

Minutes of the Tuddenham St Martin Parish Council meeting held on 1st March 2022 commencing at 7.30pm at the village hall.

Present: Mr W Pipe, Mr R Blake, Mr D Lugo, 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 Mrs Hollier. It was agreed that Items would be moved to accommodate attendance, if needed, as Cllr Bryce would need to leave the meeting early to attend another meeting.

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 1st February 2022 These were approved.

5. Matters arising Mr Pipe reported that the Westerfield Lane hedging question would be progressed further and Mrs Ellinor reported that Flagship Housing would be contacted about the maintenance of their hedging in Keightley Way.

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 budget would see an overall increase of 2.99% to council tax.
- Pleased at additional funding for Suffolk Highways.
- Pleased at the biodiversity plan across the county to enhance the biodiversity of at least 30% of its land and assets, by 2030.

Cllr Bryce was happy to answer questions from the Parish Council. Mrs Ellinor reported that the footway damage in The Street had been reported via the County Council Highway reporting tool, but only footway potholes that had been submitted with a specific photo had been included by SCC Highways for repair. It was disappointing that adjacent potholes had not been included at the same time for repair. Cllr Bryce invited Mrs Ellinor to email details of the missed damaged sections to Cllr Bryce to escalate with Highways. A short discussion followed about the possibility of parked HGVs on footways being the cause of the problem.

Ms Procter drew attention to a request for 30mph roundels in the Highways Report, which would follow later in the meeting. Cllr Bryce had checked the feasible locations, which were Grundisburgh Road and The Street. Cllr Bryce has requested costings and would forward this to the Parish Council for consideration as the costings for roundels were not currently in the Highways budget and would need to be met by the Parish Council. Costings for 'SLOW' markings would also follow for consideration by the Parish Council.

Cllr Bryce was thanked.

Cllr 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 explained that the report covered the whole East Suffolk area in order for the Parish Council to know what is going on in the whole District Council area. Cllr Hedgley had attended a Planning Referral Panel meeting earlier that day as a non-participatory observer. The retrospective well canopy application had been considered and following a vote, the final decision would go to Mr Ridley (East Suffolk Council (ESC) Head of Planning and Coastal Management), to determine if it would go to the Planning Officer or Committee for decision. Did the Parish Council wish Cllr Hedgley to contact the Committee to make them aware of the lighting concern? A discussion followed and there was general agreement that the lighting was a problem. A Councillor that had been in favour of the application felt that however the lighting was an issue. A vote was taken on whether to ask Cllr Hedgley to emphasise the lighting concern. **There were 6 in favour and 1 abstention and so the vote was carried by a majority decision.**

Cllr Bryce gave apologies and left the meeting in order to attend another Parish Council meeting.

Cllr Hedgley continued with his report and invited the Parish Council to consider projects, and submit applications as early as possible, that would be assisted by funding from the District Councillor Enabling Community Budgets.

Cllr Hedgley invited questions and was asked about the ESC Governance Review. If the Parish Council respond as being happy with the existing arrangements, then the outcome should be that it will stay unchanged.

Cllr Hedgley was thanked.

7. Report on Community Policing Mrs Hollier had provided a report to Parish Councillors prior to the meeting. The Parish Council had not been contacted directly about any incidents since the last meeting, but the report had included details of incidents which had been either shared on the Community Facebook pages (independent of the Parish Council) and/or submitted to the police. These included:

- Some walkers had let their dogs off leash in the Fynn Valley area which had then chased sheep. In late December 2021 local farmer's sheep were chased on to the railway tracks, causing the death of 14 sheep. The incident had been reported to the police. New signs asking dog walkers to keep dogs under control or on-leash were put up on footpaths near the fields.
- Continued problems with speeding and noisy cars using the village lanes in a manner causing disturbance to the public. Significant increase in traffic (multiple noisy vehicles travelling together) was noted on the weekend of 26th - 27th February 2022.
- Reports of shed break-ins in neighbouring villages. Residents are encouraged to secure their outbuildings, sheds and garages. Guidance on security measures is available from Suffolk Police
<https://www.suffolk.police.uk/sites/suffolk/files/page/downloads/shedandgaragesecurity1.pdf>

Mrs Hollier had attended the ASB meeting on behalf of the Parish Council on 20th January 2022 and had reported that the meeting would be summarised in the ASB Meeting minutes. Going forward the Team will be discussing activities available for young people during the school holidays. Parish Councils are encouraged to share links about how to report criminal activity and antisocial behaviour with their community. This is done by sharing web links regularly on the Facebook community page including the following:

<https://www.suffolk.police.uk/contact-us/report-something>

<https://www.suffolk.police.uk/advice>

<https://www.suffolk.police.uk/sites/suffolk/files/homesecuritychecklist1.pdf>

The Clerk would forward Minutes of the ASB when received and would confirm the date of the next ASB meeting when known.

