

Minutes of the Tuddenham St Martin Parish Council meeting held on 6<sup>th</sup> July 2021 commencing at 7.35pm at the village hall.

Present: Mr W Pipe, Mr H Brightwell, Mrs J Ellinor, Mr H Hollier, Mr D Lugo and Mrs C Frost (Clerk). Cllr E Bryce (County Councillor) and Cllr C Hedgley (District Councillor) would arrive a short time later in the meeting. There were 2 members of the public present.

**1. Chairman's Welcome and Apologies.** Mr Pipe welcomed every one present to the meeting. Apologies were received from Mr Bird and Ms Procter (Parish Councillors). Apologies were also received from Mr Hedgley and Cllr Bryce as they would be arriving later in the meeting. It was agreed that the order of Items would be adjusted during the meeting to fit in with the attendance of the County and District Councillors.

**2. The co-option of a Parish Councillor to fill 1 vacancy** The Parish Council had been fortunate enough to have 2 excellent candidates for the 1 vacancy. Parish Councillors reported that it was a difficult decision to choose between the 2 candidates and following debate it was agreed to co-opt Mr Blake to the position. Mr Blake was formally invited to join the Parish Council and signed his Declaration of Acceptance.

**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 29<sup>th</sup> April 2021 (Public meeting) and 4<sup>th</sup> May 2021 (Parish Council meeting).** These were approved.

**6. Matters arising.** None.

**7. Reports of County Council and District Council Representatives** It was agreed to defer this Item until later, when Cllr Bryce and Mr Hedgley would be at the meeting.

**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 May and June that had been reported to the police. The Community Facebook page, which is independent of the Parish Council had been used to share information with local residents about how to report incidents to the police. The next ASB meeting was due to be held 15<sup>th</sup> July 2021 and Mrs Hollier would attend. Minutes from the previous meeting had not yet arrived. The Clerk would forward them to Parish Councillors upon receipt.

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

A. The Clerk advised that the hours worked since 1<sup>st</sup> May 2021 to 1<sup>st</sup> July 2021 were 55 (of which 32 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:

(1) Grass cutting (verges May 2021)	£15.00
(2) Reimbursement of monthly charge for Zoom package upgrade (May 2021)	£14.39
(3) Snow clearance (February 2021, not covered by Suffolk Highways)	£420.00
(4) Internal audit fee	£90.00
(5) Grass cutting (verges June 2021)	£15.00.

C. **The Clerk requested approval, and it was agreed,** for the following payments (inclusive of VAT where appropriate) which were still to be made:

(1) Clerk's salary from 4 <sup>th</sup> May 2021 to 1 <sup>st</sup> July 2021 (32 hours)	£368.00
(2) ICO registration for Data Protection (see note below)	£40.00.

D. The Financial regulations require that the approved schedule of payments shall be ruled off and initialled by the Chairman of the Meeting. Mr Pipe initialled the ruled off payments on the Agenda associated paper.

- E. The Clerk reported that the amounts held by the Parish Council accounts as at 1<sup>st</sup> July 2021 were £1,799.42 (Current Account) and £24,718.67 (Savings Account). The financial accounts for the period 1<sup>st</sup> April 2021 to 1<sup>st</sup> July 2021 were submitted, **accepted and unanimously approved**.
- F. As required by the Financial Regulations, the bank reconciliations were verified at the last quarter. This was completed by Mrs Ellinor and the signed documents had been returned to the Clerk. This is required to be reported, including any exceptions of which there are none.
- G. The Clerk emailed Parish Councillors prior to the meeting with details about the need to register with the ICO for Data Protection. **The Parish Council approved registration with the ICO** at a cost of £40.00. The Parish Council also **approved for the suspension of regulation 6.20 of the Parish Council Financial Regulations to allow for this payment**.

Cllr Bryce and Cllr Hedgley arrived at the meeting.

