

Minutes of the meeting of the Council held on 6th December 2016 commencing at 7.30pm at the Village Hall.

Present: Mr W Pipe, Mr D Lugo, Mrs J Ellinor, Mrs J Kelm, Ms P Procter, Mr R Vickery (County Councillor), Mrs J Bloomfield (Village Hall Committee Chair), Mrs C Frost (Clerk).

- 1. Chairman's Welcome and Apologies.** Every one present was welcomed to the meeting. Apologies were received from Mr Hodge and Mr Brightwell.
- 2. The co-option of a Parish Councillor to fill 1 vacancy** The co-option of Mr Trevor Beckett to fill the current vacancy was proposed and unanimously approved. Mr Beckett then signed a Declaration of Acceptance of Office form and joined the Council for the rest of the meeting.
- 3. Public Forum.** A resident expressed concern about a tree located by the notice board having recently been cut down. The concern was in view of it being a natural British species, located in the conservation area, the extent of the work carried out and without permission being sought from the District Council beforehand. After a discussion, including reasons behind the tree work carried out, it was agreed the Clerk would contact the Conservation Team at the District Council for guidance and report the outcome to the Council and concerned resident.
- 4. To receive declarations of interest.** There were none.
- 5. Minutes of Meetings held on 6th September 2016.** These were approved.
- 6. Matters arising.** There were none.
- 7. Report of the County Council Representative.** Mr Vickery provided a report to the Clerk (a copy of which has been scanned and follows at the end of these Minutes). He added he had been in talks with the Highway Dept. highlighting Tuddenham issues and £1000 from his highway budget of £10,000 is being used to provide the 20mph advisory sign that will be fitted approaching the sharp bend of the main road entering the village from Ipswich. He had been in discussion about the solutions proposed between the Parish Council and Highways Dept. to improve other existing highway issues and reported that the Highway Dept. had most recently proposed that another site meeting be arranged with the inclusion of police representatives. Any suggested improvements would then need to be considered for budgeting post May 2017, but Mr Vickery reported that he would be happy to join the site meeting when arranged. Clerk to action meeting set up. David Chenery had also reported to Mr Vickery the ongoing work needed to repair the drainage problem on the highway by The Fountain. Repair work started but a large root clump in the drainage pipe north of The Fountain was discovered. As it was close to the manhole cover the root cutter couldn't get into the pipe to clear it and a displacement in the pipe was also discovered coming from the other direction. A spring also discharges on to the road which complicates matters further. The Highways Dept. is in the process of reorganisation and the outstanding work would now be carried out by a team specifically set up to deal with Drainage problems. They are however dealing with more urgent prioritised flooding issues in the county. The Clerk was given the email address for the new team in order to alert them of the outstanding work in Tuddenham. Mr Vickery reported that up to £3000 had been allocated to the SAVID group for the purchase of a Vehicle Activated Sign or Speed Indicator Device and that there may be possible further help for the purchase of associated batteries. The purchase was being costed by the SAVID group. Mr Vickery also reported other topics his time was spent on recently had been devolution, scrutinising the budget as well as the proposed new River Orwell crossings.
- 8. To receive a report from the Village Hall Committee following their annual meeting** Mrs Bloomfield had already provided the Parish Councillors with an emailed copy of the annual report given at the Village Hall Committee annual meeting held September 2016. Mrs Bloomfield had taken over the role of Chair after that meeting from Mrs Cruickshank who had stood down because of leaving the village. Mrs Bloomfield added that she had been getting acquainted with work needed to carry out the role as well as the paperwork involved and had invited new representatives to take part in the Committee, which was now up to 10 members. Necessary work needed at the village hall included: the floor being re-sanded (date still to be considered), with an estimate in the region of £3000 based on past invoices and similar work completed elsewhere, the refurbishing of the toilets, improved fencing and improvements made to the hatch between the kitchen and the hall. Estimates were in the region of £100 for the hatch improvements, which had been helped as Mr Williamson had agreed to carry out this work, and £140 for the improved fencing. Mr Vickery let Mrs Bloomfield know that money from his Locality Budget might help with funding some of these improvements and gave his details for further contact about this.

