

Minutes of the Tuddenham St Martin Parish Council meeting held on 3rd March 2020 commencing at 7.30pm at the Village Hall.

Present: Mr W Pipe, Mrs J Ellinor, Mr J Bird, Mrs H Hollier, Mr H Brightwell, Ms P Procter, Mr C Hedgley (District Councillor) and Mrs C Frost (Clerk).

1. Chairman's Welcome and Apologies The Chairman welcomed every one present to the meeting and paid tribute to Mrs Welham who had previously been a member of the Parish Council, carrying out a variety of roles over many years, and who had sadly passed away last month. Apologies were received from Mrs Weller, Mrs Lugo and Mr Fryatt (District Councillor).

2. Public Forum No members of the public were present.

3. To receive declarations of interest There were none.

4. Minutes of Meetings held on 3rd December 2019 These were approved.

5. Matters arising Suffolk County Council Highways had been contacted as instructed at the last meeting. Their emailed reply had been forwarded to Parish Councillors, which was that there is a current backlog concerning the work and at present Highways are unable to advise when the line refreshing works will be done in Tuddenham, although this does remain on their schedules to be completed. Mrs Ellinor reported that she had highlighted the Highways reporting tool to villagers and this had led to a significant increase in the number of highway issues being submitted from the village, one of which had resulted in the recent repair of one of the reported potholes.

6. Reports of County Council and District Council Representatives Mr Hedgley had emailed Parish Councillors with his report prior to the meeting, and a copy is available on the Parish Council website www.tuddenhamstmartin.onesuffolk.net Mr Hedgley gave an overview of topics in his report and these included:

- Ipswich Northern Relief Route East Suffolk Council has stated it will have nothing more to do with a northern relief road, but the Council will take an interest in investigations to the relief of the Copdock Interchange and the Orwell Bridge.
- Funding secured to help rough sleepers in East Suffolk East Suffolk Council has secured over £600,000 to help support rough sleepers in the district and has been awarded an additional £693,735 to support work with rough sleepers over the next year.
- East Suffolk Council will take on responsibility for local parking management in April 2020 The date had been agreed for plans to tackle Suffolk's parking problems in a bid to improve parking locally and drive down nuisance and unlawful parking in towns and villages across the county. New jobs are being created county-wide to support parking management, patrols and enforcement. A question arose about whether this new role would include parked vehicles across verges and pavements. There was a short discussion it was agreed that this was not a parking offence but an obstruction offence, so should be reported to the police.

Mr Hedgley reported that £910 had been allocated to the Parish Council, for the resurfacing of the swing safety flooring, from his Community Enabling Budget for 2019-2020. Mr Hedgley also let the Parish Council know that HAGS (an outdoor equipment manufacturer) was a possible source to approach for any shortfall between the cost of the new surface and the grant. Mr Hedgley was thanked by the Parish Council for his report, and for the good time before the meeting it had been forwarded to the Parish Council.

There had been no report from the County Councillor and concern was raised at the lack of contact recently from Mr Vickery. The Clerk was instructed to let Mr Vickery know that the Parish Council were disappointed that he had been unable to attend this meeting, that the Parish Council were looking forward to seeing Mr Vickery at the Annual Parish meeting in May, continuing with his good service to the community and to continue the good working relationship with him.

7. Report on Community Policing Minutes from the last ASB meeting, which had been held in January and attended by Mrs Hollier and Ms Procter on behalf of the Parish Council, had been emailed to Parish Councillors on 19th February 2020. The date of the next ASB meeting would be on 5th March 2020. Mrs Hollier agreed to attend. It was reported that speed checking police officers had been monitoring traffic in the village a couple of times since the last meeting. Mrs Hollier and Ms Procter also reported that there had been a high number of burglaries reported for one village at the last ASB meeting and that villagers should be mindful to ensure property is secured.

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

A. The Clerk reported that since the meeting of 3rd December 2019 the charged time for work carried out was 35 hours to date.

B. The Clerk requested approval, and it was agreed, for the following payments which were to be made on behalf of the Parish Council:

(1) SALC – 3 of 4 modules of Councillor training for Mrs Hollier and Mrs Weller	£231.00
(2) Clerk's salary from 3rd December 2019 to date	£369.00
(3) Mr J Bird – reimbursement for repair cost to Tuddenham owned SID (LGA S137)	£25.38

C. The amounts held by the Parish Council accounts as at 3rd March 2020 were £1778.92 (Current Account) and £18,395.57 (Savings Account). The Clerk reported that the donation cheque of £20 for The Grundisburgh News had not yet been debited. The Financial accounts for the period 1st April 2019 to date were submitted, accepted and approved by the Parish Council.

