

Minutes of the Tuddenham St Martin Parish Council meeting held on 3<sup>rd</sup> December 2019 commencing at 8.05pm at the Village Hall.

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

- 1. Chairman's Welcome and Apologies.** Apologies were received from Mr Bird, Mr Vickery (County Councillor), Mr Fryatt (District Councillor) and Mr Frost (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 3<sup>rd</sup> September 2019 and 24<sup>th</sup> September 2019.** These were approved.
- 5. Matters arising.** The deteriorated state of the footpath linking Westerfield Lane to Main Road was discussed. Particular recent wet weather had resulted in a lot of deterioration in local footpaths but remedial action was being taken on some of the village footpaths following a recent meeting between Mr Pipe and Debbie Adams (County Council Rights of Way Officer).

**6. Report of District Council Representative.** Mr Hedgley had emailed the November and December reports from himself and Mr Fryatt to the Parish Council prior to the meeting. Copies of both reports are on the Parish Council website. Mr Hedgley gave an overview of the topics which were:

- Community Partnerships (CPs) workshops have been up and running.
- East Suffolk Council had brought a prosecution against a dog owner for failing to clear up after a pet.
- Cartons and Tetra-paks had been removed from the list of materials that could be placed in household recycling bins.
- East Suffolk Council is offering free parking in council-owned car parks on selected dates in December in local areas including Felixstowe, Wickham Market and Woodbridge.

Mr Hedgley reported that information relating to the Suffolk Coastal Local Plan and Ipswich Northern Route would now not be forthcoming until after the December parliamentary election had taken place. Mr Hedgley was thanked for his reports and asked if East Suffolk Council had been involved with any decisions regarding the latest developments at Sizewell C. Mr Hedgley replied that East Suffolk had been involved in the planning permissions sought around Leiston in connection with Sizewell. Discussion followed about the possible employment associated with Sizewell C. Mr Hedgley also highlighted the possible funding available to the Parish Council from the Community Enabling Budget.

**7. To receive a report from the Village Hall Committee following their annual meeting.** A copy of the annual report and accounts given at the Village Hall Committee AGM, held October 2019, had been emailed to Parish Councillors prior to the meeting by Mr Frost. An update since the annual meeting had also been emailed to Parish Councillors as follows: Since the AGM in October, a successful training/familiarisation event has been held for the defibrillator. The fund raising for the defibrillator project has covered all costs to date and there is a small surplus, but this will be spent on providing motion sensitive exterior lighting so that the defibrillator is more easily accessed in a night-time emergency. At the same time, motion sensitive lighting will be appreciated by all hall users opening up and closing the hall on dark winter nights.

I'd like to thank the Parish Council for allowing us to add pages to the Parish Council Website to display details about the hall, including an online calendar of bookings. This saves us a significant cost and we can see that we are attracting some traffic to the site, with the site appearing in roughly 500 web searches in the last month!

As mentioned in the report, the village hall committee continue to be very grateful to the Parish Council for the £500 precept. Although we have a healthy number of bookings, and put up our rental prices last year, we are still dependent upon grants and fund raising in order to maintain and improve the hall. We are also dependent upon the support kindly offered by the many individuals who do so much to help the hall, and I'd like to particularly thank Parish Councillors David Lugo, for all his work done on the hall and its grounds, and Jim Bird for his work on repairing the sheds outside the hall.

**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 23<sup>rd</sup> January 2020. Ms Procter and Mrs Hollier would endeavour to attend. Issues with motorbikes, and similar vehicles, on footpaths and fields in and around the village was discussed. Police had been informed.

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

- (a) The Clerk reported that since the meeting of 3<sup>rd</sup> September 2019 the charged time for work carried out was 41 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:
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| (1) Donation to the Stop Ipswich Northern Bypass campaign (LGA S137)   | £1000.00 |
| (2) Payment of insurance renewal   | £260.68  |
| (3) Rent of Tuddenham Village Hall for use of meetings (Oct 2018 – Sept 2019)<br>(9 meetings, including use of the hall for a SAVID meeting) | £196.00  |
| (4) Playground ROSPA inspection fee  | £94.80   |
- (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 (April – Sept 2019)          | £516.00 |
| (2) Reimbursement to Clerk for payment of Annual website hosting fee to Community Action Suffolk  | £60.00  |
| (3) Clerk's salary from 3 <sup>rd</sup> September 2019 to date                                    | £433.00 |
| (4) Donation to Grundisburgh News (LGA S137)  | £20.00  |
| (5) Donation to Air Ambulance (LGA S137)  | £30.00  |
| (6) Donation to Suffolk Accident (LGA S137)   | £30.00  |
| (7) Donation to St Martin's Church for grass cutting (LGA S214)                                   | £330.00 |
| (8) Clerk's Office Expenses   | £55.00  |
| (9) A suitable seasonal gift as a Thank you for maintaining the bus shelter (S137) – in region of | £15.00  |
| (10) Donation to Tuddenham Village Hall (LGA S137)  | £500.00 |
- (d) The amounts held by the Parish Council accounts as at 3<sup>rd</sup> December 2019 were £1336.42 (Current Account) and £19889.03 (Savings Account). The Financial accounts for the period 1<sup>st</sup> April 2019 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.
- (g) Parish Councillors had been emailed details of the SALC training scheduled, with special attention to the new Councillor training sessions. It was agreed Mrs Weller and Mrs Hollier would attend the 10<sup>th</sup> and 17<sup>th</sup> January sessions.
- (h) Parish Councillors were emailed in November 2019 with details of the quotations obtained for the grass cutting contract in the village. There was agreement to proceed with CGM Group if they could keep the same figures for a 16 cut arrangement for the playground and playing field and an 8 cut arrangement for the other areas in the village.
- (i) Parish Councillors had been emailed with details of the Electoral Review of Suffolk Council Ward boundaries being carried out by the Local Government Boundary Commission for England. There were no comments.
- (j) Details had been emailed to Parish Councillors of the Asset of Community Value half day workshop taking place at East Suffolk House on 29<sup>th</sup> January 2020. No one was available to attend.

