

Minutes of the Tuddenham St Martin Parish Council meeting held on 4<sup>th</sup> December 2018 commencing at 7.30pm at the Village Hall.

Present: Mr W Pipe, Mr D Lugo, Mr T Beckett, Mrs J Ellinor, Mr H Brightwell, Ms P Procter, Mr P Hodge and Mrs C Frost (Clerk).

**1. Chairman's Welcome and Apologies.** Apologies were received from Mr Vickery (County Councillor), Mr Whiting (District Councillor) and Mrs Bloomfield (Village Hall Committee Chair). Mr Pipe welcomed everyone present.

**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 4<sup>th</sup> September 2018.** These were approved.

**5. Matters arising.** The Clerk had emailed Parish Councillors and members of the Village Hall Committee prior to the meeting that a grit bin at or by the village hall would not meet the County Council criteria to be included on their replenishment schedule. A grit bin was necessary at the location to enable use of the village hall during icy conditions so one donated to the village had been put in place, and filled up, at the top of the drive. Mr Brightwell proposed the Parish Council agree a sum of up to £50 per year to replenish the grit bin. This was seconded by Mrs Ellinor and unanimously approved.

Mr Brightwell had approached a resident to fill the Parish Councillor vacancy and received a positive response. It was agreed the Clerk would email details of joining the Parish Council to the resident in order to be co-opted at the March 2019 meeting.

Mrs Procter reported that the grit bin at the bottom of church hill was difficult to use safely due to its location. It was agreed it would be moved at a future date when empty and if feasible.

**6. Report of District Council Representative.** Mr Whiting had emailed his report prior to the meeting to the Parish Council and it was as follows:

#### **Ward boundaries finalised for new East Suffolk Council**

Ward boundaries for the new East Suffolk Council have been published by the Local Government Boundary Commission for England. The final recommendations propose that East Suffolk's 55 councillors should represent eight three-councillor wards, ten two-councillor wards and eleven one-councillor wards.

#### **Free Parking Announced**

SCDC and WDC are supporting shoppers and traders in the build up to Christmas, particularly with events such as Christmas markets and Christmas lights being switched on. Obviously, in the build up to Christmas, there is a larger variety of events being held over a longer period of time. So, the council are offering periods of free parking during the weeks leading up to Christmas.

SCDC and WDC will offer two-hour blocks of free parking to support local shops and community organisations, which can be used to link to specific events twice during the build up to Christmas (so two sessions of free parking in the four-week period before Christmas). Town and Parish Councils can decide which days they would like to operate the two-hours of free parking, and in which car park(s) across east Suffolk, then contact Sue Keeble at Norse to express their interest and take up the offer. Sue can be contacted at: [Susan.Keeble@ncsgrp.co.uk](mailto:Susan.Keeble@ncsgrp.co.uk)

#### **Support available as Universal Credit rollout continues**

The rollout of Universal Credit continues across Suffolk Coastal, and the council has ensured that there is support in place to help people through the transition. This includes making sure they are supported through the application process as well as having all the information they need about the benefit changes. In the Suffolk Coastal area the final Jobcentres to move over to Universal Credit Full Service were Leiston, Felixstowe and Woodbridge, which became Full Service Jobcentres in October. A huge amount of information is already available on our website. We are also working with a whole range of partners to make sure that people in this area can access the support they need to take the worry and uncertainty out of the change to Universal Credit. Find out more about Universal Credit at:

[www.eastsuffolk.gov.uk/universal-credit](http://www.eastsuffolk.gov.uk/universal-credit)

## **Green Bin Rollout & Removal of Unwanted Brown Bins**

Phase one of delivering the new garden waste bins to homes in Suffolk Coastal is now nearing completion, although the council will continue to deliver the new bins to those who signed up for the scheme later on. All unwanted brown bins will now be collected. This is being done area by area, according to the normal routes and dates for collection. A week before the removal of the brown bins, refuse crews will leave a hanger on all grey bins when they empty these. The hanger will explain what to do and when to put the brown bins out for us to take away.

If the brown bin is no longer required, households are being asked to put the unwanted bin out with their blue bin on the normal collection day, and re-use the bin hanger. Please securely attach the hanger to the unwanted brown bin so that the 'tick' is clearly visible. Residents can also put a note on any unwanted brown bin, asking for it to be taken away. Just make sure it is securely attached and clearly visible. On collection day, the refuse crews will empty ALL brown bins as well as green bins. Any unwanted brown bins will then be sprayed with temporary paint and left on the side of the road. The removal crews will pick these up later on the same day. The removal crews will only take the bins with the sprayed marking. If there is any doubt as to whether the bin is wanted or not, it will not be removed.

SCDC will aim to publish a weekly schedule on the website of the roads from which the bins will be collected. This may change, depending on how many bins are left out for removal.

