

Minutes of the Tuddenham St Martin Parish Council meeting held on 5th March 2019 commencing at 7.30pm at the Village Hall.

Present: Mr W Pipe, Mrs J Ellinor, Mr H Brightwell, Ms P Procter, Mr P Hodge, Mr Robin Vickery (County Councillor)(arrived during Item 7) and Mrs C Frost (Clerk).

- 1. Chairman's Welcome and Apologies.** Apologies were received from Mr Beckett and Mr Lugo. Mr Pipe welcomed everyone present.
- 2. The Co-option of a Parish Councillor to fill 1 vacancy** Mr J Bird was proposed by Mr Pipe, seconded by Mrs Ellinor and was unanimously agreed to be co-opted to fill the vacancy. Mr Bird signed the Declaration of Acceptance form and joined the Parish Council for the remainder of the meeting.
- 3. Public Forum.** There were no members of the public present.
- 4. To receive declarations of interest.** There were none.
- 5. Minutes of Meetings held on 4th December 2018, 15th January 2019 & 29th January 2019.** These were approved.
- 6. Matters arising.** Mrs Ellinor thanked the Clerk for help in pulling together the representation to the District Council Local Plan Final Draft from the Minutes of the 29th January 2019 meeting. This was seconded by Ms Procter.
- 7. Report on Community Policing** It was agreed to move this Item forward in order to receive the report from the County Councillor. Ms Procter gave an overview of the Woodbridge ASB meeting she had recently attended on behalf of the Parish Council. Minutes from the meeting and the most recent Woodbridge SNT newsletter had been emailed to Parish Councillors prior to the meeting. Nothing significant on Tuddenham had been reported at the ASB meeting. It had been reported that a mobile Vehicle Activated Sign had been purchased from the budget remaining from the former 12PT Tasking group and local villages were being invited to use it. Ms Procter reported that it was useful to attend the Woodbridge ASB meetings and this was a good way to highlight Tuddenham issues with the police authority. Ms Procter was unlikely to be able to attend the next meeting, which would be Thursday 4th April, and it was agreed the Clerk would email Parish Councillors closer to the meeting date to check if anyone was available to attend.
- 8. Report of County Council representative** Mr Vickery gave an overview of his report which he would email to the Clerk after the meeting. Details included:
 - £3000 had been allocated from the County Councillor's budget for a SAVID SID. Mr Vickery had put in the request for the fund and the County Council should be contacting a SAVID representative to confirm the £3000 was being processed. The associated posts were also being funded from the County Council.
 - Mr Vickery was part of the Scrutiny Committee at the County Council and Items for discussion included the opening of the new Records Hub, looking at home to school transport and the police and crime panel.
 - The budget for the coming year for Suffolk County Council would rise by 2.99%. The Council are also applying the final 1% of the 6% charge for adult social care allowed over a 3 year period.
 - Mary Evans, County Council member for Highways, Transport and Rural Affairs had given details of the new thermal patcher which was being used for potholes repairs, and a more holistic approach to highway issues. Mr Vickery was asked if Tuddenham could be considered as a pilot for the new approach being made by the Highways and Transport Team. Mr Vickery agreed to raise the issue at the Scrutiny Committee he would be attending next week. Mr Vickery requested that the Clerk ask the Highways Dept. for a figure on the white lines on the village roads to be repainted, and for Mr Vickery to be copied in on the email. Mr Vickery also requested the Clerk forward him details of the complaint made to Network Rail about the continuing traffic restriction on the road bridge over the railway line on the main road from Tuddenham to Ipswich as enquiries had also been made with the Highways Dept.Mr Vickery gave his apologies and left the meeting.
- 9. Clerk's Report, Financial Report, Authorization of Payments and correspondence**
 - (a)** The Clerk advised that since the meeting of 4th December 2018 the charged time for work carried out was 42 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:
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| (1) Suffolk County Council – Street lighting & maintenance (April 2018 – March 2019) | £161.39 |
| (2) Clerk’s salary from 4 th December 2019 to date | £432.00 |
| (3) Westerfield Parish Council – renewal of Community Speedwatch membership | £50.00 |
- (c)** The amounts held by the Parish Council accounts as at 5th March 2019 were £1,475.57 (Current Account) and £17,160.24 (Savings Account). The Financial accounts for the period 1st April 2018 to date were submitted, accepted and approved by the Parish Council.
- (d)** The Parish Council had received thanks for donations made in December 2018 to The Grundisburgh News, Tuddenham Village Hall Committee and East Anglian Air Ambulance.
- (e)** The Parish Council had received an acknowledgment for the representations submitted on the Suffolk Coastal Final Draft Local Plan. All representations received would be submitted with the Local Plan, and all supporting documents, to the Government. The time table would then be in the hands of the Planning Inspector but it was anticipated that the public hearing stage would be held in summer 2019. Copies of the Parish Council representations could be viewed on the Parish Council website.
- (f)** Details had been emailed to Parish Councillors prior to the meeting on the changes being implemented by Suffolk County Council to its School Travel Policy, taking effect from September 2019. Full details could be found on the Suffolkonboard website. There were no objections to details also being put on the Parish Council website.
- (g)** Parish Councillors had been emailed with advice from NALC and SALC recently that due to the election this year the annual meeting for the Parish Council should be amended to 8th May 2019 or later (but within 14 days of the election). The village hall was unavailable on Tuesday evenings within the required period so the Annual meeting would instead be held on Wednesday 8th May 2019. Approval was agreed.
- (h)** Parish Councillors had recently been emailed that the Section 137 expenditure limit for 2019-2020 was increased to £8.12.
- (i)** The Clerk apologised for the delay in emailing the Internal Audit Report for 2017-2018 to Parish Councillors. The following recommendations and actions had been made:
- Recommendation 1. To update Financial Regulations to incorporate reference to the Public Contracts Regulations 2015. Revised Financial Regulations, as recommended, had been emailed to Parish Councillors prior to the meeting. These were approved.
 - Recommendation 2. To comply with the requirements of the Transparency Code in accordance with attached guidance (which was a link to the gov.uk guidance). Parish Councillors were provided with the link which showed that meeting papers which are as full and informative as possible (providing background information) should be provided in addition to Minutes of meetings. The Clerk would endeavour to do this where possible.
 - Recommendation 3. As it is a requirement of the Parish Council to operate a PAYE scheme, written confirmation should be requested from HMRC supporting advice given to the Clerk over the phone. The Clerk reported that written confirmation is requested each year but this has so far been refused as HMRC state that the information about the Parish Council not qualifying for a PAYE scheme is available for the public to view on its website. The Clerk will request this again this year.
 - Recommendation 4. The sand bin and speed device should be recorded in the Asset register as £1 each (as they were received as gifts). The Asset register has been amended.
- (j)** The Clerk previously emailed Parish Councillors with quotes for the appointment of the internal auditor. It was agreed to again approach Heelis & Lodge.