9. Report on Community Policing Ms Procter had attended the Woodbridge and District Tasking meetings, held 13th October 2016 and 24th November 2016 to highlight Tuddenham issues, such as youths causing problems on local land, on-going speeding issues and inconsiderate parking. It was also to ensure engagement continued between the Parish Council and police constabulary. Minutes from both meetings had been emailed earlier to Parish Councillors. The Woodbridge Safer Team Report continues to be available on the Suffolk Police website and shows information on incidents, statistics, future events, useful information and priorities for the area. The next meeting was due to be held 12th January 2017 which Ms Procter was hoping to be able to attend. The Clerk had recently emailed details to the Parish Council of the Suffolk Local Policing Review and comments were being sought before 23rd December 2016. It was agreed the Clerk should respond along the lines that the Parish Council appreciate that policing in the area is a complex issue, especially when faced with the on-going financial constraints, as well as the change in nature of crimes needing to be investigated. Police presence however in villages and rural areas would help prevent and limit lower level crime. It was also important that representatives from the Parish Council were able to maintain contact and liaise easily with police on local issues especially in view of the reduced police visibility.

10. Highway Matters including an update on the SAVID scheme and the Speedwatch scheme. This Item was moved forward to gain help from the County Councillor before he needed to leave the meeting. Ms Procter reported that more volunteers were needed for the Community Speedwatch scheme and that the Vehicle Activated Sign was not in use at present as it was being recalibrated. Ms Procter had chaired the SAVID meeting held at Tuddenham village hall in October and the merits of whether to purchase a type of Speed Indicator Device or Vehicle Activated Sign was being considered by the SAVID group. Whichever is chosen will be portable, to share on a rota basis with parishes in the group, and will have the capacity to record volume and speed of traffic to provide Parish Councils in the scheme with helpful highway information. It would also be necessary to identify the best locations for the device to be positioned and if new posts are needed for securing the devices, it may also be necessary to liaise with residents in the vicinity of the proposed post sites to ensure there was no conflict at the location proposed. Ms Procter would liaise with Mr Vickery at a later date about possible funding help from the Locality Budget and would email the Parish Council with details so far obtained about the devices being considered and await feedback on the same. Ms Procter reported that there was no additional financial commitment at the moment but details of costs involved would follow when known.

Mr Vickery and Mrs Bloomfield gave their apologies and left the meeting due to other commitments.

The Clerk read an overview of an email from Westerfield Parish Council about the outstanding Speedwatch membership invoice which had been budgeted at £25. Unexpected expenses and the need to accumulate sufficient funds for ongoing costs such as the purchase of batteries and calibration costs had resulted in a revised amount of £50 being due for 2016-17 membership. This was considered and then approved.

11. Clerk's Report, Financial Report, and Authorization of Payments

(a) The Clerk advised that since the meeting of 6th September 2016 she had expended 36 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:

(1) Business Services at CAS – Insurance renewal on 5 year LTA	£378.71
(2) Playsafety Ltd – Annual ROSPA Inspection at playground	£96.60
(3) Suffolk Coastal Norse – Grass cutting contract (May-Nov 2016 ex playground)	£180.00

(c) The Clerk also requested approval and it was agreed for the following payments which were still to be made:

(1) Clerk's salary from 6 th September 2016 to date	£321.00
(2) Donation to Grundisburgh News	£20.00
(3) Donation to Air Ambulance	£30.00
(5) Donation to Suffolk Accident	£30.00
(4) Donation to St Martin's Church for grass cutting	£330.00
(5) Clerk's Office Expenses	£55.00
(6) A suitable seasonal gift to Mr Porter of Fynn Lane for maintaining the bus shelter – in region of	£15.00
(7) Donation to Tuddenham Village Hall (£500 2015-16 budget & £500 2016-17 budget)	£1000.00
(8) Westerfield Parish Council – renewal of Community Speedwatch membership	£50.00

(d) The Clerk reported that the amounts held in the Parish Council accounts as at 6th December 2016 were £1422.36 (Current Account) and £15,294.19 (Savings Account). The financial accounts for the period 1st April 2016 to date were submitted, accepted and approved by the Parish Council.

