

Minutes of the Tuddenham St Martin Parish Council meeting held on 4<sup>th</sup> May 2021 commencing at 7.20pm on the Zoom platform.

Present: Mr W Pipe, Mr H Brightwell, Mrs J Ellinor, Mr J Bird, Mr H Hollier, Mr C Hedgley (District Councillor) and Mrs C Frost (Clerk). Ms P Procter would arrive a short time later in the meeting. There was 1 member of the public present.

### **1. Election of Chairman, other office holders and sub-committees.**

- (a) Mr Pipe was nominated as Chairman by Mrs Ellinor. This was seconded by Mr Brightwell and unanimously agreed. Mr Pipe completed and signed the Declaration of Acceptance of Office.
- (b) Mr Brightwell was nominated as Vice Chair by Mrs Ellinor. This was seconded by Mrs Hollier and unanimously agreed.
- (c) Mrs Frost was nominated to continue as RFO by Mr Pipe. This was seconded by Mr Bird and unanimously agreed. Ms Procter joined the meeting and gave apologies for the late arrival.
- (d) Mr T Wright had been contacted prior to the meeting and had agreed to continue to act as Tree Warden. This was unanimously agreed.
- (e) Mr Lugo and Mr Bird agreed to remain the representatives of the Parish Council on the playground and playing field issues. This was unanimously agreed.
- (f) Ms Procter agreed to remain the representative of Parish Council on highway and traffic issues. This was unanimously agreed.
- (g) Mrs Hollier agreed to remain the representative of the Parish Council on Community police matters. This was unanimously agreed.
- (h) Mrs Ellinor agreed to represent the Parish Council on Planning matters. This was unanimously agreed.

**2. Chairman's Welcome and Apologies.** Mr Pipe welcomed every one present to the meeting. Apologies were received from Mr M Hicks (County Councillor), Mr T Fryatt (District Councillor), Mr D Lugo and Mrs T Weller (Parish Councillors). Apologies were also received from Mr Hedgley as he would need to leave the meeting for a short time and return later in order to attend an Annual Parish meeting elsewhere. Mr Pipe expressed thanks to Mrs Weller, who was sadly standing down from the Parish Council. Mr Pipe was sorry to see Mrs Weller go and as a long-standing resident of the village her contributions as a Parish Councillor have been much appreciated. This was echoed by the Parish Council.

**3. Public Forum** There were no additional issues to be raised.

**4. To receive declarations of interest.** There were none.

**5. Minutes of Meetings held on 3<sup>rd</sup> March 2021, 25<sup>th</sup> March 2021 and 22<sup>nd</sup> April 2021.** These were approved.

**6. Matters arising.** None.

### **7. Clerk's Report, Financial Report, and Authorisation of payments and correspondence**

- A. The Clerk advised that the hours worked since 26<sup>th</sup> February 2021 to 1<sup>st</sup> May 2021 were 115 (of which 31 were paid hours).
- B. **The Clerk requested approval, and it was agreed,** for the following payments (inclusive of VAT where appropriate) which had been made on behalf of the Parish Council:
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|--|----------|
| (1) Reimbursement of playground gate repairs                                     | £41.42   |
| (2) Annual street lighting maintenance and electricity                           | £176.35  |
| (3) Annual subscription for SALC membership                                      | £191.78  |
| (4) Reimbursement of playground repairs and payment for Quiet Lane flyers        | £85.98   |
| (5) Grass cutting (2020-2021 contract and March & April 2021-22 verges contract) | £423.00. |
- C. **The Clerk requested approval, and it was agreed,** for the following payments (inclusive of VAT where appropriate) which were still to be made:
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|---|---------|
| (1) Clerk's salary from 26 <sup>th</sup> February 2021 to 1 <sup>st</sup> May 2021 (31 hours) | £336.00 |
| (2) Reimbursement of 2 x monthly charges for Zoom package upgrade (March & April 2021)        | £28.78. |

- D. **The Clerk requested approval, and it was agreed**, for the suspension of Regulation 6.20 of the Parish Council Financial Regulations to allow for the purchase of the above Zoom subscription, as this would be the only method of purchasing the subscription.
- E. **The Clerk requested approval, and it was agreed**, for the suspension of Regulation 6.20 of the Parish Council Financial Regulations to allow the purchase of the replacement SID batteries for the Parish Council owned SID, in the event of the batteries needing replacement and this being the only possible method of purchase.
- F. The Parish Council had been emailed details, prior to the meeting, of the auditing regulations and completion of the Annual Governance and Accountability Return for 2020 2021. **It was agreed, and a resolution was made**, that the Parish Council met the criteria to be an exempt authority and approved the completion of a Certificate of Exemption from a Limited Assurance Review for 2020 2021. The Document was signed by the Chairman and the Clerk.
- G. **The Annual Governance Statement was agreed and approved unanimously**. The relevant page of the AGAR was signed by the Chairman and the Clerk.
- H. The Clerk reported that the amounts held by the Parish Council accounts as at 1<sup>st</sup> May 2021 were £1,200.18 (Current Account) and £26,218.11 (Savings Account). The Final accounts, and Accounting Statements for the year 2020–2021 and the financial accounts for the period 1<sup>st</sup> April 2021 to 1<sup>st</sup> May 2021 were submitted, **accepted and unanimously approved**. The relevant page of the AGAR was signed by the Chairman. The same page had been signed by the Clerk prior to the meeting.

