

Minutes of the Annual meeting of Tuddenham St Martin Parish Council held on 3rd May 2022 commencing at the end of the Annual Parish meeting at the village hall.

Present: Mr W Pipe, Mr D Lugo, Mr H Brightwell, Mrs J Ellinor, Mr R Blake, Mrs H Hollier, Mr C Hedgley (District Councillor) and Mrs C Frost (Clerk). Mr J Bird would arrive a short time later in the meeting due to PCC commitments. There were no members 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.
- (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 Mrs Ellinor and unanimously agreed.
- (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 were proposed to remain the representatives of the Parish Council on the playground and playing field issues, and to be joined by Mr Blake. This was unanimously agreed.
Mr Bird joined the meeting and gave apologies for the late arrival.
- (f) Ms Procter was proposed 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.
- (i) Mrs Ellinor agreed to remain the representative of the Parish Council on the Community Partnership programme. This was unanimously agreed.

2. Chairman's Welcome and Apologies. Mr Pipe welcomed every one present to the meeting. Apologies were received from Councillor Elaine Bryce (County Councillor) and Ms P Procter (Parish Councillor). Apologies were also received from Mr Hedgley and Mr Blake as they would both need to leave before the end of the meeting. It was agreed to move Items of the Agenda to fit around the attendance.

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

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

5. Minutes of the Parish Council Meetings held on 1st March 2022, and Notes of the Public meeting held on 15th March 202. These were approved.

6. Matters arising. The Parish Council was now a core member of the Community Partnership and Mrs Ellinor, as the representative for the Parish Council, would be given a vote on any matters as required at Community Partnership meetings. All emails received about the Partnership would still be forwarded to all Parish Councillors.

11. The playing field and playground, including an update on:

- (a) The management of the playing field and playground A lot of maintenance had been carried out at the playing field, and the grass cutting completed by the new contractor seemed to be working well.
- (b) The East Suffolk Boost Grant scheme, Play Space application and purchase of additional all ability play equipment. Mrs Ellinor, Mr Bird and Mr Lugo had met with representatives of 2 play equipment companies. Quotes had been received on a supply only and supply and fit basis and all quotes were considered fully. Following the meet up with the play companies, the preference from Mr Bird and Mr Lugo was for the supply only basis from Sutcliffe Play. The equipment would include the Inclusive Roundabout (with seat and scooter), Nest Swing with rubber seat, Sensory flower, Noughts and crosses Panel, and rubber grassmat surfacing. It was understood that full instructions would be given in order for the installation to be carried out by Mr Bird, Mr Lugo and volunteers. Mr Hedgley, in reply to a question, agreed to enquire if East Suffolk Council had qualified inspectors that would be able to check the installation after completion. Councillors asked the Clerk to clarify with the insurance company, the cover provided (Personal Accident and Liability) in the event of

Councillors and volunteers installing the equipment. The purchase of the equipment was considered at length and included discussion about Health and Safety issues, ROSPA inspections, storage of the equipment for the duration of the installation, and getting volunteers involved. **Mrs Ellinor proposed the purchase of the above listed equipment on a supply only basis. This was seconded by Mr Blake and unanimously agreed.**

- (c) The proposal of a village project to make the playing field a place for all ages. Mrs Ellinor had emailed Parish Councillors with notes from the Public meeting, which had taken place 15th March 2022, and communications from residents that had not been able to attend. Mrs Ellinor was happy to carry out Clerk duties for future sub-committee meetings in relation to the project. A general discussion followed about the project, and this included about the possibility of more public consultations, the need for visual stimulus for any consultations, the need for volunteers for any of the garden work or planting, the possibility of different size goal posts at each end of the playing field for different types of football, benches, a wild planting area, and the 3 priorities agreed at the public meeting. Work had already begun on one of the priorities and bracken had been cleared to give more space. The Clerk would check what Sports funding is available and if it would cover the costs of improved signage for the playground. Mr Blake, Mr Lugo and Mr Bird would liaise after the meeting to talk through the ideas to help make the project future proof. Mr Blake would then draw up plans for consideration.