- H. The Clerk had authorised payment over the weekend, in agreement with paragraph 4.5 of the Financial Regulations, for the replacement of 2 SID batteries at a cost of £47.98. The Financial Regulations required that such actions are reported to the chairman as soon as possible and to the council as soon as practicable thereafter. The action was reported to the chairman upon authorisation. **The Parish Council approved the authorisation**. Mr Bird had thanked Mr Alcock, on behalf of the parish council, for the valuable work he carries out in taking care of the SID and batteries.
- I. The internal audit had been completed and had been emailed by the Clerk to Parish Councillors to consider. There were the following recommendations, and comments in response were included:
- Recommendation (1) The council should register with the ICO for Data Protection. Please see G. above.
  - Recommendation (2) It is a requirement to operate a PAYE scheme. The council should seek advice from SALC unless it gets an exemption certificate from HMRC that the council does not need to operate a PAYE scheme. The Clerk had written to HMRC again for guidance, as reported via email to Parish Councillors. The Clerk would await their reply and contact SALC as instructed if they did not issue an exemption certificate.
- J. Parish Councillors had been emailed with details of the next Carlford and Fynn Valley Community Partnership online meeting, taking place 12th July. The next Partnership priority is Road Traffic and Safety. Ms Procter had agreed to attend on behalf of the parish council and the invitation information had been forwarded to Ms Procter.
- K. The Clerk reported that an automatic response had been received from PKF Littlejohn following submission of the Exemption Certificate for the year ended 31 March 2021 AGAR.
- L. Parish Councillors were emailed by the Clerk prior to the meeting about communication with the snow clearance contractor following the higher than budgeted amount for the valuable work carried out. The contractor is again registered with Suffolk Highways which should reduce the future cost to the Parish Council. **The Parish Council were asked to approve, and it was agreed**, the invoiced amount, having considered fully the implications for public services and having noted the difference between the budgeted and invoiced amount.
- M. Parish Councillors were emailed in late June with details supplied by our Community Officer about several events and initiatives happening around the local area to support peoples mental and physical health. These include:
- Health and Wellbeing Event – Kesgrave, 27<sup>th</sup> July, 11 – 2pm. This is an opportunity to meet local service providers and understand what's available in the area. There will be a mixture of providers and local groups in attendance at the covid-secure event.
  - Green Light Trust 'Woodland Minds' course – September 2021. One day per week for six weeks, the course invites people of all backgrounds to spend time in Castan Woods with the Green Light Trust. Learning skills and developing confidence in a safe and supported way, it's an excellent opportunity to take a positive step in the right direction.

- SPOT Wellbeing – courses beginning July. These are courses for the over 60s that include tailored exercise, information and increased social interaction over the six-week course. Delivered by qualified physiotherapists and occupational therapists in small groups, the courses focus on ‘staying well’ and preventing future illnesses.

The Clerk should be contacted if anyone wished to be reminded about any of the initiatives or events.

## **7. Reports of County Council and District Council Representatives** Deferred from earlier.

Cllr Bryce had emailed Parish Councillors with her County Council report before the meeting, and a copy is available on the Parish Council website [www.tuddenhamstmartin.onesuffolk.net](http://www.tuddenhamstmartin.onesuffolk.net) Cllr Bryce introduced herself to everyone present and was pleased that she had been able to assist the Parish Council, very early upon her appointment, in liaising with the Highways Dept. during the recent resurfacing of the village highway. Cllr Bryce highlighted the following points from her report with additional comments:

- Suffolk County Council had launched a 6-week review which will focus on the processes, communication protocols and family-facing elements of SEND services within Suffolk County Council and the consultation is now open.
- Councillor Bryce had been appointed to Suffolk County Council’s new Education and Children’s Services Scrutiny Board, and on the County Council Corporate Parenting Board. Councillor Bryce was looking forward to getting more involved in this important area of the council’s work and making a positive difference for our children and young people across Suffolk.
- Councillor Bryce added had recently attended Hearings about school transport (Education Transport Appeals).
- The area has a good rate of participation in the Covid vaccination programme.

Cllr Bryce welcomed contact from the Parish Council and looked forward to be able to assist in matters that arise.

Mr Hedgley had emailed Parish Councillors with his District Council report before the meeting, and a copy is available on the Parish Council website [www.tuddenhamstmartin.onesuffolk.net](http://www.tuddenhamstmartin.onesuffolk.net) Mr Hedgley highlighted the following points:

- The Suffolk Road Safe Team are now delivering free cycling instruction sessions.
- The free Health and Wellbeing event being held in Kesgrave later in July.
- 25% of recycling has to be rejected as it includes items such as tetra paks and other materials not suitable for recycling. There is a campaign to improve the recycling in East Suffolk.
- Recycling items, such as tins and jars, should also be washed and not contain food content. Think about the people sorting through the recycling and clean out contents.
- East Suffolk Council has continued free parking for healthcare staff working in vaccination centres across East Suffolk.
- Specialist accommodation has been created to support former rough sleepers. Now there was a need to find permanent homes and jobs.
- There’s a new grant scheme to put nature first. The Greenprint Forum has launched a funding scheme for voluntary and community groups who are planning projects that help promote biodiversity. Mr Hedgley encouraged everyone present to think of projects in the village that might benefit from this fund. Mr Pipe instructed the Clerk to forward details of this fund to a villager that had expressed interest in the installation of swift boxes in the village.