## **Polling Station Review**

Suffolk Coastal and Waveney District Councils are currently reviewing the polling stations before the elections taking place in May 2019. As part of the review, everyone has the opportunity to comment on the polling stations used, and their suitability, facilities and accessibility. The Acting Returning Officer published his report and recommendations last month, which is open for public consultation until 30 November 2018. The final proposals will be presented and considered at a full meeting of the East Suffolk Shadow Council on 28 January 2019.

Comments or representations can be made in writing to:

- Electoral Services, Suffolk Coastal District Council, East Suffolk House, Riduna Park, Station Road, Melton, Woodbridge IP12 1RT
- Electoral Services, Waveney District Council, 2 Canning Road, Lowestoft, NR33 0EQ or by email to [elections@eastsuffolk.gov.uk](mailto:elections@eastsuffolk.gov.uk)

More details about the review and a schedule showing the current polling district areas and their allocated polling station venues can be found on the East Suffolk website: [www.eastsuffolk.gov.uk/elections/review-of-polling-districts-polling-places-and-polling-stations-2018/](http://www.eastsuffolk.gov.uk/elections/review-of-polling-districts-polling-places-and-polling-stations-2018/)

For more information, please contact the Electoral Services Team on 01394 444 685 or 01502 523 238.

**7. To receive a report from the Village Hall Committee following their annual meeting.** Mrs Bloomfield had already provided Parish Councillors with an emailed copy of the annual report given at the Village Hall Committee AGM held September 2018. An update since the annual meeting had also been emailed to Parish Councillors prior to the meeting and details included:

- The painter is due to start the internal decorations on Monday December 17th. We have an estimate of £1700 for the hall and £350 for the lobby.
- The date for work on the exterior has yet to be arranged, but will be sometime over the winter. The estimate for this is £1900, including the sheds (the panto is covering the cost of the sheds which I believe will be £200).
- We have also had an estimate for sanding and resealing the hall floors. This has come in at £4100 so we are looking into finding a better price. We have decided to postpone this work for a time until funds improve.

I would be grateful if the Parish Council could consider helping the Hall committee with funding for the hall floor as it's in need of refurbishment. I think after that there shouldn't be any large projects and we can sit back for a while. Robin Vickery and/or Robert Whiting might be contacted for help with funding for the floor.

The Clerk also reported that the Village Hall Committee are looking into the purchasing options of a defibrillator which would be kept at the village hall location. A discussion followed about sanding and resealing issues of the hall floor. A discussion also followed about possible first aid courses and associated activities that could be encouraged at the hall following purchase of a defibrillator. It was agreed that the Parish Council support the endeavours of the Village Hall Committee and look forward to hearing the outcome of the investigations to purchase a defibrillator. It was also agreed that the Village Hall Committee should be complimented on the time spent and care it was taking to look after this resource.

**8. Report on Community Policing.** Minutes from the November Woodbridge ASB meeting had been emailed to Parish Councillors prior to the Parish Council meeting and the next meeting would be 10<sup>th</sup> January 2019. Ms Procter would endeavour to attend.

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

(a) The Clerk reported that since the meeting of 4<sup>th</sup> September 2018 the time charged for work carried out was 38 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) Rent of Tuddenham Village Hall for use of meetings (Oct 2017 – Sept 2018)	£160.00
(2) Payment of insurance renewal (5 year LTA expires 2023)	£305.38
(3) Annual website hosting fee to Community Action Suffolk	£60.00
(4) Playground ROSPA inspection fee	£92.40

(c) The Clerk requested approval, and it was agreed, for the following payments which were still to be made:

(1) Payment of the grass cutting contract with Suffolk Coastal Norse (April – Sept 2018)	£516.00
(2) Clerk's salary from 4 <sup>th</sup> September 2018 to date	£391.00
(3) Donation to Grundisburgh News (LGA S137)	£20.00
(4) Donation to Air Ambulance (LGA S137)	£30.00
(5) Donation to Suffolk Accident (LGA S137)	£30.00
(6) Donation to St Martin's Church for grass cutting (LGA S214)	£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 (LGA S137)	£500.00

(d) The amounts held by the Parish Council accounts as at 4<sup>th</sup> December 2018 were £1861.57 (Current Account) and £18,651.57 (Savings Account). The Financial accounts for the period 1<sup>st</sup> April 2018 to date were submitted, accepted and approved by the Parish Council.

(e) Suffolk County Council had emailed that they were keeping their street lights on all night Christmas Eve into Christmas morning and New Year Eve into the New Year morning. As in previous years options had been given to choose for the Parish Council street lights. The same option as the County Council was agreed.

(f) Parish Councillors had recently been emailed the latest newsletter and a letter of thanks for the donation made last year to the Suffolk Accident Rescue Service. They hoped the Parish Council could continue with the donation this year. The Clerk was instructed to recheck the locality of the service provided when sending the donation already agreed this year.

(g) An acknowledgment for the comments submitted on the First Draft Suffolk Coastal Local Plan had been received. All comments would inform the Final Draft of the Local Plan which was expected to be published in Winter 2018/19 and all comments submitted would be published on the District Council website.

(h) Details had been emailed to Parish Councillors prior to the meeting on the District Council consultation on air quality in East Suffolk. There were no comments to submit.

