

Minutes of the Tuddenham St Martin Parish Council meeting held on 7th December 2021 commencing at 7.30pm at the village hall.

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

1. Chairman's Welcome and Apologies Mr Pipe welcomed everyone present to the meeting. Apologies were received from Mr Blake, Mr Frost (Village Hall Chair) and Cllr Fryatt (District Councillor).

2. Public Forum There were no members of the public present.

3. To receive declarations of interest Mr Bird and Mrs Ellinor are members of St Martin's PCC (Item 14).

4. Minutes of Meetings held on 7th September 2021 These were approved.

5. Matters arising The Clerk reported that the swift box funding, which had been provided by East Suffolk Council on behalf of the Greenprint Forum, had been received and 20 swift boxes had been delivered. The related audio devices would be purchased when available and the project would move forward in the new year. The review of the Risk Assessment is deferred to the next meeting.

6. Reports of County 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 Cllr Bryce gave an overview, including the highlights on the following:

- The consultation on priorities for future County Council services was live
- The annual White Ribbon Day campaign began in November, with the aim of helping to end violence against women and girls.
- The Government funding boost for Suffolk community projects.
- The County Council is searching for warehouse space to aid foodbanks in Suffolk.
- £12.8m is being invested by Suffolk County Council to decarbonise its buildings. Following a question about this, Cllr Bryce reported that it was understood that this was from investments and not from council tax rates.

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 Cllr Hedgley highlighted the following:

- A new trading company is to deliver key council services and the existing contract with SCN will not be renewed in 2023. Profits from the new company will come back to the District Council. Following a question, Cllr Hedgley replied that the new company would be 100% owned by the District Council.
- The Treebilee Project – 50% of parish councils has applied so far.
- Don't forget to buy locally when buying Christmas presents.
- Christmas free parking details would be announced soon for District Council carparks.
- The campaign to encourage looking out for the Food Hygiene Rating sticker this Christmas when planning a meal out or ordering a takeaway.

A discussion followed about the CIL charges, which were currently being consulted upon and highlighted in the report, and its possible impact on the affordability of new homes when added to other development charges.

7. To receive a report from the Village Hall Committee following their annual meeting A copy of the annual report given at the Village Hall Committee AGM, which had been held earlier in the year, had been emailed to Parish Councillors prior to the meeting by Mr Frost. An update since the annual meeting had also been emailed to Parish Councillors as follows:

Once again, I would like to thank the council for the grant of £500. It really helps us to cover our running costs. At the moment we are temporarily without a booking clerk, and consequently our income stream is diminished. The contribution from the council is greatly appreciated.

8. Report on Community Policing Mrs Hollier had provided a report to Parish Councillors prior to the meeting. The report included details of several incidents, which had been reported to the police, in October and November. Suffolk police have issued advice urging the public to be vigilant around home and vehicle security at this time of year. Information for residents from Suffolk Police would continue to be shared via the Facebook Community page (which is independent of the Council). The next ASB Woodbridge Meetings would be held on 20th January 2022 and Mrs Hollier would attend. Mrs Hollier added that advice to be vigilant about drink spiking would also be added to the Community Facebook page. Mr Pipe added that privately owned e-scooters are not legal on public highways but had been witnessed on roads through the village.

