

Minutes of the Tuddenham St Martin Parish Council virtual meeting held on 3rd March 2021 commencing at 7.30pm on the Zoom platform.

Present: Mr W Pipe, Mrs T Weller, Mr D Lugo, Mrs H Hollier, Mrs J Ellinor, Mr M Hicks (County Councillor) and Mrs C Frost (Clerk). Ms P Procter & Mrs H Brightwell (Parish Councillors) and Mr C Hedgley (District Councillor) arrived later in the meeting. 1 member of the public arrived later in the meeting.

1. Chairman's Welcome and Apologies Apologies for absence were received from Mr J Bird. Apologies were also received from Ms Procter and Mr Hedgley, who would arrive later in the meeting. 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 only and the recording would be deleted immediately after the Draft Minutes were approved at the following meeting. **It was proposed and unanimously agreed that the order of Items would be amended to accommodate the attendance of participants.**

2. Public Forum There were no members of the public present at this point of the meeting.

3. To receive declarations of interest There were none.

Mr Brightwell joined the meeting.

4. Minutes of Meetings held on 1st December 2020 and 18th January 2021 These were approved.

5. Matters arising In answer to questions about the progress of the purchase of the equipment to view online planning applications, the Clerk reported that this had been delayed in order to make best use of the length of guarantees provided for the items to be purchased and that Mrs Frost understood there was not a deadline of 1st April 2021 as part of the CEB grant.

6. Report of County Council Representative Mr Hicks had emailed Parish Councillors with his County Council report earlier that day, and a copy is available on the Parish Council website www.tuddenhamstmartin.onesuffolk.net Mr Hicks highlighted the following points:

- 28 rapid testing centres for COVID-19, testing to identify people who may have coronavirus but who do not have symptoms, were open in Suffolk.
- Suffolk County Council agreed its budget for 2021/22. Following approval of its annual budget, it is increasing its planned spending to £597million. Adult Social Care and Children's Services represent nearly 75% of the council's overall spend. The Council increased its portion of Council Tax by 3.99% of the 5% allowable, being mindful of the financial stretch for householders. The rise comprises of 2% for Adult Social Care and 1.99% for Council Tax.

Mr Hicks added that he had stepped in as the County Council Representative due to the current vacancy, but candidates for the Carlford County Councillor role would be putting themselves forward in readiness for the May 2021 elections and that this would most likely be his last meeting for Tuddenham St Martin as the next scheduled meeting was not until 4th May. In answer to concern raised at news that a large proportion of pupils were not taking part in the Covid tests being carried out at schools, Mr Hicks had not heard that this was a problem in Suffolk. He believed that schools knew best how to implement the testing and he reported that Suffolk County Council will do all it can to help schools carry out the tests and support them in the event of positive results.

Mr Hicks gave his apologies and left the meeting.

7. Report on Community Policing Mrs Hollier had emailed a Community Policing report and update to Parish Councillors 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 Police had followed up some recently reported issues with Mrs Hollier and Mrs Hollier had been impressed by their support. Mrs Hollier added that it was important for villagers to report anti-social behaviour incidents to the police and that the police were keen to follow up reports given to them so that they could work to discourage further anti-social

behaviour. Mrs Hollier agreed to draft information for villagers on how to report incidents to the police and this could be put forward for publication on the Community Facebook page. Mrs Hollier added that the Parish Council had been complemented after the last ASB meeting, which she had attended, as providing a good example of best practice in encouraging a village to engage with reporting issues to the police. Minutes from the last ASB meeting, and details of the next meeting, would be forwarded to Parish Councillors when they arrive.

