

Minutes of the Tuddenham St Martin Parish Council virtual meeting held on 1st September 2020 commencing at 7.30pm on the Zoom platform.

Present: Mr W Pipe, Ms P Procter, Mrs T Weller, Mrs J Ellinor, Mr C Hedgley (District Councillor) and Mrs C Frost (Clerk). Mr H Brightwell (Parish Councillor and Mr Hicks (County Councillor) arrived later during the meeting. There were no members of the public present. There was a pause in the meeting in order to allow time for participants to leave and join again on the Zoom platform.

1. Chairman's Welcome and Apologies Apologies were received from Mr Lugo and Mr Bird prior to the meeting. Mrs Hollier experienced technical issues and offered apologies during the meeting after many unsuccessful attempts to join via different devices. The Chairman welcomed every one present to the meeting and let them know that the meeting was being recorded. This was for Minute taking purposes and the recording would be deleted immediately after the Minutes were written. It was agreed that the order of Items would be amended to fit in with the attendance of the County and District Councillors.

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 7th July 2020 These were approved.

Mr Brightwell arrived in the meeting. There was a slight pause in the meeting due to technical difficulties being experienced by Mrs Hollier trying to connect to the meeting.

5. Matters arising There were the following matters arising from the previous meeting:

- Replacement of No smoking sign in the bus shelter. This was still to be actioned by the Clerk.
- Online Planning equipment. The Clerk reported that testing had been carried out with the existing WI projector. There had been a few technical issues due to the age of the projector but positive results had eventually been achieved. The Clerk would carry out more tests at the village hall. The next steps would then be for the Clerk to collate information on a new projector and laptop, as well as background information on alternative solutions. This would be reported to Parish Councillors prior to the next meeting in order for a decision to be made at the December meeting on which option to pursue. Mr Hedgley reiterated the funding being made available to the Parish Council, in the region of £1000, towards the purchase of equipment related to online planning applications but urged the Council to make a decision and make the application before April 2021.
- The Conservation Area evening at the village hall. This was being postponed until meetings of this nature were permitted again at the village hall.

There was a slight pause in the meeting due to technical difficulties being experienced by Mrs Hollier trying to connect to the meeting.

6. Reports of District Council Representatives Mr Hedgley and Mr Fryatt had emailed Parish Councillors with their District Council reports prior to the meeting, and copies are available on the Parish Council website

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Mr Hedgley highlighted some of the topics in his latest report and these included:

- An extraordinary meeting of the full council will take place on the 3rd September regarding the response to the Development consent order for EDF Energy Sizewell C new nuclear power station. It is important to remember that the decision to build or not is with the Government, not East Suffolk Council. If it does go ahead then a strategy is needed to take advantage of opportunities and also to press for mitigation for anything, such as road improvements, extra traffic and impacts that are detrimental.
- East Suffolk Council are now in charge completely of the parking management which moved from the police in April 2020. Obstruction issues, such as cars being parked on pavements, still remain a police issue. Obstruction issues have not moved to East Suffolk Council.
- Mr Hedgley reiterated that funding from the Community Enabling Budget was still being held to make available for the online planning related equipment to be purchased by Tuddenham St Martin Parish Council, but urged the Council to make the application at the earliest opportunity, before April 2021.

Mr Hedgley was thanked for his report.

7. Report on Community Policing Minutes from the July Woodbridge ASB meeting had been emailed to Parish Councillors 20th July 2020. The next meeting would be held via Skype on 10th September 2020. **It was agreed the Clerk would email Parish Councillors** after the meeting to check if anyone was available to attend.

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

- A. The Clerk reported that the hours worked since 1st July 2020 to 26th August 2020 were 57 (of which 24 were paid hours).
- B. The Clerk requested approval, **and it was agreed**, for the following payment which was to be made on behalf of the Parish Council:
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| (1) Clerk's salary from 1 st July to 26 th August 2020 (24 hours) | £253.00 |
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- C. The amounts held by the Parish Council accounts as at 1st September 2020 were £3511.03 (Current Account) and £18,400.51 (Savings Account). There was however an amount of £295.00 which should be deducted from the amount of £3511.03 as the cheque for the Clerk's salary for May to July 2020 had not yet been made. The financial accounts for the period 1st April 2020 to 1st September 2020 were submitted, **accepted and unanimously approved**.

