

Minutes of the Tuddenham St Martin Parish Council meeting held on 6<sup>th</sup> September 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, Mrs J Ellinor, 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 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** There were none.

**4. Minutes of Meetings held on 5<sup>th</sup> July 2022 and 18<sup>th</sup> August 2022** These were approved.

**5. Matters arising** None.

**6. Reports of County and District Council Representatives** Cllr Bryce was not able to attend the meeting but had emailed Parish Councillors with her report before the meeting and a copy is available on the Parish Council website [www.tuddenhamstmartin.onesuffolk.net](http://www.tuddenhamstmartin.onesuffolk.net) Ms Procter wished to record that we had not seen our County Councillor for some time. No update had been received about the outstanding Highways matters.

Cllr Hedgley had emailed Parish Councillors with his District Council report before the meeting. A copy is available on the Parish Council website [www.tuddenhamstmartin.onesuffolk.net](http://www.tuddenhamstmartin.onesuffolk.net) Cllr Hedgley drew attention to the East Suffolk Council (ESC) Ease the Squeeze programme, which could be put on the Parish Council website and noticeboards. It was commented that domestic oil prices are not discussed when capping for other energy increases are considered.

Cllr Hedgley reminded the Parish Council to contact him for his help as usual and to consider projects which would benefit from the Community Enabling Budget.

Mr Bird queried when the East Suffolk Norse (ESN) contract would finish as the dog bins have not been emptied recently on a few occasions. The problem had been caused by staff shortages, plus the temporary closure of the Ransome Industrial Estate glass recycling centre, due to a fire incident, had caused implications. Mr Bird's communications to ESN about the lack of dog bin emptying in the village had been copied by the Clerk to Cllr Hedgley. Cllr Hedgley would raise the issue with Cllr Mallinder at ESC.

**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 and an ASB issue. Mrs Hollier's report included the advice that residents are encouraged to use the online reporting tool to report any nuisance behaviour, suspicious or suspected criminal activity in their local areas: <https://www.suffolk.police.uk/contact-us/report-something>

Mrs Hollier's report also included details of the Suffolk Police Public meetings with Tim Passmore (Police and Crime Commissioner) and senior officers, which Suffolk residents are able to attend. The next in-person event in our area is October 11th, 6:30pm at Suffolk New College.

The Clerk had forwarded Parish Councillors earlier in the day with an email update about the removal of future ASB meetings for the Woodbridge area. Mrs Ellinor would check at the next Community Partnership meeting if this would be addressed. Ms Procter proposed that the Parish Council express disappointment in the decision and ask if there are any plans of how ASB meetings for the area would continue in the future as it was understood that Leiston would be covered. Why not Woodbridge? **This was unanimously approved. The Clerk would action.** Minutes from the last ASB meeting would be forwarded to Parish Councillors when received.

