

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

Present: Mr W Pipe, Mr D Lugo, Ms P Procter, Mr J Bird, Mrs H Hollier, Mrs T Weller, Mr H Brightwell, Mrs J Ellinor, Mr C Hedgley (District Councillor) and Mrs C Frost (Clerk). 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 M Hicks (County Councillor). 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.

2. Public Forum There were no members of the public present.

3. To receive declarations of interest Mr Pipe declared an interest in Item 19 and would remove himself from the meeting during this Item.

4. Minutes of Meetings held on 1st September 2020 These were approved.

5. Matters arising The replacement No Smoking sign had been fitted in the bus shelter by Mr Bird.

6. Reports of County and District Council Representatives Mr Hicks had sent his apologies. A copy of his County Council report for November 2020 is available on the Parish Council website www.tuddenhamstmartin.onesuffolk.net. Mr Hedgley and Mr Fryatt had emailed Parish Councillors with their District Council reports for September and November, and copies are available on the Parish Council website www.tuddenhamstmartin.onesuffolk.net. A report for December would follow mid-December. Mr Hedgley gave a brief update and invited Councillors to contact him for help with District Council related matters. He reported the working arrangements for East Suffolk Council. Staff were continuing to work from home, and meetings, such as those for Planning Committees and Licensing Committees, continued to be held via virtual platforms. District Council Gyms and Leisure Centres would now open in accordance with the local restrictions. Good news, was also that local pubs and restaurants, such as The Tuddenham Fountain, would be open, which provided a good opportunity to support local businesses, again in accordance with local restrictions. Other good news was that, a new restaurant is being built in Felixstowe, by the tower. Also, Felixstowe Seafront Gardens have been awarded a Green Flag for a fifth year. In reply to a question, Mr Hedgley reported that Dr Poulter was making representations that this area should move to Tier 1 of the local restrictions. Also, in order to support local input is taken into account, such as parish council involvement in local planning matters, Dr Poulter was making representations about the government's planning system. Mr Hedgley thought that Parish Councils should have more involvement in the decision of planning applications and the majority consensus of opinion was in agreement.

7. To consider the village broadband connection The Better Broadband for Suffolk Programme (www.betterbroadbandandsuffolk.com) aims to bring superfast fibre broadband to all of Suffolk. There had been connection issues at the last meeting, problems reported in the village with broadband speed and television reception. BT Openreach had been seen recently carrying out a lot of work at the microwave radio link and reception seemed to have improved recently so it was agreed for no further action to be taken and that if problems resurfaced, villagers should contact BT Openreach.

8. 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 2020, 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: 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 received a covid-relief grant from East Suffolk Council this year, our running costs are higher than our income and likely to remain so until things get back to normal, which may be some way away. Some of the regular bookings that we used to depend on may not return. We are also mindful that the hall roof is likely to require attention next year. Since the AGM I have pursued the idea of installing Electric Vehicle Charging points at the hall. I am currently waiting for the energy company, EO, to conduct a survey so that they can work out installation costs and then see what grants would be available. It's unlikely that a scheme would be cost effective for Tuddenham Village Hall at this time, but it's worth investigating.

Comments that followed were: Ms Procter thought that a good proactive action had been taken by the Committee in applying for the grant from East Suffolk Council which would help considerably as the hall would be underused.

Mr Pipe clarified that the hall roof was due to be inspected next year, which would not automatically result in major work being needed on the roof.

9. Report on Community Policing Ms Procter had attended the last meeting, held in October, at which speeding concerns had been raised, but no issues that had stood out in particular relation to Tuddenham. Minutes from the meeting had been emailed to Parish Councillors. The next meeting would be held via Skype on 3rd December 2020 and apologies had been sent as no-one was available to attend. Minutes would be forwarded to Parish Councillors when received. It was reported that issues on Fynn Lane had been reported to the Safer Neighbourhood Team, and fly tipping on Main Road and Westerfield Lane had been reported to East Suffolk Council.

