

Minutes of the Tuddenham St Martin Parish Council meeting held on 8th May 2019 commencing at 7.45pm at the Village Hall.

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

All Parish Councillors present signed their Declaration of Acceptance of Office witnessed by the Clerk before they took their seats. Ms Procter was absent from the meeting and would be given a Declaration to sign, and be witnessed by the Clerk, after the meeting.

1. Election of Chairman, other office holders and sub-committees.

(a) Mr Pipe was nominated as Chairman by Mrs Ellinor. This was seconded by Mr Brightwell 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 Mr Bird and unanimously agreed.

(c) Mrs Frost was nominated to continue as RFO by Mr Pipe. This was seconded by Mrs Ellinor 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 and Mr Bird agreed to represent the Parish Council on the Playground subcommittee. An additional villager, who had also kindly volunteered time at the playground, would be approached after the meeting to join the subcommittee. This was unanimously agreed.

(f) Ms Procter would be approached after the meeting to remain the representative of 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. Apologies were received from Ms Procter, Mr R Vickery (County Councillor), Mr C Hedgley & Mr T Fryatt (District Councillors).

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 5th March 2019. These were approved.

6. Matters arising. No update had been received from the Highways Team about the request to reinstate the white lines faded on the village roads. Ms Procter had emailed Parish Councillors prior to the meeting to report that the application to Suffolk Coastal Norse to provide the resources for the 'Village Litter Pick up & Clean' event on 18th May had been submitted. Ms Procter would collect the equipment and there would be 2 sessions held on the day, one in the morning and one in the afternoon. It was unfortunate but unavoidable that the event was being held on the same date as the quiz so a lot of volunteering was being carried out that day. Ms Procter had prepared a poster to advertise the event and this would be placed on village noticeboards by the Clerk. Ms Ellinor was also circulating details of the event to her email recipients as well as on the village community Facebook page.

7. Clerk's Report, Financial Report, and Authorisation of payments and correspondence

A. The Clerk advised that since the meeting of 5th March 2019 the charge for time worked was 35 hours to date.

B. The Clerk 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	£179.32
(2) Clerk's salary from 5 th March 2019 to date	£369.00

C. The Parish Council had been emailed details of the auditing regulations and completion of the Annual Governance and Accountability Return for 2018 2019. It was agreed, and a resolution was made, that the Parish Council met the criteria to be an exempt authority and approved the completion of a Certificate of Exemption from a Limited Assurance Review for 2018 2019. The Document was signed by the Chairman and Clerk.

- D. The Annual governance statement was agreed and approved unanimously. The relevant page of the AGAR was signed by the Chairman and Clerk.
- E. The Clerk reported that the amounts held by the Parish Council accounts as at 8th May 2019 were £970.48 (Current Account) and £20,260.24 (Savings Account). The Final accounts, and Accounting Statements for the year 2018–2019 and the financial accounts for the period 1st April 2019 to date were submitted, accepted and unanimously approved. The relevant page of the AGAR was signed by the Chairman. The same page had been signed by the Clerk prior to the meeting.
- F. The Clerk reported that Parish Councillors would be notified by email, following completion of the internal audit, if an additional meeting was needed prior to the next scheduled meeting.
- G. The latest Woodbridge Safer Neighbourhood Team newsletter and Minutes from the last Woodbridge ASB meeting were emailed to Parish councillors prior to the meeting. The next ASB meeting would take place on 16th May. The Clerk would check if Ms Procter was able to attend.
- H. Parish Councillors had been recently emailed details of the changes to Development Management, including determination of planning applications at East Suffolk Council. It was agreed no changes were required to the Parish Council Standing Orders in view of this change. It was also agreed Ms Ellinor and Mrs Frost would attend the planning forum event at East Suffolk House on 7th June to hear about associated changes.
- I. The new Communities Officer, Andy Jolliffe, had emailed the Parish Council to introduce himself and offer to meet Parish Council representatives. It was agreed the Clerk would check if he was able to meet Mrs Ellinor and Mrs Frost when they were visiting East Suffolk House on 7th June for the above Item.
- J. Parish Councillors had been emailed communication from Healthwatch Suffolk about mental health and emotional well-being issues for local young people. There were no objections to the article, and future associated reports, being added to the Parish council website.
- K. The Parish Council had been emailed details of the East Suffolk Council County Lines Professionals event. No one was available to attend.
- L. An additional cheque signatory was needed following the departure of Mr Beckett from the Parish Council. It was unanimously agreed that Mr Bird would be the additional cheque signatory. The Clerk would organise the relevant paperwork.