- (k) The Clerk emailed Parish Councillors prior to the meeting with some details of the local elections taking place 2nd May 2019. Nomination papers, and additional advice on completing them, were handed to Parish Councillors at the meeting. The Clerk had an appointment with the District Council on 27th March 2019 for a 'batch' return of forms completed and returned to the Clerk on or before 26th March. Wednesday 3rd April 2019 was the deadline for the District Council to receive completed nomination papers, which must be by hand. Full details were on the District Council website.
- (l) Parish Councillors were emailed yesterday with details of the Connecting Communities - English National Concessionary Travel Scheme. Full details could be found on the Suffolkboard website. There was no objection to a link to this website being put on the Parish Council website.

10.Planning Matters including:

(a) To consider the Parish Council comments of the Ipswich Borough Council Local Plan Review preferred Options (including the developments at Ipswich Garden Suburb and north end of Humber Doucy Lane)

There was disappointment that the Parish Council had not been consulted on the allocation proposed, although only in vague terms, on the land at the north end of Humber Doucy Lane. The Ipswich Borough Council response to comments put forward previously by the Parish Council on the Issues and Options consultation was considered. It was agreed to reiterate comments already made on the Suffolk Coastal District Council Final Draft Local Plan regarding the land allocated at Humber Doucy Lane. It was also agreed the Clerk would email Parish Councillors with draft comments for approval prior to being sent to Ipswich Borough Council.

11.Highway Matters including an update on the SAVID and Speedwatch schemes Ms Procter reported that there were 1 or 2 potential volunteers but more needed to be recruited. The camera for one of the Speed Indicator Devices in the local area had recently been recalibrated. The next SAVID meeting would be 13th March 2019 in Bealings Village Hall. It was agreed the Tuddenham SID would be moved to a different location in the village.

12.Management of the playing field and playground The Clerk still needed to check the price of purchasing a new swing seat. Ms Procter agreed to organise details of a 'Village Spring Clean' (which would include the playground and playing field) to encourage villagers to engage in the local community.

13.Annual Review of Parish Clerk's salary Parish Councillors had been emailed NALC guidelines of 2019-2020 new salary scales update for Clerks prior to the meeting. The Clerk's salary had been reviewed last July and it was agreed that, in accordance with NALC guidelines, the salary scale for the Clerk would be amended as from 1st April 2019 from the old SCP20 grade to the new SCP9 grade. This would be £10.57 per hour.

14.Items for next Agenda. Management of the playing field and playground

15. Date of next meeting: 8th May 2019. This would be the Annual Parish meeting and commence at 7pm. It would be followed immediately afterwards by the Parish Council meeting.

The meeting closed at 9.38pm.

Mrs C Frost
Parish Clerk. Tuddenham St Martin