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

- A. The Clerk reported that the hours worked since 26th August 2020 to 25th November 2020 were 68 (of which 46 were paid hours).
- 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) Business Services at CAS Ltd – Insurance renewal on LTA | £260.68 |
| (2) Suffolk Asscn of Local Councils – Planning training via webinar | £30.00 |
| (3) Reimbursement for payment of swing frame paint | £22.74 |
| (4) Reimbursement for payment of hall rent charge | £44.00 |
| (5) Playsafety Ltd – Annual ROSPA inspection fee | £94.80 |
| (6) Reimbursement for payment of website hosting fee to OneSuffolk | £60.00 |
- C. The Clerk requested approval, **and it was agreed**, for the following payments, which were still to be made:
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| (7) Reimbursement of payment for No Smoking sign | £40.00 |
| (8) Suffolk Asscn of Local Councils – Planning training via webinar | £30.00 |
| (9) Clerk's salary from 26 th August to 25 th November 2020 (46 hours) | £499.00 |
| (10) Donation to Air Ambulance (LGA S137) | £50.00 |
| (11) Donation to Suffolk Accident (LGA S137) | £50.00 |
| (12) Donation to St Martin's Church for grass cutting (LGA S214) | £330.00 |
| (13) Clerk's Office Expenses | £55.00 |
| (14) A suitable seasonal gift as a Thank you for maintaining the bus shelter (S137) – in region of | £15.00 |
| (15) Donation to Tuddenham St Martin Village Hall (LGA S137) | £500.00 |
- D. The amounts held by the Parish Council accounts as at 1st December 2020 were £2694.81 (Current Account) and £21,503.06 (Savings Account). The financial accounts for the period 1st April 2020 to 1st December 2020 were submitted, **accepted and unanimously approved**.
- 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 were emailed in November with details of the quotations obtained for the grass cutting contract in the village. **There was agreement to continue with CGM Group on the same cutting arrangement** (16 cuts for the playground and playing field and 8 cuts for the other areas in the village).
- G. A reminder had been received about the Environmental Grant Scheme. The application deadline is 14th December 2020.
- H. Details of the next round of available Grandpads had been emailed to Parish Councillors earlier in the day.

The meeting was temporarily suspended due to time constraints, to allow participants to exit and re-join via the Zoom platform. The participants re-joining remained unchanged from the start of the meeting.

11. To consider the purchase of equipment to view online planning applications A report had been emailed to Parish Councillors prior to the meeting. After consideration **it was agreed to purchase a projector and parish council owned laptop** in order for public viewing of online planning applications when the village hall would be in use again. There had been a fluctuation in equipment availability and prices since the report had first been prepared and so **it was also agreed that the Clerk would put forward equipment proposals to Mr Pipe and Brightwell**, who would jointly have final authorisation, before the purchase was made.

12. Planning Matters including:

- a) IP/20/00417/REM – Re-consultation on submission of Reserved Matters in relation to IP/16/00608/OUT
There were no comments to put forward.
- b) DC/20/1802/ARM – Approval of Reserved Matters of DC/16/2592/OUT
There were no comments to put forward.

13. Highway Matters including an update on the SAVID, Speedwatch and Quiet Lanes schemes

Ms Procter had emailed highway reports to Parish Councillors earlier in the day about these issues and was thanked for the comprehensive report. 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
Ms Procter gave an overview of the report and added that there was a possible volunteer interested in involvement with the Quiet Lanes scheme.

14. Management of the playing field and playground The ROSPA inspection had been carried out in September. Mr Lugo reported that a new gate post, and the cement needed for fixing it in place, were ready for installation. Mr Bird and Mr Lugo would agree a date to review the necessary action on items raised in the ROSPA report.

