

Minutes of the Tuddenham St Martin Parish Council meeting held on 7<sup>th</sup> September 2021 commencing at 7.30pm at the village hall.

Present: Mr W Pipe, Mr H Brightwell, Mr D Lugo, Mrs J Ellinor, Mr J Bird, Ms P Procter, Mr R Blake, Mrs C Frost (Clerk), Cllr E Bryce (County Councillor) and Cllr C Hedgley (District Councillor). There were no members of the public present.

1. **Chairman's Welcome and Apologies** Mr Pipe welcomed every one present to the meeting. Apologies were received from Mrs Hollier.
2. **Public Forum** There were no members of the public present.
3. **To receive declarations of interest** There were none.
4. **Minutes of Meetings held on 6<sup>th</sup> July 2021 and 17<sup>th</sup> August 2021** These were approved.
5. **Matters arising.** The Clerk reported that the flyer agreed at the July meeting to request villagers cut back overgrown vegetation had been printed and delivered to homes adjoining the pavement in the central part of the village. A discussion followed about overgrown vegetation, and the ownership of related land, in other parts of the village. **Mr Pipe and Mrs Ellinor agreed to follow up the discussion** and make enquiries in the village. An Item would be included on the next Agenda for an update. The Clerk reported that the Nature First Grant scheme application, discussed at the August meeting, had been updated as agreed by the Clerk and Mr Wright (Tree Warden). **Mr Pipe and Mr Blake agreed there were no other changes** to be made so **it was agreed that the Clerk would print the completed form** so that it could be signed by Mr Wright before being submitted.

**6. Reports of County Council and District Council Representatives** 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 gave an overview of the climate focused report, including:

- the County Council Afghan refugee support
- changes that we all can make to reduce our carbon footprint
- the 'Carbon Battle Bus' making visits around the county
- the deadline of 27<sup>th</sup> September 2021 for Suffolk residents to register interest in the group-buying solar panel scheme
- the appointment of the new Chief Fire Officer
- the booking system will remain in place at the recycling centres but with increased slots now available
- Suffolk being in early discussion with government about devolution

Cllr Bryce added that there is a new Fire and Rescue policy development panel, which Cllr Bryce is joining and feedback is being invited from parish councils for input on the panel. Cllr Bryce also added that the procurement process is starting for the county highway contract.

Mr Bird questioned the decision about the continuance of appointments for the recycling centres and remarked that it seemed counter-intuitive to the council initiative on carbon footprint reduction as special trips would be needed for each appointment. Cllr Bryce replied that a customer survey from March 2021 revealed that over 90% of replies had been positive about the booking system, but that the system will continue to be reviewed. Mr Pipe remarked that excess numbers of fire appliances had been seen attending some small incidents and questioned how the number attending a situation would be assessed. This would be given as feedback to the Fire and Rescue policy development panel.

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:

- Following a change in the government rules, East Suffolk Council have joined forces with Great Yarmouth Borough Council for a bid to become UK City of Culture 2025
- The Grandpad Loan Scheme, aimed at tackling social isolation amongst older residents, is continuing
- Free cookery workshops have been offered to older people living in East Suffolk and there are 2 remaining in September. These are at Hollesley on 9<sup>th</sup> and Melton on 10<sup>th</sup> September
- Fly tipping issues are being actioned by East Suffolk Council. Please report a fly tipping problem if you see it

- There are a variety of activities taking place in Felixstowe, some of which are to celebrate the Women's Tour (cycle racing) finishing in Felixstowe
- East Suffolk Council House in Melton has now been planted with wildflower borders, along with a bug hotel and other features to encourage wildlife

In reply to a question, Mr Hedgley confirmed that the former Council offices were now back on the market.

**7. Report on Community Policing** Mrs Hollier had provided a report to Parish Councillors prior to the meeting. The report included details of several recent incidents in July and August that had been reported to the police. Concerns had been raised about vehicles causing noise disturbance at weekends throughout August and the advice from local police was for anyone who had further information (dates, times or car details) should file a report on the Suffolk Police 'Report Something' website. Concerns had also been raised about vehicles causing obstruction for pedestrians on public footways in different parts of the village. The advice from local police was that residents wishing to report problems of this nature should also use the Suffolk Police 'Report Something' website. 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, as well as fly tipping issues to East Suffolk Council. Mrs Hollier had attended the ASB meeting on 15<sup>th</sup> July 2021. The main focus from police representatives was to keep reporting nuisance behaviour when observed. Reports of nuisance vehicles driving in Tuddenham were raised again. The Minutes would be forwarded to Councillors when they arrive. The Clerk reported that the next ASB meeting would take place 14<sup>th</sup> October 2021 and details would be emailed to Councillors prior to the meeting as a reminder and to check attendance.

A discussion followed about how details of the Community Police Report may be more widely shared with villagers. Mrs Ellinor would approach Mrs Hollier after the meeting to follow this up.