Mr Hicks arrived at the meeting.

- D. The local government website accessibility legislation comes into force 23rd September. OneSuffolk had provided guidance and the Clerk had run the required scan of each web page to check the Parish Council website met the WCAG 2.1 standard. Red critical errors had been removed and work was continuing on the number of amber errors and alternative text issues.
- E. An email from Suffolkonboard had recently been forwarded to Parish Councillors about the 1st September bus timetable update. This included changes to the 70/70A service through Tuddenham St Martin. The number of journeys through Tuddenham in the week remain unaltered. There would be an extra service on Saturdays. Fewer journeys would go through other villages (Hasketon, Bredfield, Dallinghoo, Charsfield and Clopton), and more would go direct between Woodbridge and Grundisburgh. A laminated copy of the updated timetable had been placed at the bus shelter. The up to date timetable had also been emailed to villagers on a distribution list and placed on the Community Facebook page (both independent of the Parish Council).
- F. Details of the new pay scales for Parish Clerks had been emailed to Parish Councillors on 1st September, prior to the meeting. The Clerk's salary grade is SCP9 which results in an increase from £10.57 per hour to £10.86 per hour.

Mrs Hollier sent apologies for not being able to attend the meeting after many unsuccessful attempts to join.

9. Report of County Council Representative

Mr Hicks had emailed Parish Councillors with his August County Council report prior to the meeting. The September report would follow when it is published and both would be available on the Parish Council website

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Mr Hicks highlighted the following which would be in his

forthcoming report:

- measures had been put in place to ensure that all 12,000 pupils, who are eligible for council funded school and post 16 travel, are transported to school safely from the start of the new term. The DoF had published official guidance in August on the measures needed to ensure that school transport is covid-19 safe and the Passenger Transport Team had worked to this guidance to produce a raft of different options for securing school transport for the coming term. One of the challenges involved trying to predict how many fare paying passengers (members of the public) there would be on shared and public routes. Detailed conversations had been undertaken with the operators of more than 80 public bus routes to identify a range of different options dependant on the circumstances and an extra 10 vehicles every day have been put on.

- In 2017, Suffolk County Council's Cabinet committed to resurfacing 1,000 miles of road across Suffolk over a four-year period and this has now been completed.

Mr Hicks added that more information would be in the written report which would follow soon.

Parish Councillors were asked if they had any questions. Ms Procter asked if, in view of the amount of work put in to getting the extra school transport measures in place, had there been a demand put on the County Council purse, or had there been extra assistance from the government? Mr Hicks replied that funding had been received but the issue was how long these additional measures would be needed for. For instance, spare seats on school buses had in the past been offered for sale for pupils not eligible for council funded school transport. This was not possible at the moment, and impacts on approximately 225 pupils, but a spare seat could not be offered now for sale and then have to withdraw it within days of term starting because the bus is full of children entitled to funded travel. He added that there would be a bit of juggling to the end of the first half term.

Mr Hicks gave his apologies and left the meeting.

10. Planning Matters including:

a) **DC/20/2979/FUL – Main Road Tuddenham. Single storey double garage** There were no comments to put forward.

b) **Information from the SALC & Birketts Solicitors Planning webinar** Four planning webinars had so far been set up to cover:

- Basics of planning law, policy and guidance, the planning process and local authority procedure.
- Local planning authority committee and rules including the role and responsibility of town and parish councils.
- Understanding CIL (community infrastructure levy) and S.106.
- Conservation areas, listed buildings, trees, roads and enforcement of planning

Mrs Ellinor and Mrs Weller had both attended the first session. Mrs Ellinor would attend the next session and Mrs Weller would attend the fourth session. Mrs Ellinor had emailed slides of the webinar to Parish Councillors. Neighbourhood Plans were being encouraged for Parish Councils at the webinar and information at the first session had also included details of the government white paper consultation on planning. Information given was to urge everyone to look at the white paper and submit comments as the proposals set out in the white paper will change planning considerably. Mrs Ellinor had emailed a copy of the white paper to Parish Councillors and encouraged them to take part in the additional webinar specifically on the white paper which would be set up by SALC and Birketts at a later date to be advised. Numbers attending the webinar would be limited.