- (e) The Clerk had recently emailed Councillors with internal auditor details. These had been considered and it was agreed to appoint Heelis & Lodge as internal auditors for 2016-17 accounts at a cost of £66 (plus VAT).
- (f) The Clerk reported that guidance had been sought from Suffolk Association of Local Councils concerning the amount of time funds should be kept in reserves to cover amounts outstanding from invoices not received for work completed by a maintenance contractor in past years. Details of the "Limitation Act 1980" had been received and the Parish Council was advised to agree to keep the amount in reserves for up to 6 years from when the Parish Council last contacted or had contact with the contractor over the outstanding invoices as this would be the last date when the amount outstanding would be deemed to be acknowledged. The last contact with the contractor about the outstanding invoices was 23rd November 2015 and it was agreed to keep the amount in reserves for 6 years from this date.
- (g) The Clerk reported that the Onesuffolk web site service was no longer free of charge as from 1st November 2016. Details of service providers and costs had been emailed to the Parish Council and it was agreed to continue with Community Action Suffolk as the service provider at an annual cost of £50 (plus VAT).
- (h) Suffolk County Council had been in contact to report that their street lights would be kept on all night on 24th and 31st December (mornings of the 25th Dec and 1st Jan) and have given options to choose for the Parish Council street lights. It was agreed that the Clerk should let the County Council know that the Parish Council street lights should be reprogrammed to be the same as the County Council lights for these dates.
- (i) The Parish Council had recently been emailed about Suffolk Coastal District Council consulting about BT removing the BT payphone in the village. 1 call was made from the payphone in the last year. No objections were raised and it was agreed to accept the removal programme.
- (j) The Clerk reported that Suffolk Coastal and Waveney District Councils were consulting on their proposed merger. There were no comments to put forward.
- (k) Suffolk County Council were consulting on minerals and waste sites with the deadline for comments being February 2017. Limited details available of this first step of the consultation had been emailed to Parish Councillors. It was reported that some existing sites may close and new sites may be considered but there were no details of locations yet for possible new sites. No comments were put forward at this stage.
- (l) The Clerk reported that EDF Energy had launched Stage 2 of the Sizewell C new nuclear power station. Details of the public consultation had been emailed to the Parish Councillors with the deadline for comments being 3rd February 2017. The Parish Council was also reminded of the invitation to the event being held as a joint response from Suffolk Coastal District and Suffolk County Councils to reflect the views and concerns of the towns and parishes. No comments were put forward.
- (m) The Emergency Planning Officer at Suffolk County Council had been in contact to increase public awareness in respect of any dead wildfowl or wild birds being found and advising the reporting the same to Defra using their helpline (03459 33 55 77) as there are currently some outbreaks of Avian Influenza in Europe, with several new EU countries now affected (Finland, France, Romania and Sweden). More details would be put on the Parish Council website.
- (n) The Clerk reported that Scottish Power Renewables provided the Parish Council with a website link to access the Code of Construction Practice in connection with the cabling for the East Anglia windfarm. Emails had also been received from other parish councils highlighting their concerns about the work connected with the windfarm project. Information events about pre-enabling works are being held at the following locations:
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| Fri 16th December | 2pm – 7pm | Bramford Church Rooms. |
| Sat 17th December | 11am – 4pm | Martlesham Heath Pavilion. |
| Sat 7th January | 11am - 4pm | Martlesham Village Hall, Top Street, Woodbridge. |
| Tues 10th January | 2pm – 7pm | Bramford Church Rooms. |

Details are also available on www.spreastanglia.com

It was agreed the Clerk should contact Scottish Power Renewables to ensure the Parish Council is kept updated on information, such as the traffic management plan.

- (o) Details of an online service to access job opportunities via the job search engine 'Jobbydoo' had been forwarded to Parish Councillors to consider for inclusion on the Parish Council website. After considering the proposal it was agreed not to proceed with the link.

12.Planning Matters Application 16/4623/LBC – 2 Porch Cottages, The Street. Replace five rotting painted timber windows in a Grade II listed house with double glazed timber windows of identical physical appearance, preserving the character of the property. Details of the application had only been received 2nd December 2016 so were emailed to Parish Councillors to consider as the deadline for comments was 21st December 2016. The application was considered and no objections were raised.

