

Minutes of the Tuddenham St Martin Parish Council meeting held on 5<sup>th</sup> July 2022 commencing at 7.30pm at the village hall.

Present: Mr W Pipe, Mr D Lugo, Mr J Bird, Mr H Brightwell, Ms P Procter, 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 Ellinor, Mrs Hollier and Mr Blake (Parish Councillors) and Cllr Bryce (County Councillor).

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

**3. To receive declarations of interest** Mr Pipe and Mr Brightwell in connection with Item 9 b).

**4. Minutes of Meetings held on 3<sup>rd</sup> May 2022 and 21<sup>st</sup> June 2022** These were approved.

**5. Matters arising** Minutes of 3<sup>rd</sup> May 2022, Item 11 (b) - Mr Bird referred to the Clerk being asked by Councillors to clarify the cover provided by the insurance company. Mr Bird was concerned that the decision might have resulted in a rejection of the project. He reminded Councillors that responsibilities for different Council duties had been shared on an expertise basis, that a lot of work, especially at the playing field and playground, was carried out on a voluntary basis by villagers with a great deal of relevant experience, and he felt that the advice of these particular Councillors had not been fully taken into account. Also, that the Clerk had already given an understanding of the cover prior to the request to check with the insurance company. Mr Bird felt that it was a mistake to not fully take into account this expertise when actions were agreed. A discussion followed about the need of the Parish Council to follow proper procedures and the appreciation for the large amount voluntary work carried out in the village, especially at the playing field and playground.

Minutes of 3<sup>rd</sup> May 2022 and 21<sup>st</sup> June 2022 – The Clerk reported that a lot of administration work was outstanding from previous meetings due to the amount of work involved and time constraints and requested that Parish Councillors should fully consider time implications of any actions being agreed. A discussion followed about the amount of background and unseen work involved in carrying out Parish Council duties and Ms Procter suggested that Councillor and Clerk Responsibilities should be added to the next Agenda for consideration.

**6. Reports of County and District Council Representatives** Cllr Bryce was not able to attend the meeting but had confirmed that she would be reporting to the Parish Council after the meeting regarding Highways in particular.

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](http://www.tuddenhamstmartin.onesuffolk.net) From his report, Cllr Hedgley highlighted that four of East Suffolk's beaches had been awarded Blue Flags and Seaside Awards this year and that East Suffolk Council (ESC) had opened applications for its apprenticeship scheme. Cllr Hedgley added that the ESC Chief Executive would be standing down at the end of this year.

**7. Report on Community Policing** Mrs Hollier had provided a report to Parish Councillors prior to the meeting. The report included incidents about nitrous oxide canisters found in the village, fly-tipping and a garden theft. Reports of gates being opened during the night of the garden theft had been noted at several properties in the area. Police advice is to report any incidents via the Report Something web site. Guidance on security measures is available from Suffolk Police, including information on protecting outbuildings, sheds and garages. The following link had been shared on the Community Facebook page <https://www.suffolk.police.uk/sites/suffolk/files/page/downloads/shedandgaragesecurity1.pdf>

The Clerk reported that the next ASB meeting was due to be held on 21<sup>st</sup> July 2022 and that Minutes from the ASB meetings would be forwarded to Parish Councillors when received.

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

- A. The Clerk reported that the hours worked since 1<sup>st</sup> May 2022 to 1<sup>st</sup> July 2022 were 79 (of which 31 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:

(1) Annual data protection fee to the ICO	£40.00
(2) Internal audit fee for the accounts year ended 31 March 2022	£90.00
(3) Clerk's salary from 1 <sup>st</sup> May 2022 to 1 <sup>st</sup> July 2022 (31 hours)	£363.00

- C. As required by the Financial Regulations, the approved schedule of payments had been ruled off and were signed by Mr Pipe.
- D. The Clerk reported that, as required by the Financial Regulations, the bank reconciliations will be verified after the meeting for the last quarter and once completed will be reported, including any exceptions, to the Parish Council.
- E. The amounts held by the Parish Council accounts as at 1<sup>st</sup> July 2022 were £4541.45 (Current Account) and £26,812.30 (Savings Account). The financial accounts for the period 1<sup>st</sup> April 2022 to 1<sup>st</sup> July 2022 were submitted, **accepted and unanimously approved**.
- F. 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 AGAR.
- G. The Clerk reported that the internal audit had been completed and had been emailed to Parish Councillors prior to the meeting to consider. There were the following recommendations, and comments in response are:  
**Recommendation (1):** To review Fidelity Cover in line with the recommended guidelines of year-end balances plus 50% of the precept Following receipt of the information emailed to Parish Councillors, which confirmed details of the temporary balance increase and that the estimated end of year balance for 2022-2023 would be iro £17,915.12, which would again be within the recommended guidelines, there was agreement that the Fidelity Cover should remain unaltered.  
**Recommendation (2):** It is a requirement to operate a PAYE scheme. The Clerk had written again to HMRC for guidance as their online advice continues to state that PAYE enrolment does not apply. The Clerk would report back to the Parish Council when HMRC reply.
- H. Parish Councillors had been emailed with the information received from SALC about their subscription review. The increase will take place from April 2023 and the estimated increased amount is £185.86, which is a 10.37% increase. This is an estimated amount because the new calculation is now closely aligned to electorate figures and these will not be updated until January 2023. It also does not include the NALC proportion of the subscription which will be confirmed by NALC at their AGM in October. This should all be taken into account when assessing the budget in December.
- I. Parish Councillors were emailed in June with the good news the Suffolk County Council portion of the February 2021 snow clearance charge had now been reimbursed following the escalation of the matter by Cllr Bryce.