- (k) Parish Councillors had been emailed details of the next Town and Parish Forum taking place at East Suffolk House on 24<sup>th</sup> January 2020. It was agreed the Clerk would resend the details to Mrs Ellinor and that Mrs Ellinor and Mrs Weller would attend.
- (l) The Parish Council had been emailed details of the National Community Energy Campaign. It was agreed this was not for Tuddenham to take part at the moment.
- (m) Parish Councillors had been emailed the request to add the Parish Council name to the letter which would be sent from the Anglian Energy Alliance to Rt Hon Andrea Leadsom following their meeting held in Snape in November. After discussion it was agreed the Parish Council would not add its name to the letter.

#### 10.Planning Matters including:

- (a) An update on the District Council Local Plan      There would be no update until after the December parliamentary election.
- (b) To consider the village environment, with special interest in relation to the Conservation Area      It was agreed to postpone this until the next meeting due to time restrictions.
- (c) An update on the SALC Community 'Shaping Suffolk' event      The Parish Council had been emailed a report of the event which had been held on 15<sup>th</sup> October 2019 and Ms Procter, who had attended, gave an additional overview. The event was to encourage a good practice guide for planning processes and dialogue with planners and developers in order to achieve the best outcome for communities. Various topics connected to the planning process, including the Community Infrastructure Levy had been covered.

#### 11.Highway Matters including:

- a) An update on the Speedwatch and SAVID schemes, and to consider the Parish Council donation to SAVID  
SAVID had emailed all member Parish Councils to consider a donation of £100 in the 2019-2020 budget. The benefits of the group had been considered and it was agreed to include the donation in the budget. There was still a call for new volunteers in the Speedwatch group and Mrs Hollier stepped forward to volunteer. The Tuddenham owned SID was temporarily out of action and under repair. The SAVID shared SID was now however positioned in Tuddenham in a new location in the village and data obtained from this SID was to be analysed. The possible purchase of an additional SID owned solely by the village was discussed but this would need to be investigated further. The SAVID AGM had been held in November. Ms Procter had been re-elected as Chair, Mr Hedgley as Treasurer and Mr Baron continued as Secretary. SAVID were developing a toolkit for village speed education.

Mr Brightwell gave his apologies and left the meeting.

- b) To consider actions following the village site meeting with County Council Highways to resolve various highway issues      The Clerk was instructed to contact Justin Lewis (Suffolk County Council Highways) to clarify that the request for the new "SLOW" markings was being referred for consideration and that nothing had been included in the most recent update from the Highways Dept. about the renewal of the white lines at the junction of High Street and The Street.      It was also agreed the Parish Council would be interested in receiving further details of the 'Quiet Lanes' initiative.

Mr Hedgley gave his apologies and left the meeting.

**12.Management of the playing field and playground** A copy of the ROSPA report, for the inspection carried out in September, had been emailed to Parish Councillors. The Clerk would pursue the quotes to replace the swing safety surface and a Community Enabling Budget application would be made to help with funding.

**13. Budget/ Setting of precept for 2010 – 2021.** Prior to the meeting a draft budget had been emailed to Parish Councillors to consider. Ms Procter reminded Parish Councillors of the request from SAVID and the budgeted amounts were reviewed. The District Council had made the Parish Council aware that the Tax Base for Tuddenham St Martin was anticipated to reduce from 164.51 to 164.05. This would result in an increase to the Parish Council portion charge for village properties even if the precept remained at £6200 (Band D equivalent £37.79, rather than the existing amount of £37.69).

The budget amount of £7646 for 2020 – 2021 was agreed (full details follow at the end of the Minutes). Taking all information into account it was agreed not to increase the precept request, and that it should remain at £6200. 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.
- (b) To consider the village environment, with special interest in relation to the Conservation Area.

**15. Date of next meetings:** 3<sup>rd</sup> March 2020, 5<sup>th</sup> May 2020, 7<sup>th</sup> July 2020, 1<sup>st</sup> September 2020 and 1<sup>st</sup> December 2020.

The meeting closed at 10.15pm.

Mrs C Frost  
Parish Clerk. Tuddenham St Martin

	<b>Agreed Budget 2020-2021</b>
SALC	190
Insurance	261
Keightley Way G/C	464
Other grass cutting	152
Snow Clearance	160
ROSPA Inspection	100
Clerks Expenses	55
Electricity	260
Village Hall Rent	264
Clerk's Salary	1800
Community Action Suffolk	80
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	50
Village Hall Reserve	500
Air Ambulance	50
Suffolk Accident	50
Audit	80
Limited Assurance Review	200
Speedwatch	150
Data Protection Regulation	200
Contingency Fund	1000
<b>Total</b>	<b>£7,646</b>