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

- A. The Clerk reported that the hours worked since 1st December 2021 to 24th February 2022 were 71 (of which 35 were paid).
- B. The Clerk requested approval, **and it was agreed**, for the following payments which were still to be made on behalf of the Parish Council:
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|--|---------|
| (1) Reimbursement of Swift bird call sound systems | £95.00 |
| (2) Clerk's salary from 1 st December 2021 to 24 th February 2022 (35 hours) | £403.00 |
- C. As required by the Financial Regulations, the approved schedule of payments had been ruled off and were initialled by Mr Pipe.
- D. The amounts held by the Parish Council accounts as at 1st March 2022 were £829.25 (Current Account) and £21,409.89 (Savings Account). The financial accounts for the period 1st April 2021 to date were submitted, **accepted and unanimously approved**.
- E. 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.
- F. Parish Councillors were emailed in the previous week with details of the Community Partnership (CP) sessions which would be taking place prior to the April CP meeting at which the CP priorities would be reviewed. There was discussion about the CP programme bringing councils together for projects such as highway issues. **Mrs Ellinor and Ms Procter would liaise about the CP meetings and Mrs Ellinor agreed to attend. The Clerk would resend the email as a reminder.**

- G. Parish Councillors were emailed earlier in the day with the request to consider becoming a core member of the East Suffolk Community Partnership as of April 2022. **Mrs Ellinor agreed to represent the Parish Council. The Clerk would confirm details to the Communities Officer.**
- 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. Parish Councillors had been emailed prior to the meeting with the letter to confirm Ipswich Borough Council (IBC) received the Inspectors Report on the Examination of the IBC Local Plan Review 2018-2036. The Report and Appendices were available to view on the IBC website.

9. Planning Matters including:

a) **To note ESC Decisions**

1. DC/21/5261/TCA – T1 Cherry to side of house – 2m. crown reduction. The Granaries. No objection.
2. DC/21/5357/FUL – Rear single storey sunroom extension (existing conservatory to be removed). The Granaries. Permitted.
3. DC/22/0262/AME – Non-Material Amendment of DC/21/1417/FUL. Clopton Rd. Permitted.

b) IP/22/00013/OUTFL - Land To The East Of Westerfield Road And South Of The Railway Line, Red House Farm Westerfield Road Ipswich - Full Planning permission for the two principal means of vehicular access and all pedestrian and cycle accesses off Westerfield Road and Outline planning application (all matters reserved) for a mixed use development for up to 1,020 dwellings, a local centre, a Primary and Secondary School; potential school vehicular access from Westerfield Road; cycle and pedestrian access from Tuddenham Road; provision of formal and informal open spaces and other landscaped areas and play areas; provision of infrastructure (including internal highways, parking, servicing, cycle and pedestrian routes, utilities and sustainable drainage systems); landscaping and engineering works (including ground remodelling and enabling works).

Prior to the meeting, Mrs Ellinor had drawn attention to a small triangular piece of additional land now incorporated as part of this development. The additional piece of land was off-site from the main development, north of the railway line and on Church Lane, and did not relate to the rest of the land already allocated for the Red House development. The Clerk had emailed Councillors that the Design and Access Statement was noted that the application site covers an area of 53.07ha, but in addition, a separate application is being made to bring forward a parcel of land of 0.6ha within East Suffolk District for biodiversity enhancement. The Clerk had emailed Councillors prior to the meeting with the details about Biodiversity net gain and a map which outlined the areas included in:

- IP/22/00013/OUTFL (including the additional piece of land for biodiversity enhancement)
- SCLP12.24 (East Suffolk Council – approx. 150 dwellings)
- IPSA4 (Ipswich Borough Council – approx. 496 dwellings expected on 60% of the site)

The application was discussed and in particular, the additional piece of land for Biodiversity Net Gain. It was also noted that the Traffic Assessment had stated that the agreements to date include the provision of two priority-controlled junctions on Westerfield Road to provide access to the site and that it had been agreed that there are benefits associated with the provision of a pedestrian and cycle only connection between the site and Tuddenham Road. Later in the same document however, it had stated that one of the measures to manage vehicle access and additional vehicle movements on the local highway network includes limiting points of vehicle access onto the existing highway network to a small number of controlled junctions at Henley Road, Westerfield Road and potentially Tuddenham Road. **It was agreed to suitably reword the comments put forward to the pre-application consultation on the Red House Neighbourhood in March 2021.** The statements about the concern at late school provision, consideration of the impact of additional traffic upon neighbouring villages, and required assurance about the treatment of sewage not being routed to treatment works in Tuddenham, would remain but suitably adjusted. Additional comments would be added that it was imperative that there would be no vehicular access on to Tuddenham Road. Also, it would be highlighted that the additional piece of land has no direct link with the rest of the development and request clarification of how it will be used to meet biodiversity loss and the importance of maintaining a physical separation of villages to the north of the development from Ipswich. The Clerk would email the comments to Parish Councillors for approval before being submitted by the deadline of 8th March 2022.

c) **To consider a Neighbourhood Plan for Tuddenham St Martin.** There was a discussion about the background to this Item and the December 2021 Minutes were referred to. There was no update following the

December 2021 meeting, and with all of the current commitments it had not been possible to set a meeting date for the time being. This would be arranged when more time allows.