15. Budget /Setting of precept for 2021 2022 A draft budget had been emailed to Parish Councillors prior to the meeting. The draft budget was considered and **the budget amount of £7639 for 2021–2022 was agreed** (full details follow at the end of the Minutes). Taking all information into account, **it was also agreed not to increase the precept request, and that it should remain at £6200 subject to there being no significant difference to the estimated Council Tax base of 163.14. It was agreed the Clerk would email Parish Councillors upon confirmation of the amount from the District Council.** The Tax Base for Tuddenham St Martin was anticipated to reduce from 164.05 to 163.14 and this would result in an increase to the Parish Council portion charge for village properties (Band D equivalent £38.00, rather than the existing amount of £37.79 on a precept of £6200). Reserves would be used for any shortfall between the budget and precept amounts.

16. To review Parish Council Standing Orders Draft Standing Orders had been emailed to Parish Councillors prior to the meeting. These were approved.

17. To consider a request from Witnesham /Swilland to funding from the joint allocated sports provision The request was considered and **there was unanimous agreement to support the Swilland and Witnesham grouped Parish Council application** of £19,000 from the shared Sports Group balance.

18. To consider the continuation of the Zoom platform for remote meetings After consideration, and taking into account that meetings would continue not to be held at the village hall for at least the next couple of meetings, **it was unanimously agreed to upgrade the Zoom subscription to the Pro package**, which would remove the 40 minute time limit. The price for the upgraded Pro package had recently been reduced to £119.90.

The meeting was temporarily suspended due to time constraints, to allow participants to exit and re-join via the Zoom platform. Mr Pipe gave his apologies as he would not be re-joining the meeting when it recommenced in view of his interest in Item 19. The participants, re-joining, except for Mr Pipe, remained unchanged from the start of the meeting. **Mr Brightwell was proposed as Chair for the remainder of the meeting, and it was unanimously approved.**

19. An update on the District Council Local Plan Disappointment was expressed that the District Council had ignored the submissions made by the Parish Council, regarding the land allocation in the village included in the Local

Plan. A long discussion proceeded, which included the concern at what was seen as the increased lack of local input taken into account in planning applications and decisions about the Local Plan. Parish Councillors considered how best to update villagers about the Local Plan as it was not possible for the time being to hold a public meeting at the village hall. Mrs Ellinor offered to draft an update for villagers about the Local Plan, which if agreed could be put on village noticeboards and electronically communicated. In reply to a question, Mr Hedgley reported that other parish councils in the district were providing updates in a similar way. **There was unanimous agreement from 6 Councillors that Mrs Ellinor would draft an update to be approved by fellow Councillors before being communicated to villagers.** Mr Brightwell abstained from the vote. A brief discussion followed about the consultation on the Affordable Housing Supplementary Planning document and Mr Hedgley kindly gave an overview of the consultation. **It was agreed that Councillors would email the Clerk by 4th December 2020, if comments were to be considered at a public meeting to be put forward.**

20. Items for next agenda To be advised.

21. Date of next meeting. 2nd March 2021.

Ms Procter reported that this would be her last meeting for the time being as a Parish Councillor and that she was intending to resign. Ms Procter was thanked for her efforts and energy put in as a Councillor, especially her sterling work in traffic and highway matters.

The Meeting closed at 9.30pm.

Mrs C Frost - Parish Clerk. Tuddenham St Martin

| | Agreed Budget 2021-2022 |
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| SALC | 193 |
| Insurance | 261 |
| Keightley Way G/C | 464 |
| Other grass cutting | 152 |
| Snow Clearance | 160 |
| ROSPA Inspection | 100 |
| Clerks Expenses | 55 |
| Electricity | 280 |
| Village Hall Rent | 264 |
| Clerk's Salary | 1850 |
| Community Action Suffolk | 80 |
| Playing Field repairs | 300 |
| Election Expenses | 100 |
| Sundry Repairs/Expense | 500 |
| Chairman's allowance | 100 |
| Training | 250 |
| Village leaflet | 50 |
| Church Council | 330 |
| Grundisburgh News | 0 |
| Village Hall Reserve | 500 |
| Air Ambulance | 50 |
| Suffolk Accident | 50 |
| Audit | 100 |
| Limited Assurance Review | 200 |
| Speedwatch | 50 |
| Data Protection Regulation | 200 |
| Contingency Fund | 1000 |
| Total | £7,639 |