Mr Hedgley gave his apologies and left the meeting.

- I. The Clerk reported that Parish Councillors would be notified by email, following completion of the internal audit, if an additional meeting was needed prior to the next scheduled meeting.
- J. The Parish Council were requested to consider if it wished to renew, or upgrade to an annual basis, the Zoom package subscription beyond the current monthly licence date of 19<sup>th</sup> May 2021. **It was proposed and unanimously approved** to extend the licence for 1 month only. **It was also agreed** to suspend Paragraph 6.20 of the Financial Regulations in order for payment to be made.
- K. Parish Councillors were emailed in March 2021 that the amount of expenditure under Section 137 of the Local Government Act for 2021-2022 is increased to £8.41.
- L. As required by the Financial Regulations, the bank reconciliations were verified at the financial year end and the signed documents had been returned to the Clerk. This was a required to be reported, including any exceptions of which there were none.
- M. Parish Councillors had been emailed about the invitation from East Suffolk Council to a short seminar on Community Led Housing on 25<sup>th</sup> May 2021. **Mrs Ellinor agreed to attend**. The Clerk would resend the details.

**8. Report on Community Policing** Mrs Hollier provided a report to Parish Councillors prior to the meeting. The report included details of several recent incidents in March (5) and April (1), and details of which incidents were known to have been reported to local police. Mrs Hollier had attended the Woodbridge and District ASB Meeting on 15<sup>th</sup> April 2021. The focus of this group for the next quarter is on education and awareness. Parish Councils are encouraged to share links and flyers about how to report Antisocial behaviour and crimes in the area with their community. Mrs Hollier added that an additional ASB related incident at the village hall has since been reported to the police. Mrs Hollier reiterated the information previously given, which was that it was important that these incidents continue to be reported to the police and that it is essential they are reported first hand. The police do not mind which heading is used for a report. An update is only given by the police if contact details are provided. Experience following recent reports had so far been good in that police have usually responded within 24 hours of a report. East Suffolk Council had also recently provided guidance on how best to report incidents to the police. These would be added to the Parish Council website. The Community facebook page (independent of the Parish Council) would also be approached to include the information.

## 9. Planning Matters including:

**(a) To consider the survey on the East Suffolk Council planning protocol** It was agreed to defer this Item until later, when Mr Hedgley would have returned to the meeting.

**10. Highway Matters including an update on the SAVID scheme and the Speedwatch schemes.** Ms Procter apologised for not presenting a written report prior to the meeting. Ms Procter gave a summary of recent events as follows:

- At a recent SAVID meeting, there had been discussion about the shared SID, which was now in Playford. The sharing rota would continue with Grundisburgh next, and then back to Tuddenham.
- A commitment to a co-ordinated approach on speeding issues had also been discussed.
- Ms Procter was keen for the village to engage with the ANPR project and felt that this should be discussed at the next Parish Council meeting.
- Speedwatch volunteers had been carrying out monitoring in the village recently and an additional volunteer had come forward.

It was commented upon that the Quiet Lane consultation had produced discussion about the highway traffic calming measures that were still outstanding, for a variety of reasons, in spite of the meetings and agreements made with Highway representatives. Mrs Ellinor requested that the issue was added to the next Agenda so that the agreed traffic calming measures could be pursued. A discussion followed about the outstanding issues and it was agreed the Clerk would check for the historical email communications. Ms Procter raised an issue about whether there was a plan for the possible resurfacing of the carriageway through the village. The Clerk and Mrs Hollier agreed to forward contact details they had to hand for Highway representatives in order for Ms Procter to make further enquiries.