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

- A. The Clerk reported that the hours worked since 1st September 2021 to 1st December 2021 were 98 (of which 45 were 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) Insurance renewal on a 3 year LTA | £260.68 |
| (2) Grass cutting (playing field and verges August 2021) | £84.60 |
| (3) Village Hall rent charge (up to and including September 2021) | £66.00 |
| (4) Grass cutting (playing field and verges September and October 2021) | £134.40 |
| (5) 20 Swift boxes | £400.00 |
- C. The Clerk requested approval, **and it was agreed**, for the following payments, which were still to be made:
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| (1) Reimbursement for renewal of website hosting fee | £60.00 |
| (2) ROSPA Play inspection of playground | £94.80 |
| (3) Reimbursement for purchase of viewing equipment for online planning applications | £1144.92 |
| (4) Clerk's salary from 1 st September to 1 st December 2021 (45 hours) | £518.00 |
| (5) Donation to Air Ambulance (LGA S137) | £50.00 |
| (6) Donation to Suffolk Accident (LGA S137) | £50.00 |
| (7) Donation to St Martin's Church for grass cutting (LGA S214) | £330.00 |
| (8) Clerk's Office Expenses | £55.00 |
| (9) A suitable seasonal gift as a Thank you for maintaining the bus shelter (S137) – in region of | £15.00 |
| (10) Donation to Tuddenham St Martin Village Hall (LGA S137) | £500.00 |
- D. As required by the Financial Regulations, the approved schedule of payments had been ruled off and were initialled by Mr Pipe.
- E. The amounts held by the Parish Council accounts as at 1st December 2021 were £2146.97 (Current Account) and £22,909.29 (Savings Account). The financial accounts for the period 1st April 2021 to 1st December 2021 were submitted, **accepted and unanimously approved**.
- F. The Parish Council were asked to consider, **and it was agreed**, to approve the suspension of regulation 6.20 of the Financial Regulations to allow for the purchase of the above renewal of the website hosting fee, and for the purchase of audio equipment for the Swift nest boxes.
- G. The Clerk reported that suspension of Regulation 6.20 of the Financial Regulations had been agreed at the 3rd March 2021 meeting to allow for the purchase of the above equipment to view online planning applications.
- H. The Clerk reported that, as required by the Financial Regulations, the bank reconciliations were verified at the last quarter by Mrs Ellinor. This was required to be reported, including any exceptions of which there were none.
- I. Suffolk County Council had emailed that they were keeping their street lights on all night Christmas Eve into Christmas morning, and New Year Eve into the New Year morning. As in previous years options had been given to choose for the Parish Council street lights. **The same option as the County Council was agreed.**

- J. Parish Councillors had been emailed prior to the meeting with details of the quotations for the grass cutting contract in the village. S C Norse was **proposed by Mr Pipe, seconded by Mrs Ellinor and unanimously approved** (16 cuts for the playground and playing field and 8 cuts for the other areas on the contract).
- K. Parish Councillors had been emailed with details of the service and costs for the April 2022 Internal audit. **It was unanimously agreed to appoint** Heelis and Lodge.
- L. Parish Councillors had been emailed prior to the meeting about the East Suffolk survey on 'How do you use digital technology?' The questions were covered and answers agreed. The Clerk would complete the survey after the meeting before the deadline.
- M. The Clerk reported that Parish Councillors had been emailed prior to the meeting with details about the Treebilee project. A discussion followed but no suitable location could be agreed upon.
- N. Parish Councillors had been emailed on 3rd December that the Cllr Bryce was pleased to report that she'd had an update from the County Council Winter Team and they confirmed that following the overpayment in respect of last year's snow clearance, the County Council will now pay for the difference for the clearance undertaken on the carriageway. For future clearance, they've advised that farmers will be contacted during a 'snow event' and requested to assist with snow clearance. Payment would then only occur following a direct instruction from Suffolk County Council. The Clerk had spoken to the contractor prior to the meeting as the contractor starts his snow clearing early in the morning, which is usually before a call from the County Council, in order to ensure the roads are cleared for early traffic. There was a discussion and it was put forward that a valuable service had been provided to the village by the contractor over many years. **It was agreed to continue on the existing basis.**
- O. Parish Councillors were emailed in November about the Community Partnership meeting which is taking place 17th December 2021. Ms Procter would attend the meeting, which would include discussion about Road and Traffic Safety funding for Partnership villages.
- P. The Clerk reported that the 'No Smoking' sign in the bus shelter had been taken down by an unknown person and needed putting up again. Mr Bird agreed to reinstall the sign.

