

Tuddenham St Martin Parish Council

Minutes of the Tuddenham St Martin Parish Council meeting held on 1st May 2018 commencing at 7.30pm at the Village Hall.

Present: Mr W Pipe, Mr H Brightwell, Mr D Lugo, Ms P Procter, Mr T Beckett, Mrs J Ellinor, Mr P Hodge, Mr R Vickery (County Councillor), Mr R Whiting (District Councillor) and Mrs C Frost (Clerk). A maximum of 10 members of the public were present over the duration of the meeting.

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. Mr Pipe completed and signed the Declaration of Acceptance of Office.

(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 Mr Hodge 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 agreed to represent the Parish Council on highway and traffic issues. This was unanimously agreed.

2. Chairman's Welcome and Apologies. The Chairman welcomed every one present to the meeting.

3. Public Forum Concern was raised at the removal of hedgerows and other substantial work being carried out on the land at Church Farm, especially in view of the Conservation Area and the work being visible from the popular walks associated with the Fynn Valley area. It was explained that the work was necessary as no maintenance had been carried out on the grounds in question for the last 28 years, and that it was now being undertaken following local advice. Work completed so far had revealed a lot of dead shrubbery, which needed removing, and blocked ditches. It was appreciated that at present there was a drastic difference to the landscape, but all work being carried out was to control and enhance the environment. Any dead hedging would be replaced with horse friendly hedging.

4. To receive declarations of interest. There were none.

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

5. Minutes of Meetings held on 6th March 2018. These were approved.

6. Matters arising. No response had yet been received from Ms Symons to the proposal of meeting with representatives of the Parish Council over the disputed land registered by the Parish Council last year. No barrier had yet been installed and the land still appeared to be used for parking. After consideration the Clerk was instructed to again contact Ms Symons noting that the land was continuing to be used and check if there had been a change of mind regarding the parking lease. The Clerk was also instructed to let Ms Symons know that representatives from the Parish Council were still happy to meet to discuss the matter, but that the parking licence should be signed and the rent paid if the land continued to be used as a parking area.

7. Planning Matters. It was agreed to bring this Item forward in view of interested members of the public present at the meeting.

(a) DC/18/1295/FUL – 2 Bridge End Cottages, The Street. Dropped kerb to allow for access. The meeting was opened to members of the public and it was reported that safety issues highlighted in the planning process were being addressed. The meeting resumed and the application was considered. In view of there currently only being available parking in an identified bus way and the safety issues raised being addressed there were no objections.

(b) DC/18/1686/FUL – Rivendell, Westerfield Lane. A single height flat-roofed outbuilding to the rear of the property. No objections were raised.

(c) DC/18/1719/FUL – Rivendell, Westerfield Lane. Retrospective application for construction of a single height, flat roofed extension off the kitchen/living room to the rear of the property and other modifications. No objections were raised.

8. Gardens impinging on footpaths in the village. There was a discussion about gardens from various properties impacting in a variety of ways on footpaths. The discussion developed to include the proposed village clean and Ms Procter agreed to co-ordinate the activity and would liaise with Parish Councillors about a notice.

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

- A. The Clerk advised that since the meeting of 6th March 2018 the charge for time worked was 25 hours to date.
- B. The Clerk requested approval, and it was agreed, for the following payment which had been made on behalf of the Parish Council:

(1) Heelis & Lodge for 2016 – 2017 Internal audit fee for 2016	£66.00
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- C. The Clerk also requested approval, and it was agreed, for the following payments which were still to be made:

(1) Suffolk Association of Local Councils for annual subscription fee	£179.39
(2) Clerk's salary from 6 th March 2018 to date	£232.00
- D. The Parish Council had been emailed details of the new auditing regulations and it was agreed to approve the completion of a Certificate of Exemption from a Limited Assurance Review for the 2017 – 2018 accounts. The Document was signed by the Clerk and Chairman on behalf of the Parish Council.
- E. The Annual governance statement was agreed and approved unanimously.
- F. The Clerk reported that the amounts held by the Parish Council accounts as at 1st May 2018 were £850.24 (Current Account) and £18,125.34 (Savings Account). The above amount of £850.24 being net of the above debit of £66 as the cheque for this amount has not yet been withdrawn from the account. The Final accounts for the year 2017–2018 and the financial accounts for the period 1st April 2018 to date were submitted, accepted and unanimously approved.
- G. The Clerk reported that Parish Councillors would be notified by email if an additional meeting was needed prior to 3rd July 2018 following completion of the internal audit.
- H. Community Action Suffolk membership renewal details were previously emailed to Parish Councillors. It was agreed to renew the free membership.
- I. Parish Councillors had been recently emailed details of the revised pay scale for Parish Clerks as from 1st April 2018 which resulted in the pay for the Clerk for Tuddenham St Martin Parish Council being raised to £9.521p per hour. It was agreed however that Ms Ellinor would investigate the grading system for Parish Clerks and report back to the Parish Council at a later date.
- J. Parish Councillors had been recently emailed details of the 2 presentations to be given from the Boundary Commission on the Electoral review of ward boundaries. The nearest location would be East Suffolk House, Melton and take place on Friday 22nd June 2018. More information would follow from the Boundary Commission at a later date. For the moment it was known that the new Fynn Valley Ward would cover Rushmere St Andrew, Tuddenham, Westerfield, Playford, Great Bealings and Little Bealings and would have 2 District Councillors.
- K. Parish Councillors had been recently emailed the announcement of the amendment to the Data Protection Bill to exempt all parish and town councils from the requirement to appoint a Data Protection Officer (DPO) under the General Data Protection Regulation. The Department for Culture, Media and Sport had confirmed with NALC that all other measures would still apply, but that appointing a Data Protection Officer to support a council's approach to data protection would be discretionary and may be regarded as good practice. The Clerk would check that the Parish Council would comply with requirements of the new Regulation which would become effective 25th May 2018. Parish Councillors would be kept informed.

- L. The latest Woodbridge SNT newsletter and Minutes from the last ASB meeting had been emailed to Parish Councillors prior to the meeting. Apologies had been sent for the 3rd May meeting from the Parish Council. It was agreed to proceed with the suggestion from Ms Procter of putting forward comments to ASB meetings via email if no-one from the Parish Council was able to attend future meetings. Ms Procter agreed to co-ordinate the information.

10. Highway Matters including an update on the SAVID scheme and the Speedwatch scheme. Ms Procter reported that there was no update about SAVID. Volunteers were still being sought for the Speedwatch scheme. Activity had been limited but 2 sessions were carried out in the last week. Moving the SID to a different location in the village was being considered at the moment. Mr Lugo had been ensuring the batteries were fully charged so that the SID remained effective. Approval was unanimously agreed for the purchase of 2 new batteries for the SID. Consideration was given as to how much information to include in the flyer to encourage considerate village parking. The Clerk would email Parish Councillors with a redrafted version to be agreed before being delivered.

11. Management of the playing field and playground Mr Lugo had cut and strimmed back overgrown grass pending the first cut to be carried out by the Parish Council contractors. The swings needed cleaning and this was expected to be done during the 'village clean'.

12. 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 2018 to 1st April 2019.

Standing Orders. To be approved for May 2018.

Financial Standing Orders. To be approved for May 2018.

The documents were considered and approved. Compliance with the Suffolk Local Code of Conduct was agreed and Parish Councillors were reminded to review their Register of Interests on the Suffolk Coastal District Council website.

13. Items for next agenda

- **Report on grading information for Parish Clerks.**

14. Date of next meetings. 3rd July 2018, 4th September 2018 and 4th December 2018.

The Meeting closed at 9.45pm.

Mrs C Frost
Parish Clerk. Tuddenham St Martin