9. Planning Matters including:

- (a) To consider Housing Clusters and Small Scale Residential Development in the Countryside SPD and the village settlement boundary in the East Suffolk Council Suffolk Coastal Local Plan. Mr Pipe declared an interest and did not take part in discussion about this Item. Following attendance at the East Suffolk Council workshop on 31st March 2022, Mrs Ellinor had asked if, for the future growth of the village, the Parish Council needed to request a review of the settlement boundary as there seemed to be no development land within the current boundary (other than land allocated under Policy SCLP12.66: Land off Keightley Way). Following discussion and consideration **there was unanimous agreement that it should be reviewed and put forward for consideration by East Suffolk Council.**

Mr Hedgley gave his apologies and left the meeting.

Mr Bird would liaise with Mrs Ellinor after the meeting to draw up a proposal for a revised settlement boundary for consideration by the Parish Council.

- (b) To note East Suffolk Council decisions on planning applications since the meeting of 1st March 2022: DC/21/5242/FUL – Retrospective application – Retention of canopy above existing well. The Street. Permitted.
- (c) To consider the Rushmere St Andrew Neighbourhood Plan. There were no comments.
- (d) DC/22/1572/FUL – conversion of loft space and garage to living accommodation, with associated elevational alterations and installation of photovoltaic panel array to South elevation roof shape. The Street. The planning documents were viewed via the projector. The discussion included:
- Concern raised at the loss of a parking space, although it was appreciated that it was not used for parking at the moment.
 - The aesthetics of local buildings and the Conservation Area.
 - Environmental benefits of solar panels being installed.
 - Velux windows being in keeping with a 1980s property.

Mr Blake gave his apologies and left the meeting.

The discussion continued and **it was agreed to comment** that the Parish Council recognise that the garage is not currently used as a parking space, but once it has gone for good it will not be available for any future use for a parking space for this family home.

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

- A. The Clerk advised that the hours worked since 24th February 2022 to 1st May 2022 were 72 (of which 27 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) 5 Swift nest boxes (taking the total to 25) with funding from the Greenprint Forum grant | £100.00 |
| (2) Printing of Play are public meeting flyers | £7.20 |
| (3) Reimbursement for 2 SID replacement batteries | £70.48 |
| (4) Annual street lighting maintenance and electricity | £180.59 |
- 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) Annual subscription for SALC membership | £191.85 |
| (2) Clerk's salary from 24 th February 2022 to 1 st May 2022 (27 hours) | £311.00 |
- D. As required by the Financial Regulations, the approved schedule of payments had been ruled off and were initialled by the Chair.
- E. **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 replacement batteries for the Parish Council owned SID.
- F. As required by the Financial Regulations, the bank reconciliations were verified at the financial year end. This had been completed by Mrs Ellinor and the signed documents had been returned to the Clerk. This was required to be reported, including any exceptions, of which there were none.
- G. 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 2021 2022. **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 1st May 2022 were £5,044.30 (Current Account) and £26,610.43 (Savings Account). The Final accounts, and Accounting Statements for the year 2021–2022 and the financial accounts for the period 1st April 2022 to 1st May 2022 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.
- I. **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 2021 2022. The Document was signed by the Chairman and the Clerk.
- J. 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.
- K. Parish Councillors had been emailed details of the Local Government pay award from 01 April 2021. **The increase for the Clerk's salary was approved.**
- L. The Parish Council had received notice that the amount of expenditure under Section 137 of the Local Government Act for 2022-2023 is increased to £8.82.
- M. The Parish Council were asked to consider, **and it was agreed**, for a contribution of £5 towards the Swift nest box project.
- N. Parish Councillors had been emailed details of the renewal of the Community Action Suffolk free membership., **which was unanimously approved on the same basis as last year.**
- O. The Parish Council had been approached to include a link on the website to the Gocompare guide on preparing for a flood and protecting properties. **This was not approved.**

- P. The Parish Council had been forwarded details of ASTCO Clothing Banks as a possibility for the village hall car park. **This was not approved.**
- Q. East Suffolk Council was pleased to announce that the Sustainable Construction Supplementary Planning Document was adopted by Cabinet at the meeting on 5th April 2022.
- R. Parish Councillors had been emailed details of the offer from Dr Poulter MP. to meet remotely with villagers and the Parish Council. **It was agreed to accept an offer for later in the year if there was village interest.**

8. Report on Community Policing

Mrs Hollier provided a report to Parish Councillors prior to the meeting. Following reports of shed break-ins in neighbouring Suffolk villages, residents are reminded 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> and this link has been shared on the Facebook community page.