10. Planning Matters including:

- a) DC/21/3782/TCA – To fell crabb apple tree. The Street – Response from East Suffolk Council: No objection to the proposed work.
- b) DC/21/4734/ARM – Approval of Reserved Matters. Land north of the railway and East of Henley Rd. No comments.
- c) DC/21/5261/TCA – 2m crown reduction of cherry tree. The Granaries – No comments.
- d) The East Suffolk Local Plan, including the Draft sustainable Construction Supplementary Planning Document, the Draft Affordable Housing Supplementary Planning Document and the Draft Cycling and Walking Strategy. No comments.
- e) To consider a designated area for Tuddenham St Martin and a public meeting to seek volunteers to join the steering committee in the event of a Neighbourhood Plan. Mrs Ellinor proposed revisiting this topic to see if there was any village appetite to pursue a Neighbourhood Plan in order to help deter urban spread from Ipswich. So far, there had not been any strong appetite shown but Mrs Ellinor requested consideration for a public meeting to get an up to date feeling from villagers and give an opportunity to explain what a Neighbourhood Plan would do. A discussion followed about the recent Westerfield NHP meeting and how the Plan would impact upon development in the neighbouring village. There was positive response to Mrs Ellinor's proposal and a discussion continued about the possible interest, or lack of, from villagers to pursue an NHP. Also, how a Plan would be taken into account with any future development in the village and would impact upon East Suffolk Council planning decisions. **Mrs Ellinor proposed, and Mrs Hollier seconded, holding a public meeting early 2022 as a first step to gauge support and explain to residents about a NHP for the village.** It would also see if there was any support for volunteers to engage with the project and take it forward as part of a steering committee. A vote was taken. 6 Agreed. 1 Abstained. **The proposal was agreed by a majority decision.**
- f) Conservation Area issues It was agreed to defer to the next meeting due to time constraints.

g) The Consultation on the Draft East Suffolk Community Infrastructure Levy (CIL) Charging Schedule and Draft East Suffolk CIL Instalment Policy No comments.

11. Highway Matters including

a) an update on the outstanding highway issues, including ‘SLOW’ road markings All of the markings would be subject to approval from the Safety and Speed Team, but they would require funding and the Parish Council had been asked if this was something they were happy to pay for. It was difficult to consider without costings, but there were issues over the funding and costing process, and frustrations about this were expressed. It was not possible to pursue the costs of the roundel installations from the Community Partnership fund and there needed to be investigation as to how this fund may be spent on speed awareness and highway safety measures. Cllr Bryce was chasing Highways to get costs so the Parish Council may then make a decision should the funding not be available from other sources such as Highways.

b) an update on the SAVID, Speedwatch and Quiet Lanes schemes, and the ANPR initiative Ms Procter had emailed a Highways Report to Parish Councillors earlier in the day about these issues. 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 It was remarked that previously the Parish Council had been advised that there would be no expense for the Quiet Lane allocation in the village but was now being asked to consider a small voluntary contribution. This was discussed further and the request was considered **as proposed by Ms Procter and seconded by Mr Bird**. A vote was taken. 4 Agreed. 3 Objected. **The proposal was agreed by a majority decision.** The removal of the ‘Westerfield’ portion of the finger post sign at the junction of Westerfield Lane/High Street with The Street was considered and a vote was taken. 6 Agreed. 1 Abstained. **The proposal was agreed by a majority decision.**

c) Comments to the Lorry Route Map Review in Suffolk The Review was discussed, including comments that there seemed to be a high number of HGVs on village roads in spite of none of the routes going through Tuddenham. Following further discussion, **Ms Procter agreed to email fellow Councillors prior to submitting comments to the Review on behalf of the Parish Council.**

Cllr Bryce and Cllr Hedgley gave apologies and left the meeting.

12. Management of the playing field and playground, including the proposal of a village project to make the playing field a place for all ages

The ROSPA inspection had been carried out in November and the wooden equipment was being looked at and maintained. Mr Bird agreed to seek alternative contractors to carry out future ROSPA inspections and the Clerk would email details of the ROSAP requirements to Mr Bird.

Mrs Ellinor had emailed fellow Councillors prior to the meeting with a proposal to make the playing field more accessible for all ages in order to increase the use of the valuable space as there was plenty of unused space around the football pitch. Mrs Ellinor had spoken with 2 volunteers in the village who were happy to help make and maintain a communal garden (in the right-hand corner – looking from the entrance – that extends along the lower edge of the field to the children’s play area) and following further discussions with East Suffolk Council representatives, was sure there would be funding available as the project would be making the area attractive to a more diverse range of people. There was no budget for the Parish Council to consider at the moment as funding would be sourced from grants and fund raising. The general consensus of opinion at the meeting was that it was a good idea, and Mrs Ellinor agreed to liaise with Mr Bird and Mr Lugo after the meeting to discuss the matter further.