13.To consider matters arising from the Village Review of 5th April 2016 Mrs Ellinor reported that the major topics highlighted by the Review had been housing as well as traffic and speeding issues. The latter was being dealt with under Highways. The former was being dealt with by the compiling of a survey to be delivered to all homes in the village to ascertain views on whether there is a need for additional housing, and if so, what sort? Mrs Ellinor and Mrs Kelm had recently attended, on behalf of the Parish Council, a housing seminar to gather information on rural housing. There was presently no development anticipated by Suffolk Coastal District Council in Tuddenham as the village is categorised as a 'Village Other' in the Local Plan, but there were avenues for the Parish Council to consider, such as identifying a 'Rural Exception Site', if the survey proved there was a need. Mrs Ellinor agreed to adapt the housing survey further to include additional questions resulting from the recent seminar and to work with Community Action Suffolk to produce the survey for delivery early next year. Mr Pipe reported he would have a declaration of interest in this issue and so would not take part in the survey or possible consideration of the Parish Council pursuing a 'Rural Exception Site'.

14.Management of the playing field and playground The ROSPA report for the inspection carried out in September had been emailed to Parish Councillors with details of the repairs completed. A site meeting would be arranged for next year to ascertain any further work needed. Mr Denny and Mr Lugo had been carrying out the necessary grass cutting, maintenance and repairs on a voluntary basis but Mr Denny had stepped down from this role so quotes had been sought for the 2017-18 grass cutting contract. It was agreed to approve the quote from Suffolk Coastal Norse which would provide 8 cuts from April to September 2017 at a cost of £280.00 plus VAT. This amount was in addition to the grass cutting contract for other locations in the village which was from the same company and resulted in a total amount to Suffolk Coastal Norse of £430.00 (plus VAT). Mr Lugo kindly offered to carry out occasional additional grass cutting at the playground if the 8 cuts provided by the contract proved insufficient, and Mr Beckett kindly offered to periodically carry out inspections of the playground.

15.Budget/ Setting of precept for 2017-18 The Parish Council had been emailed a draft budget from the Clerk to consider and the figures, including donation recipients and amounts were reviewed. The Clerk added that advice from the District Council was that requirements beyond the coming financial year should be looked at and to make provision for projects further ahead in order to avoid the need to increase the precept amount unduly in any one given year. Advice had also been received from the external auditor however that excessive reserves (more than twice the precept amount) should be avoided, but it was acceptable to build up reserves if for a particular project. An amount of £3000 needed to be accumulated to protect against possible upgrade or repair costs to the street lights owned by the Parish Council which had not yet been upgraded to the County Council standard. An amount of £995 (ex VAT) needed to be kept in reserves for 6 years to cover maintenance contract invoices not yet received. It was also agreed that reserves should accumulate to provide 2 funds amounting to £6000 to cover possible village hall fabric repairs and highway improvement contributions from the Parish Council. The amount of £6380 for 2017 – 2018 budget was agreed (full details follow at the end of the Minutes) and it was agreed to request an increase in the precept from £5650 to £5820. This would result in an increase of 2% on the Parish Council portion of the Band D Council Tax property charge (current amount £35.73 increasing to £36.44). Reserves would be used for any difference between the budget and precept amounts.

16.Items for next Agenda.

(a) To consider the Housing Review

(b) To consider improvements to the village environment.

17. Date of next meetings: 7th March 2017, 2nd May 2017, 4th July 2017, 5th September 2017 and 5th December 2017.

The meeting closed at 10.25pm.

Mrs C Frost
Parish Clerk. Tuddenham St Martin

	Agreed Budget 2017-18
SALC	174
Insurance	386
Keightley Way G/C	280
Grasscutting	150
Snow Clearance	105
ROSPA Inspection	100
Clerks Expenses	55
Electricity	200
Village Hall Rent	204
Clerk's Salary	1500
Community Action Suffolk	50
Playing Field repairs	300
Election Expenses	100
Sundry Repairs	500
Training	200
Village leaflet	50
Church Council	330
Grundisburgh News	20
Village Hall Reserve	500
Air Ambulance	30
Suffolk Accident	30
Audit	66
Speedwatch	50
Safe Custody Deed	0
Contingency Fund	1000
Total	£6,380