Church Council	330
Grundisburgh News	20
Village Hall Reserve	500
Air Ambulance	30
Suffolk Accident	30
Audit	80
Limited Assurance Review	200
Speedwatch	50
Data Protection Regulation	200
Contingency Fund	1000
Total	£6,920