13. Clerk’s remuneration Mrs Ellinor gave an overview of the payscale for Clerks and the review carried out May 2021. It was agreed that there was no need for any change of payscale at this point, but that it would be reviewed December 2022. The Clerk had emailed Parish Councillors prior to the meeting with a request for one of them to receive Parish Council emails during the absence of the Clerk for several days in December and on future holidays, to ensure urgent communications would continue to be forwarded to Parish Councillors. **Mrs Ellinor agreed** to receive the emails.

14. Budget /Setting of precept for 2022 2023 A draft budget had been emailed to Parish Councillors prior to the meeting. The draft budget was considered and **the budget amount of £7939 for 2022–2023 was agreed** (full details follow at the end of the Minutes). Taking all information into account, **it was also agreed not to increase the precept request, and that it should remain at £6200.** The District Council had confirmed that the Tax Base for the Parish Council would reduce from 165.41 to 162.29. This would result in an increase to the Parish Council portion charge for village properties and show as a 1.92% increase on the 2022/23 Council Tax bills against the Parish element for the same precept of £6,200. (Band D equivalent £38.20, rather than the existing amount of £37.48). Reserves would be used for any shortfall between the budget and precept amounts.

Mr Brightwell gave his apologies and left the meeting.

15. An update on the events to mark the Queen's Queen's Platinum Jubilee in June 2022 Mrs Ellinor had emailed Parish Councillors prior to the meeting with an update, and gave an overview of the events arranged so far. Mrs Ellinor had been in contact with the Witnesham organiser with a view to Tuddenham taking part in the Jubilee Baton relay.

16. The East Suffolk Boost Grant scheme The Clerk gave an update of the project and application so far. The deadline for the grant was 6th January 2022 and the total estimated budget for the project would be £10,000 to £12,000 if the grant application was successful. Most of the application had been completed but Mr Blake and Mrs Frost were not however able to provide any further time on the project prior to the application deadline due to other commitments. Mrs Ellinor and Mr Pipe agreed to obtain quotes to enable the application to be submitted by the deadline. The Clerk would email details to Mr Blake, Mrs Ellinor and Mr Pipe.

17. Management of private residential boundaries and hedgerows Mr Pipe had emailed Parish Councillors prior to the meeting with an update of the investigations so far, and gave an overview of the layout of the boundaries in question on Westerfield Lane. Mr Pipe would liaise with another Councillor after the meeting to possibly approach occupants to explain the findings.

18. To consider how to improve awareness of meetings and business with parishioners Mrs Hollier gave background information on why this issue had been raised and suggested that the Parish Council should be more visible about what is discussed and agreed at meetings, such as with planning matters. Mrs Hollier asked if there was any objection to the Community Facebook page (independent of the Parish Council) being used to advertise Parish Council meetings. A vote was taken. There was unanimous agreement for the Community Facebook page to be used.

19. Items for next agenda To consider future alternatives to Grass cutting contracts with outside organisations. Other Items to be agreed.

20. Date of next meeting. 1st March 2022.

The Meeting closed at 10.25pm.

Mrs C Frost - Parish Clerk. Tuddenham St Martin

	Agreed Budget 2022-2023
SALC	200
Insurance	300
Keightley Way G/C	540
Other grass cutting	180
Snow Clearance	350
ROSPA Inspection	100
Clerks Expenses	55
Electricity	290
Village Hall Rent	264
Clerk's Salary	1950
Community Action Suffolk	80
Playing Field repairs	300
Election Expenses	100
Sundry Repairs/Expense	500
Chairman's allowance	100
Training	250
Village leaflet	50
Church Council	330
Grundisburgh News	0
Village Hall Reserve	500
Air Ambulance	50
Suffolk Accident	50
Audit	100
Limited Assurance Review	200
Speedwatch	50
Data Protection Regulation	50
Contingency Fund	1000
Total	£7,939