**10. Planning Matters** A list of East Suffolk Council decisions, since the last meeting, on planning applications is on the Additional Notes on the Minutes, which are viewable on the Parish council website [www.tuddenhamstmartin.onesuffolk.net](http://www.tuddenhamstmartin.onesuffolk.net)

Mrs Ellinor had attended an East Suffolk Council meeting on Community led housing and had forwarded details of the meeting to Parish Councillors.

**11. Highway Matters** Ms Procter had emailed Parish Councillors prior to the meeting with comments to consider regarding the various highway related items. Ms Procter had additionally emailed Parish Councillors with a report earlier in the day. The report included an update on Speedwatch, SAVID, the village SID, the Quiet Lanes initiative

and the ANPR initiative. 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](http://www.tuddenhamstmartin.onesuffolk.net)

There was discussion about the various highway issues, including the past meetings and communication with Suffolk Highway representatives. **It was agreed that parking problems in passing places, on verges and pavements was a police matter and would be reported at the next ASB meeting.** Other actions, which were agreed following the discussion are listed with the related sub-heading as follows:

- a) **an update on the SAVID scheme and the Speedwatch schemes**
- b) **Safety and traffic calming** Mrs Hollier agreed to liaise with Ms Procter to compile and forward a list of outstanding 'SLOW' markings and other outstanding traffic calming measures to Councillor Bryce.
- c) **Restriction of HGVs on Westerfield Lane** The Clerk will use the Highways reporting tool to report the missing 'Unsuitable for HGVs' sign at the Westerfield Rd and Church Lane junction. **The Clerk will also report the need for the same sign** at the junction of Church Lane and Moss Lane/Westerfield Lane.
- d) **Parking issues in Fynn Lane** It was agreed a replacement post will be installed to deter inconsideration parking at the location a few metres from the entrance of Fynn Lane used by parking cars.
- e) **Automatic Number Plate Recognition project** Mrs Ellinor proposed, Mrs Hollier seconded and it was unanimously approved for Ms Procter to complete the application for the ANPR initiative for the 3 existing locations/posts in Tuddenham St Martin. The post on Main Road would be the priority location.
- f) **Overgrown vegetation on pavements** It was agreed a flyer would be printed and delivered to homes adjoining the pavement in the central part of the village. A previous flyer would be used for the basis of the draft and guidance from Suffolk Highways, which had been emailed by Mrs Hollier to Parish Councillors prior to the meeting, would be included. The Parish Council would consider providing assistance if needed, to clear away overgrown vegetation.

Councillor Bryce apologised during the discussion about this Item and left the meeting.

The Clerk would email a draft flyer to Parish Councillors to be approved before being delivered.

Mr Brightwell apologised and left the meeting.

**12. Management of the playing field and playground** Concern had been raised at the lower standard of grass cutting that had been out over the last month at the playground, playing field and on the verges of Grundisburgh Rd and the Clerk had been in contact with the contractor to voice the concerns. Assurance had been given by the East Operations Manager for CGM Landscapes that the required work, including the previously missed areas, would be carried out on 8<sup>th</sup> July 2021. Mr Blake reported that the wooden bridge for the fort was damaged and **it was agreed that repairs would be carried out.**

### **13. To consider possible event(s) to mark the Queen's Platinum Jubilee in June 2022**

There had been an approach from a neighbouring village to consider joint village activities. There was discussion about the possibility of village organisations, such the church, village hall and WI getting involved to organise events, and possible activities. **Mrs Ellinor and Mrs Hollier agreed to take ideas forward, with help from Mr Blake and a village volunteer** present at the meeting. Mrs Ellinor would additionally approach village organisations to seek village collaboration to organise events for the whole village.

Councillor Hedgley apologised and left the meeting.

**14. Clerk's remuneration** Mrs Ellinor gave an overview of the review carried out at the last meeting. It had been agreed that consideration of the Clerk's remuneration needed to be regularly assessed and this should be done on an annual basis. **It was agreed that the annual review would be carried out at the same meeting as the Budget consideration**, which would mean the next review would be in December 2021 and then on an annual basis.

### **15. Items for next agenda**

- Celebrations to mark the Queen's Platinum Jubilee in June 2022

**16. Date of next meeting** 7<sup>th</sup> September 2021.

The Meeting closed at 9.40pm.

Mrs C Frost  
Parish Clerk. Tuddenham St Martin