8. Planning Matters including:

(a) Application 19/1670/FUL. Demolition of existing attached garage, front porch and side chimney, and erection of new two storey side extension, single storey rear extension and front porch, and associated works. Alternative proposals to those approved under 17/5370. No objections were raised.

(b) Application 19/1706/TCA. To fell a large sycamore tree located alongside an 8 foot high Suffolk red brick wall. The roots of the sycamore are causing the wall to crack and if left will potentially result in the wall collapsing. No objections were raised.

(c) Confirmation had been received from East Suffolk Council about the submission of the representations made on the Local Plan Final Draft. It was agreed to add this to the Parish Council website.

9. Highway Matters including an update on the SAVID scheme and the Speedwatch schemes. Ms Procter had emailed Parish Councillors with a report on highway matters prior to the meeting. It was as follows: I have not been able to run our Speedwatch session this week owing to my limited availability and not having had the two new volunteers registered with the Police and trained. I hope this will have been achieved in time for our next session in early June. It is good to hear that the Police speed enforcement officers have been in Main road recently and I am hoping to find a way of getting feedback about the outcome of their speeding data.

SAVID held its last meeting on March 13th in Bealings, a well attended meeting from the local village and many common road safety issues were raised. Plans were agreed for the purchase of the shared SID which Grundisburgh are hosting. It has now been delivered. I have proposed that Tuddenham takes part in the 'rota sharing' of the SID as we have additional post in place and also the new device should not require such frequent recharged as the current one. The issue I would like the meeting to agree is for the purchase of two brackets which would be put in place for our permanent use. The costs is £50 per bracket plus vat. Please can the meeting approve this purchase? The SID will be rotated among 2 other villages at the moment. The time it will be in each village is yet to be determined. The next SAVID meeting will be in late June. Colin Hedgley is the Treasurer for SAVID and is attending tonight's meeting so I am sure would be happy to answer any other questions you might have. It was agreed to increase the amount previously approved for the brackets from £50 to £100. It was also agreed that Mr Lugo liaise with Ms Procter and the SID village volunteer to check if a new battery and charger were needed for the village SID. £100 was agreed for an extra battery and charger, if required. A discussion followed about erecting speed watch signs in the village. It was however considered that camera signs would be of more benefit. The Clerk would check with Ms Procter about the legality and practicality of this. Concern had been raised by a villager of parking issues in Fynn Lane. The problem was discussed with possible options suggested and considered but no obvious solution agreed. The Parish Council had been emailed details of the Highways Community Self Help launch being held 15th May 2019. No-one was available to attend. The Clerk reported that the most recently damaged chevron on the sharp bend by Tuddenham House had been reported and Highways would be carrying out repair work before the end of the month. The Clerk was instructed to contact Mr Vickery to follow up the Highways issues from the previous Parish council meeting and check if there was possibility of the previously damaged chevron being repaired also by the end of the month.

10. Management of the playing field and playground The swing seat had now been cleaned and it was agreed no longer needed replacing. The surface area under the swings however needed replacing and the Clerk was seeking recommendations from neighbouring parishes. Mrs Ellinor suggested an additional Parish Council Clerk to contact.

11. Review of Risk Assessment, Standing Orders and Financial Regulations Prior to the meeting the following documents had been circulated to Parish Councillors to consider for adoption at the meeting:

- Risk Register and management. To be approved for the period 1st April 2019 to 1st April 2020.
- Standing Orders. To be approved for May 2019.
- Financial Standing Orders. To be approved for May 2019.

The documents were considered and approved. Compliance with the Suffolk Local Code of Conduct was agreed.

12. Items for next agenda

- Litter bins on Fynn Valley walk
- Update on Speedwatch signs
- Restriction of HGVs on village highways

13. Date of next meetings. 2nd July 2019, 3rd September 2019 and 3rd December 2019.

The Meeting closed at 9.15pm.

Mrs C Frost
Parish Clerk. Tuddenham St Martin