The meeting was temporarily suspended, due to time constraints, to allow participants to exit and re-join via the Zoom platform. The meeting re-commenced with Mr Pipe, Mrs Weller, Ms Procter, Mrs Ellinor, Mr Hedgley (District Councillor) and Mrs Frost (Clerk).

11. Highway Matters including:

a) **an update on the SAVID and Speedwatch schemes and the Speedwatch signs**

Ms Procter had emailed highway reports to Parish Councillors earlier in the day about these issues, as well as an update about the Quiet Lanes initiative and details about the Road Safety week initiative. The latter would be discussed later in the meeting. Ms Procter apologised for the delay in getting the reports to Parish Councillors. For a copy of the combined reports, please see the Additional Notes on Minutes of this meeting, which are viewable on the Parish Council website www.tuddenhamstmartin.onesuffolk.net

Ms Procter highlighted the following:

- Disappointingly, there had not been any response to the recent calls for volunteers to the village Speedwatch group.
- Some motorists speed on Main Road even with the existing SID in place.
- Speeding vehicles are witnessed to slow down however when Speedwatch volunteers are visibly monitoring speeds at different locations in the village.
- Excessive speeds are still experienced on The Street (between Church Hill and The Fountain) and there is nothing to encourage drivers to slow down. Ms Procter wondered if there was an appetite to again pursue a post for a SID by Downderry.

Mr Brightwell joined the meeting.

- Ms Procter gave an overview of the report on the Speed Enforcement and Safety camera Team including the request put in for another data measure.
- Ms Procter has submitted an FOI request for data obtained by the Speed Enforcement and Safety camera Team.
- Ms Procter has approached David Chenery about County Council highway funding from the Carlford budget for road signage, such as 'Slow' roundels in SAVID villages, including the Clopton Road and Grundisburgh Road junction in Tuddenham. This will be considered when funding becomes available.
- Was there agreement to register an expression of interest in the Quiet Lanes initiative for Westerfield Lane?

There was a brief discussion about the safety issues on this road, the impact of it being allocated as a Community led 'Quiet Lane' and the possible impact on adjoining and neighbouring roads. **There was unanimous agreement to register an expression of interest** for the whole of Westerfield Lane subject to an accurate measure of volume being made, using one of the SIDs, to ensure the traffic limit meets the Quiet Lanes criteria of being not more than 1000 cars a day. **Ms Procter agreed to take this forward** and would enlist the help of Mrs Ellinor or Mrs Hollier to ensure the correct information is submitted.

Mrs Ellinor enquired if Ms Procter had large Speedwatch signs to use for display in the village. Ms Procter and Mrs Ellinor would meet up next week to put the Speedwatch signs in the village, such as over the faded NHW sign.

b) To consider village traffic and the possible purchase of an additional village owned Speed Indicator Device

Mrs Hollier had emailed some follow up data on the SID proposal to Parish Councillors earlier in the day. For a copy of the follow up data, please see the Additional Notes on Minutes of this meeting, which are viewable on the Parish Council website www.tuddenhamstmartin.onesuffolk.net Mr Brightwell reported at the meeting on the follow up data as Mrs Hollier had been unable to join the meeting. The highlighted matters from Mr Brightwell about the update and additional comments were as follows:

- Mrs Hollier had done a lot of work to get prices together to present to the Parish Council.
- There had been discussion at the previous meeting as to whether a device which recorded information or not would be most beneficial and Mr Brightwell felt a device which recorded data would be useful based on the discussion under the previous Item at this meeting.
- Concern at speeding had been one of the top issues at the Village Review meeting held to gather villagers opinions in 2016 (a copy of the Final Report of the Tuddenham St Martin Village Review of 5th April 2016 may be viewed on the Local Services/Information page of the Parish Council website www.tuddenhamstmartin.onesuffolk.net). What do members of the Parish feel about another device which would be set in one location and remove the need for SIDs to be moved to different locations in the village, which Mr Brightwell felt would be a health and safety improvement.
- Mrs Ellinor felt it was better to move SIDs to different locations as motorists seemed to eventually ignore static devices.
- Ms Procter felt the Parish Council should decide what is best practice and reported that advice from safe driving guidance and experience from the SAVID had been that moving SIDs to different locations was better than them being positioned in one location.
- Ms Procter's observations when carrying out speed watch duties on Main road was that in spite of the SID, which was positioned in the one place most of the time, there were still 10 to 12 drivers per hour that continued to speed.
- Ms Procter would be in favour of a combined approach of: continuing to use the village owned SID which would be moved to different locations in the village from time to time, make use of the shared SAVID SID and look to working with the police in their approach to enforcement as there are some drivers who will only change their behaviour by enforcement.
- Mrs Weller agreed that it would be better to move SIDs to different locations and felt that it was necessary to only collect data occasionally and not on a constant basis. Perhaps the Parish Council could borrow a device, or use the shared SID for when data collection was necessary.
- Mr Pipe questioned whether there might be a funding issue in the present financial climate and proposed that no further action was taken in pursuing an additional SID. Mr Pipe added that he would prefer the Parish Council pursue other traffic calming measures, such as road markings or speed roundels.
- Mr Brightwell replied that the Parish Council had already requested such measures from the County Council without success and felt that the purchase of a SID was an action that the Parish Council could take without being reliant on other organisations such as County Council Highways, but he would go with a majority decision.

- Ms Procter felt it was important to maintain communication with Suffolk County Council Highways to ensure that Tuddenham highway issues did not slip on the list for budget contributions.
- Mr Pipe put forward his earlier proposal and there were 4 votes in favour, including that of Mr Pipe. There was 1 vote for an alternative option, which was for the purchase of a SID so **Mr Pipes proposal was agreed by a majority decision.**

c) **Road Safety week** Ms Procter reported that there were no new financial burdens on the Parish Council and that Brake (Road safety charity) would provide the necessary action pack for volunteers to take part in this event after registration is made. The event would take place 16th to 20th November. Mrs Ellinor suggested to get the village as a whole involved, with perhaps a competition for children to design a poster. **Mrs Procter would liaise with Councillors after the meeting to take this forward** and register for the event.

12. Management of the playing field and playground A brief report had been emailed to Parish Councillors with the Agenda prior to the meeting. For a copy of the report, please see the Additional Notes on Minutes of this meeting, which are viewable on the Parish Council website www.tuddenhamstmartin.onesuffolk.net The update from the Clerk and additional comments were as follows:

- The Play space grant of £200 had been approved on 28th August 2020, and the acceptance form was completed and returned on the same day.
- Suffolk Coastal Norse had been emailed to confirm the funding is in place, for a request that the work now goes ahead and for confirmation of the start date.
- Mr Lugo and Mr Bird had carried out a lot of work to refurbish the swing frame, Mr & Mrs Hollier had pressure washed the swings, and Mr Lugo had carried out a lot of additional work to cut back hedging and carry out ground maintenance at the playground.
- There was thanks for the joint volunteering effort to carry out the work.

13. To review Parish Council Standing Orders and Health and Safety Policy

- a) **Standing Orders** - The Clerk reported that there was an outstanding query with SALC regarding the omission from the NALC model Orders of electronic summons and the minimum number of meetings in a year. It was agreed to defer the review until the next meeting by which time a reply would be received.
- b) **Health and Safety Policy** – It was agreed to approve the Draft that had been emailed to Parish Councillors prior to the meeting and the Policy would be available to view on the Parish Council website www.tuddenhamstmartin.onesuffolk.net .It was also agreed that the policy would be amended to appoint a Council Safety Officer if a volunteer came forward to fill the role. Please see the Additional Notes on Minutes of this meeting, which are viewable on the Parish Council website, for a copy of the alternative wording for the appointment of a Council Safety Officer

14. Items for next agenda

- To consider the District Council Local Plan.
- To consider the village broadband connection.

16. Date of next meeting. 1st December 2020.

The Meeting closed at 8.45pm.

Mrs C Frost
Parish Clerk. Tuddenham St Martin