## 9. Planning Matters including:

- a) To note East Suffolk Council decisions on planning applications since the meeting of 3<sup>rd</sup> May 2022
- 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. Permitted.
  - DC/22/2199/FUL – First floor side extension. Main Road. Awaiting decision.
- b) To consider comments on the East Suffolk Council consultation on the Draft Housing in Clusters and Small Scale Residential Development in the Countryside Supplementary Planning Document Mr Pipe and Mr Brightwell had already declared interests in this Item and took no part in the discussion. The Item was discussed. There were no comments.
- c) IP/22/00542/REM – Land North of Railway and East of Henley Road Ipswich. Reserved Matters (appearance, layout, landscaping and scale) for Phase 7 of the Country Park comprising the Visitor Centre and associated facilities including services yard, play area, car park, hard and soft landscaping, earthworks, drainage, boundary treatments, and associated works (in relation to Outline Planning Permission IP/16/00608/OUT comprising up to 1100 dwellings, local centra, country park, open space, sustainable urban drainage systems, landscaping, infrastructure and

engineering works; and 2 No. access points from Henley Road and provision of access points for pedestrian/cycle bridge and vehicular bridge over railway) There was a discussion about this Item. There were no comments.

#### **10. Highway Matters including:**

a) an update on the outstanding highway issues, including 'SLOW' road markings This was deferred pending a report from Cllr Bryce.

b) an update on the SAVID, Speedwatch and the ANPR initiative and

c) an update on the Quiet Lane scheme – Wave 4

Ms Procter had emailed a Highways Report to Parish Councillors earlier in the day about Highways, Road safety, Speedwatch, SAVID and the Quiet Lanes Project. A copy would be forwarded to the Clerk after 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) Ms Procter gave an overview of her report. **Mr Bird proposed an amount of up to £50 was agreed for the Quiet Lane flyer printing. A vote was taken (3 in favour. 1 abstention). The vote was carried by a majority decision.** Ms Procter requested that the volume of village traffic was added to the Agenda for discussion at the next meeting.

d) Consideration of parking issues Mrs Hollier had emailed Parish Councillors the previous day, a draft flyer for residents about considerate parking in the village. It was discussed. Mr Bird would liaise with Mrs Hollier after the meeting to include an additional bullet point about not parking on the solid white line in The Street, and to remove reference to the village hall carpark due to the limited number of spaces available. **A budget of up to £50 was proposed for the printing of the flyer. This was unanimously approved.**

#### **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**

Mr Bird and Mr Lugo reported that the assault course had been repaired, the 3 damaged wooden logs had been repaired and the invoices for the replacement materials would follow. It was reported that due to a misunderstanding, there had been a delay in the order being submitted for the additional all ability play equipment, but this had now been done. Mr Bird had agreed to be the point of contact with the supplier to discuss the type of transport being used to ensure the safe delivery of the additional items. Hedging at the playground site was still being cleared and a new bench, which had been generously donated anonymously, had been installed at the playing field. An additional bench for the area was being prepared for installation by Mr Lugo. There was a record of thanks to Mr Lugo and Mr Bird for all of their work put in to date. There was also additional thanks to Mr Watson (villager) who had also been putting in a lot of work at the site. It was commented that the work at the site had made a big difference to the area. Lots of scrub had been cleared away and more was to be cleared. **It was agreed the Clerk would contact ESC to confirm the order for the additional play equipment had been submitted.** This would start the process for the first portion of the Play Space fund to be credited to the Parish Council account.

There was a possibility that one of the existing goal posts would be replaced by a mini goal post for junior users of the playing field.

#### **12. To consider upgrade of Parish Council owned streetlighting to LEDs, including the type of post top bracket and lantern for the Grundisburgh Rd light in the Conservation Area**

Parish Councillors had been emailed updated details prior to the meeting. The quotations were discussed again, including the additional details about the lantern for the Grundisburgh Rd street light, which was in the Conservation area. There was general agreement to proceed with the Suffolk County Council quote and there was further consideration about the type of lantern for the Grundisburgh Rd street light. This included discussion about the additional cost that would be spent on a 'heritage' style lantern, that the street lights were provided for footways, and the feature of this particular lantern on the bridge in the Conservation area. **Ms Procter proposed to proceed with Suffolk County Council upgrade, with the less expensive round heritage lantern specifically for the Grundisburgh Rd street light in the Conservation area. This was seconded by Mr Bird. A vote was taken (4 in favour. 1 opposed) and it was agreed by a majority decision.**

**13. To consider the Community Partnership meeting on 11<sup>th</sup> July 2022** There were no comments to put forward to the 11<sup>th</sup> July meeting. **It was agreed that the Clerk would resend details to Ms Procter and Mrs Ellinor and they would liaise to decide who would attend.**

**14. Review of the Standing Orders and Financial Standing Orders** The Clerk had emailed Parish Councillors the previous day with details from NALC on the latest versions of Standing Orders and Financial Standing Orders.

**Re: Standing Orders – It was unanimously approved to adopt Model Standing Orders that were in bold type as they contain legal and statutory requirements, and to adopt the updated titles and pronouns used (his to his/her/they, he to he/she/they, Chairman to Chair and Vice Chairman to Vice Chair).** The updated Orders related to:

- Item 18 regarding Financial Controls and procurement
- Item 21 regarding Responsibilities under data protection legislation

**Re: Financial Standing Orders - it was unanimously agreed that no changes were necessary.**

**15. To consider comments to the draft recommendations of the East Suffolk Council Community Governance Review 2021-2022** There were no comments to put forward.

**16. Items for next agenda** Responsibilities of the Clerk and Parish Councillors  
Volume and speed measure on village highway

**17. Date of next meeting.** 6<sup>th</sup> September 2022.

The Meeting closed at 9.20pm.

Mrs C Frost - Parish Clerk. Tuddenham St Martin