## **11. To consider and agree Parish Council next steps on the Quiet Lanes proposals for Tuddenham St Martin following the public consultation and public meeting**

The recent public meeting was referred to and Ms Procter reported that the Quiet Lanes email recently received, which had shown there being 3 routes proposed in the village, was incorrect. Only 2 routes (Fynn Lane and Westerfield Lane) were being consulted upon and proposed by Tuddenham St Martin Parish Council. Ms Procter also reported that the voluntary contribution mentioned in the same email was only being requested where more than 1 lane was being put forward. Tuddenham/ Sandy Lane was being proposed by Swilland & Witnesham Parish Council and Ms Procter reported that Westerfield Parish Council had confirmed their support for Quiet Lane status for Westerfield Lane. The whole length of this route (Westerfield Lane / Moss Lane) was being put forward for Quiet Lane status consideration. There was agreement that a vote should be taken on each lane (Fynn Lane and Westerfield Lane) individually. Fynn Lane. Parish Councillors put forward their votes, and included their reasons for their decisions. **It was unanimously agreed that Fynn Lane was not put forward for Quiet Lane status.**

Westerfield Lane. Before a vote was taken there was more discussion about QLS for Westerfield Lane. Some of the points had been discussed at the recent public meeting. Additional comments included:

- Whole length of the lane meets the criteria for Quiet Lane status.
- Ideal route to link with neighbouring villages, lanes, and Ipswich Garden Suburb infrastructure.
- Concerns about the speed limit (it has varying speed limits, including the national speed limit in parts of the lane), Concern about whether the traffic data collected so far has been during lockdown.
- This was followed by a comment that traffic had however seemed busier over the last 12 months.
- Concern that there will be a misconception by pedestrians that QLS will slow traffic down.
- QLS and other traffic calming measures are not mutually exclusive.

Mr Hedgley re-joined the meeting.

The discussion continued and then a vote was then taken. It was proposed that Westerfield Lane **was put forward for Quiet Lane status. This was carried (by 4 votes for and 2 against).**

Ms Procter would report the vote to the QLS team and gave an overview of the next stages of the process. In answer to questions, Ms Procter agreed to reply to villagers that had written comments to the consultation, and it was not envisaged there would be costs for the Parish Council for the repeater signs for Westerfield Lane. Ms Procter was thanked for the work undertaken on this project.

**12. Management of the playing field and playground** Trees and bushes behind the goalpost (at the playground end of the field) had been cleared and more would be cut back around different parts of the field. The playground and playing field were in a good condition, being generally clean and tidy. There was a note of thanks for all of the ongoing work being carried out by Mr Bird, Mr Lugo and villager volunteers.

**13. To consider delegation of authority from 7<sup>th</sup> to 17<sup>th</sup> May 2021 in the event the Parish Council cannot meet**  
It was proposed and unanimously approved for the delegation of authority from 7<sup>th</sup> May 2021 to 17<sup>th</sup> May 2021 to the Clerk to make decisions only on matters deemed necessary which will not wait for the reintroduction of face-to-face parish council meetings. Any decisions in this period would be in consultation with the Chair and Vice Chair and all decisions will be reported at the following face-to-face Parish Council meeting (in accordance with the requirements of Part 2 of the Openness of Local Government Bodies Regulations 2014).

**14. To consider permission for a Geocache location in the village** Parish Councillors had been emailed prior to the meeting with details of the request, the research carried out by the Clerk about the ownership of the land in question, and a possible alternative safer site. Following discussion about the matter it was proposed that the alternative safer site should be suggested for this request, and this would be subject to specified requirements about the location. **This was carried (by 4 votes for and 2 abstained).**

**15. Review of Clerk's salary** Mrs Ellinor gave an overview of the Parish Clerk grades and a background to how the salary range and position of a Clerk needs to be regularly and properly assessed. After consideration **it was proposed and unanimously approved to increase the Clerk grade to SCP12.** It was acknowledged that this would increase the budgeted amount agreed last December, but there were sufficient funds to accommodate the increase.

#### **9. Planning Matters including:**

**(a) To consider the survey on the East Suffolk Council planning protocol** Deferred from earlier. Mr Bird gave an overview of the survey and the accompanying information that had been provided. The results of the survey would be shared with SALC and subsequently with East Suffolk Council. The survey was discussed at length and after much consideration **it was proposed that 'No' should be answered to all of the questions. This was carried (by 4 votes for and 2 abstained).** This decision would support the concern raised about the openness and transparency of the District Council planning protocol. The Clerk would complete and submit the survey on behalf of the Parish Council.

#### **16. Items for next agenda**

- Safety and traffic calming – as a sub heading under Highway Matters
- Restriction of HGVs on Westerfield Lane – as a sub heading under Highway Matters
- Parking issues in Fynn Lane – as a sub heading under Highway Matters
- Automatic Number Plate Recognition system – as a sub heading under Highway Matters

**17. Date of next meeting** 6<sup>th</sup> July 2021.

Everyone was thanked for taking part.

The Meeting closed at 9.50pm.

Mrs C Frost  
Parish Clerk. Tuddenham St Martin