(i) Parish Councillors were emailed in November 2018 with details of the quotation to continue with the grass cutting contract in the village from Suffolk Coastal Norse at the same terms and price as last year. It was agreed to proceed with the quote.

- (j) Parish Councillors had been emailed with details of the Annual Town and Parish Budget Review meeting being held at East Suffolk House on 12<sup>th</sup> December 2018. No-one was available to attend.
- (k) Details had been emailed to Parish Councillors of the request to include 2 documents on the Parish Council website connected with the Suffolk campaign to save swifts. There were no objections.
- (l) An update on the Parish Council land adjoining The Old Stores was reported. Mr Pipe had met with the owner of The Old Stores and discussed various possible options to resolve the dispute. The various options included:
- the purchase of the land for £500 plus all connected costs. The land would however need to be placed on the open market to ensure best practice.
  - a licence in perpetuity on a 99 year lease with a proposed cost of £500.
- The connected costs for the options was not known and would need to be investigated. It was agreed by a majority decision that the Parish Council would explore the potential cost involved with the sale of the land or lease on a 99 year term.

#### **10.Planning Matters including:**

- (a) application DC/18/4388/FUL – Fynn Lane – Single storey oak orangery to rear, single storey side extension incorporating an oak car port and replacement windows. No objections were raised.
- (b) An update on enforcement issues in the Conservation Area. No update had yet been received from the District Council.
- (c) Rural Planning Issues. The Parish Council had been made aware of an article in a local newspaper highlighting a possible rural problem of villages becoming fossilised. The Parish Council did not see Tuddenham being in such a category, especially given the proximity to Ipswich.

#### **11.Highway Matters including a road and speed awareness strategy and an update on the SAVID and Speedwatch schemes**

Ms Procter reported that at the recent SAVID AGM she had stepped into the vacated Chair role of the SAVID scheme. Ms Procter was liaising with a local representative of a road safety organisation as well as looking to combine the monitoring carried out by the Speedwatch volunteers and the SID to raise awareness of speeding in the village. The SID would be moved to a different location in the village to also raise awareness. Prior to the next meeting Ms Procter would email fellow Councillors with her thoughts on strategies to raise speed awareness and would invite her fellow Councillors to consider what plan the Parish Council wished to follow. Ms Procter had emailed fellow Councillors prior to the meeting with information about the SID, provided with money from the County Councillor's budget, to be shared between 4 SAVID member villages. New brackets, at a cost of £50, were required for the SAVID SID and approval for this purchase was agreed. Ms Procter also reported that Grundisburgh were hosting the SAVID SID.

Approval was agreed for the Parish Council to meet the hiring cost of Tuddenham village hall for the recent SAVID meeting.

Mrs Ellinor reported that the overgrown hedge problem in Keightley Way had not yet been sorted but should soon.

**12.Management of the playing field and playground** Mr Lugo reported that an additional volunteer had recently come forward to help with maintenance of the playground area. The annual ROSPA report has been emailed to Parish Councillors prior to the meeting and no major concerns were raised. It was agreed that the Parish Council relied heavily at the moment on volunteers carrying out necessary work at the playground and playing field areas and it would be necessary to factor in a contingency for when volunteers were no longer able to help.

**13.Budget/ Setting of precept for 2019 – 2020.** Prior to the meeting a draft budget had been emailed to Parish Councillors to consider. 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) was also still 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 for funds amounting to £6000 to cover possible village hall fabric repairs and possible highway improvement contributions from the Parish Council. It was agreed by a majority decision that the contingency amount in the budget should remain at £1000 to also factor future playground and playing field costs presently not charged as work was carried out by volunteers (as agreed under Item 12 of this meeting). The budget amount of £7174 for 2019 – 2020 was agreed (full details follow at the end of the Minutes) by a majority decision and it was also agreed by a majority decision to request an increase in the precept from £6000 to £6200. This should result in an increase of 77p on the Parish Council portion of the Band D Council Tax property charge (current amount £36.92 increasing to £37.69). Reserves would be used for any shortfall between the budget and precept amounts.

**14. Items for next Agenda.** (a) An update on the District Council Local Plan Final Draft.

**15. Date of next meetings:** 5<sup>th</sup> March 2019, 7<sup>th</sup> May 2019, 2<sup>nd</sup> July 2019, 3<sup>rd</sup> September 2019 and 3<sup>rd</sup> December 2019.

The meeting closed at 10pm.

Mrs C Frost  
Parish Clerk. Tuddenham St Martin

	<b>Agreed Budget 2019-2020</b>
SALC	180
Insurance	305
Keightley Way G/C	280
Other grass cutting	150
Snow Clearance	150
ROSPA Inspection	100
Clerks Expenses	55
Electricity	240
Village Hall Rent	264
Clerk's Salary	1700
Community Action Suffolk	60
Playing Field repairs	300
Election Expenses	100
Sundry Repairs/Expense	500
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
<b>Total</b>	<b>£7,174</b>