Mr Hedgley gave his apologies and left the meeting.

10. Highway Matters including

a) an update on the outstanding highway issues, including 'SLOW' road markings and 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 Ms Procter gave an overview of her report and highlighted that each village in the Community Speedwatch group will get its own speed watch device. More volunteers are needed. Ms Procter also reported that the SAVID Speed Indicator Device will be in Tuddenham bi-monthly.

11. Management of the playing field and playground, including the proposal of a village project to make the playing field a place for all ages One of the goal posts is broken and needs to be dealt with. A discussion followed about whether to remove it. **It was agreed that will be assessed and the action to be taken would be decided upon by Mr Lugo and Mr Bird.** Some of the wood in the existing playground equipment needs updating. Mrs Ellinor reported that some members of the Parish Council will be meeting with play equipment companies on 23rd March 2022 about the additional all-inclusive play equipment (to be purchased with grants from the ESC Boost Scheme and Play Space fund). There had been some discussion with families who will most benefit from this additional equipment and the feedback about preferred items so far had prioritised an accessible roundabout and an accessible swing. A problem however, is that playground is not fully accessible at the moment to anyone with mobility issues. Mrs Ellinor commented that the playing field and playground are not be used to their full potential. Mr Blake had drawn up some ideas for a discussion document for the public meeting at which villagers would be invited to seek views on how best to make use of the area. One of the ideas included a better outdoor space with possible income revenue for woodland schools. A discussion followed about how the playing field was presently used and whether the whole football pitch should be retained, or reduced to the area for a '5 a side' pitch. No decision was made as there will be a public meeting on 15th March 2022. This will be an initial fact-finding meeting to let villagers know of ideas, get input, then afterwards make a plan and seek funding. No decisions will be made at the 15th March meeting. A discussion followed and included comments about the playground being in a remote area of the village (nothing could be done about this), and whether the football pitch should be reduced in size or remain unchanged. **It was agreed that Mrs Ellinor and Mr Blake would draft a flyer to be delivered to all homes in the village to advertise the meeting. Mr Bird agreed to print the flyers.** Village volunteers would deliver them.

12. An update on the events to mark the Queen's Platinum Jubilee in June 2022 Mrs Ellinor reported that there would be a meeting on 14th March 2022 to progress the project further. So far, there are 5 villagers taking part in the baton inter-village relay and the variety show is being pulled together with ideas. A budget of up to £100 had been agreed at an earlier meeting for this project. **It was agreed to suspend paragraph 6.20 of the financial regulations in order to make payment of these purchases.**

13. The East Suffolk Boost Grant scheme The Clerk gave an update on the project. The amended Boost Grant application had been successful and the acceptance form had been completed and returned with the required documents. The Clerk will report when the funding is received. The Play Space application had been completed and submitted in February and the Clerk will follow up with ESC to check its outcome.

14. Parish Councillor Training The Clerk had forwarded updated details of the training programme provided by SALC to Parish Councillors. **It was agreed there was sufficient funding for the New Councillor Training for Mr Blake and that he would contact the Clerk if wishing to proceed.**

15. To consider alternatives to grass cutting contracts with outside organisations There was a discussion about whether there was a viable alternative to the present arrangements, such as Parish Council owned machinery being used to carry out the work but this was discounted due to the associated costs.

It was agreed that the Clerk would contact SC Norse to check that all was in order with the new contract and work would commence this month.

16. To consider upgrade of Parish Council owned streetlighting to LEDs Parish Councillors had been emailed details prior to the meeting. As there had been no objections, and only positive replies, Suffolk County Council had been approached for a quote and this would be forwarded to Parish Councillors to consider when received.

17. To review Parish Council Risk Register The Risk Register was reviewed and now included additional sections to the previous Register in respect of:

- Bank and banking
- Reporting and auditing
- Best value accountability
- Annual Return
- Freedom of Information Act.

There were also changes to:

- Legal Powers wording
- Staff wording

Parish Councillors had also been forwarded a copy of the FOI Act Model Publication Scheme from the ICO, and a Draft of the Access to information guide. **Approval was unanimously agreed.**

18. To consider village clean up /Spring clean Ms Procter would take the lead on the organisation of a village clean. It would take place towards the end of April or start of May. Mr Brightwell gave apologies and left the meeting.

It was unanimously approved for Ms Procter to proceed. Ms Procter would contact SC Norse to obtain the equipment.

19. To consider response to the East Suffolk Council Community Governance Review 2021-2022 The Review was considered and **it was unanimously approved that the Parish Council could see no advantage to do anything other than staying with the status quo.** The Clerk would submit these comments by the deadline.

20. Items for next agenda To be agreed.

21. Date of next meeting. 1st May 2022. 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 9.55pm.

Mrs C Frost - Parish Clerk. Tuddenham St Martin