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

- A. The Clerk reported that the hours worked since 25th November 2020 to 26th February 2021 were 72 (of which 42 hours are paid).
- 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) Norse Commercial Services – Replacement of swing safety matting | £1445.45 |
| (2) Mrs Frost – reimbursement for Zoom package upgrade on monthly basis | £14.39 |
- C. The Clerk requested approval, **and it was agreed**, for the following payment, which was still to be made:
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| (1) Clerk's salary from 25 th November 2020 to 26 th February 2021 (42 hours) | £456.00 |
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- D. The amounts held by the Parish Council accounts as at 26th February 2021 were £2956.81 (Current Account) and £21,003.58 (Savings Account).
The financial accounts for the period 1st April 2020 to 26th February 2021 were submitted, **accepted and unanimously and approved**. The Clerk noted that the financial account included the above deductions of £1445.45 and £14.39 from the Current account balance. It also included the deduction of the cheque of £330.00 issued in December, but not yet debited.
- E. The Clerk reported that the VAT of £2.40, which is included in the above amount of £14.39, would be reclaimed when Zoom have been allocated a VAT number.
- F. Parish Councillors were emailed prior to the meeting with quotes for the appointment of the Internal auditor. **There was agreement to continue with Heelis & Lodge.**
- G. A Representative from the Parish Council had been invited to take part in one of the Town and Parish Council Forums on 4th March or 25th March, by the East Suffolk Council Planning Team. **Mr Brightwell agreed to attend the 25th March session.**
- H. The Parish Council had been thanked for the donations made to East Anglian Air Ambulance, Suffolk Accident Rescue Service, Tuddenham St Martin PCC and the Village Hall Committee.
- I. Advice had been received from SALC and NALC, on preparing for the real possibility of the reintroduction of face-to-face meetings as from 7th May 2021, so the upgrade of the Zoom package had been made on a monthly basis only for the moment.

Ms Procter (Parish Councillor), a member of the public, and Mr Hedgley (District Councillor) joined the meeting.

9. Report of District Council Representative Mr Hedgley and Mr Fryatt had emailed Parish Councillors with their District Council reports prior to the meeting, and a copy is available on the Parish Council website www.tuddenhamstmartin.onesuffolk.net Mr Hedgley highlighted the following:

- The District Council is putting out extra bins this summer in locations which have been most visited in the past.
- Suffolk County Council have put out their plans for the stretch of the A12 from Seven Hills to the Woods Lane roundabout and Mr Hedgley expressed concern that the highway from Woods Lane to Wickham Market would remain as a single carriageway in light of the dual carriageway proposed at the earlier stretch of the A12.
- Mr Hedgley had noticed that the recent road closure in Tuddenham had coincided with the shared SID being allocated to the village.

- Freeport status has been announced for Felixstowe and Harwich.
- Lowestoft had been awarded £25m as part of the government key town centre fund.

Mrs Hollier replied, in answer to Mr Hedgley's SID comment, that the shared SID has been positioned in a different location to the road recently closed.

Mr Pipe highlighted concern at the lack of action being taken on damaged footpaths in the valley, especially in light of increased visitors in the area, and in spite of discussions about the problems that had already taken place between the landowners and County Council. Mr Hedgley agreed to follow up this issue up, although it was a County Council matter. **It was agreed the Clerk would use the SCC reporting tool to notify the problem by Rosemary Bridge and forward the report number to Mr Hedgley, who would then add weight to the report to the County Council.**

10. Planning Matters including:

- a) **Consideration of the Red House Neighbourhood consultation.** An overview of the pre-application consultation and a summary of the previous comments put forward by the Parish Council on the Ipswich Garden Suburb development, had been emailed to Parish Councillors prior to the meeting as part of the Agenda associated paper. For a copy of the overview and summary, please see the Additional Notes on Minutes of this meeting, which are viewable on the Parish Council website www.tuddenhamstmartin.onesuffolk.net This site is part of the development which will form part of the Ipswich Garden Suburb, and is the most eastern part of the whole development. After discussion **it was agreed the Clerk would draft an email response, which would include the summary of comments previously raised about the Ipswich Garden Suburb. The email would be approved by Parish Councillors prior to being sent in response to the consultation.**

11. Highway Matters including:

- a) **An update on the SAVID and Speedwatch schemes.**

Ms Procter had emailed a highway report, and update, to Parish Councillors prior to the meeting. The report included an update about the Quiet Lanes initiative and details of the latter would be discussed later in the meeting. 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 Highlighted and additional comments were as follows:

- Confirmation has now been received that Speedwatch monitoring may resume from the end of March 2021.
- Concern had been raised to Ms Procter by residents at the speeding traffic which is intimidating pedestrians in the village, in particular at the driving at speed downhill from the Old Stores.
- Ms Procter wanted to know if there was a possibility to revisit the placement of a SID post in The Street, which might help deter speeding traffic around this location?
- There was a discussion about where the best location would be in The Street for the placement of a SID post and frustration was expressed at the lack of action from County Council Highways following previous meetings in the village which had taken place over a number of years between them and Parish Councillors.
- In a recent conversation with Mr Chenery at Highways, Ms Procter had reiterated the need of speed restriction roundels by the junction of Clopton Road and Grundisburgh Road.
- **It was agreed that Ms Procter and Mrs Hollier would liaise after the meeting to revisit the previous approaches made to County Council Highways.**
- **Ms Procter also agreed to liaise with Mr Bird after the meeting, to approach residents in The Street to ascertain an acceptable SID post location.**
- Ms Procter intended to follow up the problem of speeding traffic in The Street with the Camera Enforcement Team
- Mrs Ellinor drew attention to the traffic survey being carried out with residents in Westerfield by their Parish Council, and a discussion followed about how best to obtain residents' views and make a consultation as fair as possible for the whole village.

- b) **An update on the Quiet Lanes Suffolk project** Highlighted and additional comments were as follows:

- A signage plan has been completed for every participating village to ensure there are sufficient funds for the scheme.

- The full village consultation is the next stage of the process. This will be a full leaflet flyer delivered to every home in the village, which will contain details of the Quiet Lanes proposals in Tuddenham, and this will be followed up by a public meeting to consider the feedback. The cost of the flyers is not known at the moment.
- Ms Procter reiterated details about the funding for the Quiet Lanes project and about the background to the project being initiated.
- Ms Procter was thanked for her work carried out on the project so far, and a discussion about the best route for the printing of the flyers followed.
- It was suggested that the Parish Council consider an agreement on the spending limit for the printing of the flyers.
- A discussion about the best date for a public meeting followed, with a view that face to face meetings were expected to resume as from May 7th 2021. This date could however be subject to change, and in which case could result in a public meeting date not being agreed.
- Ms Procter suggested a date not later than the end of April for a public meeting, in order for the village to meet any deadline for the second wave of allocations for Quiet Lane status.
- **Mr Pipe proposed a limit of £50 for the flyer printing costs, which was unanimously approved.**
- **Ms Procter agreed to email fellow Parish Councillors with a deadline date for approval of the flyer prior to it being printed, and to agree a date for the public meeting.**

12. Management of the playing field and playground Mr Lugo reported the following:

- The wet weather and snow had delayed work being completed at the playing field.
- The broken post for vehicle access had now been dug out by Mr Lugo and replaced. The replacement post had been cemented in and the gate had been re-hung.
- Mr Lugo had prepared the broken stanchion from the goal post in readiness for it to be welded by Mr Bird.
- Mr Bird and Mr Lugo were about to assess the work needed to repair the damaged goal post, which was rusted at the base.
- The grass swing base beneath the new matting had now settled down.

Mr Lugo added that it was good to see people using the playground and playing field again.

Mr Lugo was thanked for his on-going work volunteered at the playing field and playground, and Mrs Ellinor requested to be made aware when Mr Lugo intended to carry out a tidy up at the playing field, in order to encourage village participation in the activity.

13. To review Parish Council Financial Regulations and Risk Register These were approved.

Regarding the Financial Regulations – the following was agreed:

- **Mrs Ellinor was nominated, and it was agreed, to be the member, other than the Chairman, appointed to verify bank reconciliations (for all accounts) produced by the RFO on a regular basis, at least once in each quarter, and at each financial year end.**
- **It was agreed that the Clerk would present a schedule of payments to the Chair before a meeting, in order for the approved schedule to be ruled off and initialled by the Chairman of the meeting.** The Clerk would deliver the schedule to the Chairman prior to a meeting during the period while virtual meetings were taking place.
- **It was agreed, by resolution, to suspend paragraph 6.20 (page 11) in relation to purchases of up to £150 between meetings of the Parish Council for playground and playing field maintenance and repairs. These purchases are made between meetings in order to ensure the continued safety at the playing field and playground. The amount of £150 was proposed by Mr Brightwell, seconded by Mrs Ellinor and unanimously approved.**
- **It was agreed, by resolution, to suspend paragraph 6.20 (page 11) in relation to the purchase of the equipment for viewing online planning applications, as the purchase will most likely be only possible by payment by credit card.**

14. Items for next Agenda

- Review of Clerk's salary

15. Date of next meeting 4th May 2021. 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 9.15pm.

Mrs C Frost - Parish Clerk. Tuddenham St Martin