D. Parish Councillors had been emailed after the last meeting that the Section 137 expenditure limit would be increased to £8.32 per elector for 2020-2021.

E. The Parish Council had received thanks for donations made in December 2019 to Tuddenham Village Hall Committee and East Anglian Air Ambulance.

F. Details of litter pick campaigns had been emailed to Parish Councillors. Suffolk Coastal Norse would again be giving incentives, subject to terms and conditions, to all groups taking part. Ms Procter agreed to liaise with Mrs Weller to jointly organise an event to encourage villagers to take part.

G. The Internal Audit Report for 2018-2019 had been emailed to Parish Councillors prior to the meeting. The following recommendations and actions had been made:

Recommendation 1. To include reference to GDPR in the council's Risk Assessment. A Draft Risk Register and a Draft Document Retention Table, to include reference to GDPR, were emailed to Parish Councillors prior to the meeting and Parish Councillors were asked to read both in conjunction with the Parish Council General Privacy Notice (viewable on the home page of the Parish Council website). Approval was agreed.

Recommendation 2. As it is a requirement for a council to operate a PAYE scheme written confirmation must be obtained from HRMC supporting the advice given to the Clerk over the phone. In the event that this is not forthcoming, the council should undertake the process of setting up a PAYE scheme for the council as soon as possible. In addition to the usual phone call to HMRC, the Clerk had also written to HMRC. Their letter confirmed the conditions for the PAYE scheme and stated that 'if none of the conditions apply, you don't need a PAYE scheme.'

H. The Clerk had previously emailed Parish Councillors with quotes for the appointment of the Internal auditor. It was agreed to again appoint Heelis & Lodge.

I. Parish Councillors had been emailed details of 2 meetings taking place in March against Sizewell C. They were: the Together Against Sizewell C meeting, taking place Saturday 14th March (10.45am-1.30pm) at Saxmundham Market Hall and the Theberton & Eastbridge Action Group on Sizewell meeting, taking place Saturday 21st March (10am) at Theberton Church. No-one was available to attend.

J. Parish Councillors had been forwarded an email from One Suffolk about the requirement to meet the Web Content Accessibility Guideline Standard by September 23rd 2020. One Suffolk had provided a guide on some of the key elements to look out for and review. The Clerk would be checking the guide, as well as information provided by SALC, to meet the legislation.

K. Parish Councillors had been emailed details of a series of 'Drop In Sessions' by East Suffolk Council to enable the local community, including Tuddenham St Martin residents, to see what is being provided in the local area. Organisations/businesses would be promoted and it would be providing access to any help that they may be able to provide. The sessions would take place every other month and be based in the Grundisburgh Parish Rooms. The first session would be on the 20th March starting at 10:30am – 12:30pm. The other dates are: 15th May 2020, 17th July 2020 and 18th September 2020 (also all at 10:30am – 12:30pm).

L. Parish Councillors had been emailed, the day before, the information received from Suffolk County Council about the opt in process for its funded school travel 2020-21. Suffolk County Council had changed its school travel policy from September 2019 and the opt-in process for those pupils who are eligible for SCC funded school travel for the 2020/2021 school year would open on 4th March 2020 with a deadline of 31st May 2020. SCC would be using various communications channels to highlight the opt-in message to parents and families. There was agreement to put details on the Parish Council website.

M. Parish Councillors had been emailed earlier on 3rd March 2020 with details of the East Suffolk Council Parking Consultation. This was a public consultation and the deadline for responses was 23rd March 2020. Full details were available on the East Suffolk Council website.