Concerns from residents have been raised over the theft of oil from tanks, it is recommended that residents check their tanks regularly and use a lock to secure them. The following guidance from Suffolk Police has been shared on the Facebook Community page. <https://www.suffolk.police.uk/sites/suffolk/files/heatingoilsecurity1.pdf>

On 14th March it was reported that the bus shelter was vandalised and the No Smoking signs were broken. If residents have witnessed or have information on any vandalism in the village, they are urged to report this either online or calling 101. Report Something website: <https://www.suffolk.police.uk/contact-us/report-something>

Minutes from the 21st April 2022 ASB meeting and details of the next ASB meeting would be forwarded to Councillors when received.

10. Highway Matters including an update on outstanding highway issues (including the 'SLOW' markings), the SAVID, Speedwatch and Quiet Lane schemes, and the ANPR initiative

The report from Ms Procter had been emailed to Parish Councillors prior to the meeting and was as follows:

Road signage. I believe we are still awaiting costings of these from Highways/Councillor Bryce.

Speedwatch We now have our own speed device and signs so will be able to operate more independently and choose our own dates and timings to operate. We have a new volunteer who I am training and hope to plan some sessions when I return from holiday.

SAVID With additional funds from East Suffolk Partnership a new SID is being purchased by Little Bealings Council. This will be shared with Playford and means the other shared SID will be shared by Grundisburgh and Tuddenham possible also with Witnesham/Swilland when they have posts installed. Additional funds have also been allocated and at our next meeting on May 26th we will confirm how this will be spent. The funds are sufficient to purchase an additional SID but does not include the vat amount (approx £650 if we purchase the same model) As the vat is reclaimable by the purchasing PC would the Parish Council be prepared to purchase an additional SID without the vat sum being included? An opinion on this would be helpful prior to our next SAVID meeting. My apologies for not being present to explain this more fully. Colin Hedgley may be in a position to do so.

East Suffolk Road Safety Partnership group. The next meeting which I will be attending is on Tuesday May 10th.

The Clerk would check with SALC about the Parish Council purchase of the SID, and check if there were any significant revenue or spending implications as a result of this purchase if it were agreed to proceed. **The SID purchase, on behalf of SAVID, was agreed subject to these checks being carried out first.**

12. An update on events to mark the Queen's Platinum jubilee in June 2022

- Mrs Ellinor reported the events planned in the village were as follows:
- A request had been sent out to encourage the decoration of the village with Red White & Blue for the weekend.
 - Thursday 2nd June - 3pm. BBQ and entertainment at The Fountain
 - Friday 3rd June
 - 1pmish Inter village Baton Relay passes through Tuddenham (look out for our runners)
 - 7pm Would Jubilee've It. Variety show & sing along with Ploughman's supper at the Village Hall (BYOB)
 - Sunday 5th June – 2pm. Family Fun Sports Day at the Playing field followed by "bring & share" tea party at the village hall.

5 or 6 runners from the village were taking part in the Baton relay. Mrs Ellinor had personally sourced some of the associated paper goods, found jubilee bunting from a previous village event and Tadpoles would be paying for the fun day medals. Some finishing touches were needed. Details of the village events had gone in the Grundisburgh News and would go in the InTouch News.

13. To consider adoption of the new Model Councillor Code of Conduct 2020 A copy of the new LGA Model Code of Conduct was emailed to Parish Councillors, with the accompanying Guidance notes, prior to the meeting. The new Code was discussed and Mr Pipe proposed adoption of the Code. This was seconded by Mrs Hollier. A vote was taken (5 in favour & 1 abstention). By a majority decision it was resolved to adopt the new Code.

14. To consider the upgrade of Parish Council owned streetlighting to LEDs Parish Councillors had been emailed the quotation from Suffolk County Council. In addition, the Parish Council had been approached by a resident (a local electrician contractor) offering to provide an alternative quotation. Suffolk County Council had agreed that they had no issue with the Parish Council obtaining a quote from this contractor. The Clerk would forward details of the project so that the quotation could be made on a like for like basis. An additional meeting prior to 5th July would be arranged so that a decision could be made in order to meet the County Council deadline.

15. Items for next agenda To be agreed.

16. Dates scheduled meetings for the remainder of 2022 5th July 2022, 6th September 2022 and 6th December 2022.

The Meeting closed at 9.30pm.

Mrs C Frost
Parish Clerk. Tuddenham St Martin