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

- A. The Clerk advised that the hours worked since 1<sup>st</sup> July 2021 to 1<sup>st</sup> September 2021 were 87 (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:
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|---|----------|
| (1) Reimbursement of 2 SID batteries                                      | £47.98   |
| (2) Grass cutting (playing field 2x March, April & May plus 1x June 2021) | £243.60. |
- 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 1 <sup>st</sup> July 2021 to 1 <sup>st</sup> September 2021 (32 hours) | £368.00 |
| (2) Grass cutting (playing field 1x July)  | £34.80. |
- 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> September 2021 were £1,035.45 (Current Account) and £24,718.67 (Savings Account). The Clerk reported that a cheque amounting to £40.00, in respect of the ICO registration, had not been debited as of 1<sup>st</sup> September 2021. The financial accounts for the period 1<sup>st</sup> April 2021 to 1<sup>st</sup> September 2021 were submitted, **accepted and unanimously approved**.
- F. The Clerk had emailed Parish Councillors prior to the meeting with details about the existing grass cutting contract and invoices. **There was unanimous agreement to terminate the contract** at the end of this grass cutting schedule (October 2021).
- G. The Clerk had emailed Parish Councillors in August with a request from the Head of Legal & Democratic Services and Monitoring Officer for East Suffolk Council. The Clerk reminded Councillors to look at their details on their Register of Interests to make sure that they are up to date and to let the Clerk know if they had not received, or were having problems, finding their logon details. Mr Hedgley added that it was a good idea for Councillors to access the system to check the details were correct even if they felt there were no changes since the last time their Register had been updated.

**9. 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)

DC/21/3782/TCA – Crabb apple tree to be felled. The Street Tuddenham. Concern had been raised that the tree had been damaged before the reply had been received from East Suffolk Council. The application stated that the tree was causing damage to the well and this was being disputed. The following statement was proposed as a reply to this application 'The Parish Council are disappointed that the situation has arisen that this tree has been unnecessarily pruned and it would appear that the District Council are not in a position to stop it being felled despite the fact that it is a healthy tree and still bearing fruit.' **This was agreed by a majority decision** (6 For, 1 Opposed).

Concern had been raised that an above ground structure for a well was being built in the front garden of a residence in the Conservation Area without prior planning permission. Advice had been sought from the Planning Dept. and they had advised that planning permission would be needed as the structure is in front of the principal elevation of the main house. A discussion followed about the history of the well and the dwelling and it was proposed that the Enforcement Team were contacted to investigate further. **This was agreed by a majority decision** (6 For, 1 Opposed).

**10. Highway Matters** Ms Procter had emailed Parish Councillors prior to the meeting a report on highways. 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)

Ms Procter gave an overview of the report. Cllr Bryce had escalated the outstanding highway issues that had been raised in a report by Mrs Hollier and would update the Parish Council when more information was known. Cllr Bryce added that the HGV route review had been slightly delayed. **It was agreed the Clerk would forward details** to Cllr Bryce about the 2 HGV missing sign issues (Westerfield Rd/Church Lane junction and Church Lane/Moss Lane junction). Ms Procter added that she would be attending the 16<sup>th</sup> September 2021 ESC Community Partnership workshop on Road and Traffic Safety. A survey, in preparation for the workshop, had recently been launched to seek views from local residents to identify key areas that were not already known and to receive suggestions that the Partnership could consider. It had been advertised widely, including the latest Grundisburgh News edition. Mr Bird remarked on the significant positive difference the SID was having on Main Rd. Councillor Bryce gave her apologies and left the meeting.

**11. Management of the playing field and playground** The ROSPA inspection would be carried out later this month.

#### **12. Possible event(s) to mark the Queen's Platinum Jubilee in June 2022**

Mrs Hollier had emailed a report 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](http://www.tuddenhamstmartin.onesuffolk.net) Mrs Ellinor gave an overview of the report and a discussion followed. **A budget of up to £100 was agreed for the events as a contribution from the Parish Council. Suspension of Regulation 6.20 of the Parish Council Financial Regulations was also agreed to allow for these purchases.** The appointment of a Safeguarding Officer and the insurance cover was discussed. Both would be addressed closer to the dates. Mrs Ellinor added that volunteers and further suggestions for the events were welcomed.

**13 Litter pick and village clean event** Mrs Hollier had emailed Parish Councillors with questions to consider prior to the meeting. There was a general discussion about the type and extent of an event and what was being targeted. In answer to the questions, **the following was agreed:**

- The Parish Council were happy to support the event.
- A Saturday, rather than Sunday, morning would be preferred.
- The full extent of what it would cover was still to be defined, but an event held in October would include the cleaning of village/road signs and a litter pick.
- Volunteers could be provided with refreshments at the village hall as a thank you.
- Ms Procter would check the Norse contact details and forward them to Mrs Hollier to obtain the kit (high vis jackets, gloves, litter pickers, refuse sacks, etc).
- Mrs Ellinor would liaise with Mrs Hollier about advertising the event to villagers to encourage participation.
- Mr Bird would be the Safeguarding Officer.

**14. The East Suffolk Boost Grant scheme** Mr Blake had researched possible equipment but commented that it would be useful to know an estimated budget that would be available as equipment that would be accessible for all abilities was usually prohibitively expensive. A discussion followed, including about the source for funding. Prior to the meeting, the Clerk had emailed Parish Councillors with details of the Play Space fund which could be used in conjunction with the Boost Grant scheme. It was estimated that funds in the region of £10,000 - £12,000, as a guide, would be available. The Clerk would email (and cc Mr Blake) representatives from Ipswich Borough Council and Norse that had previously assisted the Parish Council with play equipment enquiries. Mr Blake would carry out further research.

Mr Hedgley gave his apologies and left the meeting.

**15. Review of the Standing Orders, Financial Standing Orders and Risk Assessment** The Standing Orders and Financial Standing Orders were reviewed and **it was unanimously agreed that no changes were necessary.** The review of the Risk Assessment was deferred to the next meeting.

**16. Items for next agenda**

- Celebrations to mark the Queen's Platinum Jubilee in June 2022
- Management of private residential boundaries and hedgerows

**17. Date of next meeting** 7<sup>th</sup> December 2021.

The Meeting closed at 9.40pm.

Mrs C Frost  
Parish Clerk. Tuddenham St Martin