9. Planning Matters including:

a) An update on the District Council Local Plan The Clerk reported that Parish Councillors had been emailed a copy of the Inspector's post hearing letter to East Suffolk Council, which is available to view online on the Suffolk Coastal Local Plan Examination webpage. It was sent to the Parish Council for information only and no response was required. The Parish Council had been informed that when the District Council had completed their full list of modifications there will be an opportunity to make comments and the Parish Council will be written to at that stage. Mr Hedgley added that the recommendations from the Inspector were being written into the Local Plan and there would then be a consultation but it was difficult to see more happening until possibly the end of April. The implications of the Local Plan were discussed but there was presently no further action the Parish Council could take.

b) To consider the village environment with special interest in relation to the Conservation Area After much discussion about the implications of having a Conservation Area in the village it was agreed that the first steps to improving the look of the village, and promoting the ethos of good neighbours, would be the taking part in the annual 'Village Spring Clean'. Ms Procter had earlier agreed to liaise with Mrs Weller to organise a village clean and would compose a flyer to encourage as many villagers as possible to work together and take part, including the tidying up of house frontages.

c) Online Planning Applications East Suffolk Council would be consulting on planning applications only online as from 1st April 2020. The Clerk would register the Parish Council on the system and would forward more details when they arrived. The implications, and some possible solutions, to problems resulting from Parish Councils no longer receiving hard copies of applications was discussed. It was agreed that the possible future acquisition of technical equipment to aid viewing of online applications would be considered at the next meeting. It was understood that other Parish Councils may already be considering this route and Tuddenham St Martin could benefit from their experience.

10. Highway Matters, including:

- a) An update on the SAVID and Speedwatch schemes Ms Procter reported that:
- the next SAVID meeting would be in Charsfield on 1st April 2020.
 - SAVID were looking to possibly remodel a toolkit released by a Gloucestershire Rural Council for village speed education.
 - SAVID acknowledged confirmation of the requested donations from Parish Councils to SAVID funds
 - the Speedwatch activity had been quiet recently due to the weather but the camera device would be active soon and would be used on a rota basis by member villages
 - there was appreciation to Mr Bird for his repair of the Tuddenham owned SID.
 - the Tuddenham owned SID would be moved to different locations in the village to maximise its effectiveness.

Ms Procter agreed to compose background details of Speedwatch which would be published within the village, with help from Mrs Ellinor, to highlight the scheme and call for volunteers. Some benefits and negatives of the possible purchase of another Tuddenham owned SID was discussed. It was agreed that Mr Bird would work on the data provided by the existing village SID and forward this to Parish Councillors so that a decision, about a possible future purchase, may be considered at the next meeting.

b) An update on the Ipswich Northern Bypass consultation Suffolk County Council Cabinet had voted to accept a recommendation that the Ipswich Northern Route should not proceed to the next stage of development. The cabinet recommendation noted that the project had failed to attract the necessary widespread political support needed to proceed with projects of this size and financial scale. The cabinet paper also made it clear that local planning authorities were unable to agree to any of the additional housing growth, over the level already agreed in their local plans, which would be needed to help fund the local contribution before government funding could be requested. The Head of Funding for the Stop campaign would be contacting the Parish Council to answer the question raised about whether there was any funding left in the Stop campaign to return to parish councils and others now that the bypass proposal would not be going any further. The reply would be forwarded to Parish Councillors when received. The Clerk reported that Parish Councillors had been emailed prior to the meeting with the invitation from the Stop campaign to the launch of the Start moving Ipswich campaign event on 12th March.

11. Management of the playing field and playground The Clerk reported that the Parish Council had received £910 from the District Councillors Community Enabling Budget towards the replacement of the swing safety surface. The Clerk expressed Thanks to Mr Hedgley for his help and drive with obtaining the grant. The Clerk had been pursuing the contact at Ipswich Borough Council about a quote for the replacement surface and had been informed that they should be in a position to provide a quote after visiting the playground later this week. Parish Councillors would then be able to compare the quotes. The Parish Council was asked in the meantime, and it was agreed, for the Clerk to start the process for applying to the Outdoor Playing Space Contributions fund for the difference between the grant and cost of the replacement surface. Andrew Jolliffe (Communities Officer) had provided the Clerk with contact advice for this funding and an update on the funds available. The Clerk would obtain procedural details on how to apply for funding and let the Parish Council know the outcome.

12 Items for next Agenda

- To consider a Neighbourhood Plan
- An update on the District Council Local Plan
- To consider online only planning applications, with the possible acquisition of associated technical equipment
- To consider village traffic and the possible purchase of an additional Speed Indicator Device
- To consider the frequency of Parish Council meetings

13. Date of next meeting 5th May 2020. 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 9.25pm.

Mrs C Frost
Parish Clerk. Tuddenham St Martin