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

- A. The Clerk reported the hours worked since 1<sup>st</sup> July 2022 to 1<sup>st</sup> September 2022 were 56 (of which 28 were paid).
- 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:
- |   |         |
|---|---------|
| (1) Reimbursement of playground repair materials for the assault course     | £34.80  |
| (2) Purchase and installation of the additional dog bin at the village hall | £302.51 |
| (3) Printing of the 90 Quiet Lane double sided coloured flyers              | £45.00  |
- C. The Clerk requested approval, and it was agreed, for the following payments (inclusive of VAT where appropriate) which were still to be made on behalf of the Parish Council:
- |  |         |
|--|---------|
| (1) Clerk's salary from 1 <sup>st</sup> July 2022 to 1 <sup>st</sup> September 2022 (28 hours) | £328.00 |
| (2) SAVID donation   | £50.00  |
- 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 5<sup>th</sup> September 2022 were £15,949.85 (Current Account) and £18,819.25 (Savings Account). The above cheque of £34.80 was still to be debited. The financial accounts for the period 1<sup>st</sup> April 2022 to 5<sup>th</sup> September 2022 were submitted, **accepted and unanimously approved**.
- F. The Clerk reported that, as required by the Financial Regulations, the bank reconciliations were verified after the last quarter. This was 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. Parish Councillors had been emailed in August with details of the option to opt out of the SAA central external auditor appointment arrangements. **It was unanimously approved to not opt out.**
- H. Parish Councillors had been emailed details received from ESC about the launch of a new video that explains how Neighbourhood Plans work and the benefits they bring. The Community Officer had confirmed that it may be shared around the village, such as on the parish council website. The Community Officer should be informed if it is published. **This was unanimously approved.**
- I. Parish Councillors had been emailed details from Community Action Suffolk about the significant changes to the insurance scheme as from the renewal date. Parish Councillors were asked to give feedback on the partially completed form forwarded by the Clerk, prior to it being submitted and agree how many active volunteers should be included. **After consideration, it was unanimously agreed to increase the bus shelter sum insured to £10,000 and confirm 8 active volunteers.** The Clerk would submit the forms to obtain quotations. **It was unanimously approved to delegate the decision of the renewal to Mr Pipe and Mr Brightwell** and this would be reported at the next meeting.
- J. Parish Councillors were emailed earlier in the day with details of the problem reporting page on a neighbouring Parish Council website, and their Clerk had been approached and given agreement for it to be copied by Tuddenham Parish Council. **There was unanimous agreement for the problem reporting page to be added to the Tuddenham Parish Council website.**
- K. Ipswich Borough Council (IBC) had emailed details of the planning re-consultation on IP/22/00013/OUTFL, following further details received for the application. **It was unanimously agreed that the Clerk should enquire if the Parish Council needed to resubmit comments as the original submissions appear to still be valid**
- L. Parish Councillors had been emailed details of the briefings and Financial Roadshows from East Suffolk Council on the emerging 'Ease the Squeeze' programme, developed to help residents to manage the rising cost of living.

No-one was available for the briefings. The 2 local Financial Roadshows to Tuddenham St Martin, which would be open to East Suffolk residents, are at:

- Kesgrave - 1<sup>st</sup> Kesgrave Scout Hall, Twelve Acre Approach, IP5 1JF on 14<sup>th</sup> Oct 2022 from 12.30pm to 3.30pm
- Woodbridge – Woodbridge Community Hall, Station Road, IP12 4AU on 25<sup>th</sup> Oct 2022 from 10am to 12noon.

The Woodbridge event would take place at a Community Cuppa organised by Communities Together East Anglia.

## **9. Planning Matters including:**

a) To note East Suffolk Council decisions on planning applications since the meeting of 5<sup>th</sup> July 2022

1. DC/22/2199/FUL – First floor side extension. Main Road. Permitted.
2. DC/22/2728/FUL – Single storey and rear extension. Fynn Lane. Permitted.
3. DC/22/2817/TCA – To fell 1 Spruce, 1 Hazel and 1 Ash. The Street. Responded.

b) DC/22/3122/FUL – Installation of 2 Air source heat pumps to provide renewable energy heating and hot water to the property. Clopton Rd. This was considered and there were no comments.

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

a) an update on the outstanding highway issues, including 'SLOW' road markings There had been no response from Cllr Bryce and so there was no update available.

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

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

d) to consider the volume and speed measures on the village highway

Ms Procter reported that there would be a SAVID meeting in October, an update about the Quiet Lane scheme was awaited and that there was nothing to report on the volume and speed measures on the village highway.

e) Consideration of parking issues, including Church Hill An informal notice had been put in place on Church Hill and it seemed to be working. Mrs Hollier had emailed a draft flyer to Councillors prior to the meeting and it was discussed at length, including again the legality of pavement parking. After much discussion, **Mrs Ellinor proposed that the flyer be delivered to homes in the village, but not in outlying areas. Mr Bird would arrange printing of the flyer and Mrs Ellinor would co-ordinate the distribution. This was unanimously approved.** A budget of up to £50 for printing costs had been approved at the July meeting.

f) Rural Transport This was deferred to the next meeting.

## **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 more repairs were needed at the wooden assault course. The invoice for the repairs would follow. Steel had been received in readiness for the goal post repair. The all ability play equipment was due to be delivered later this week. Mr Bird, Mr Lugo and Mrs Ellinor would liaise after the meeting about the specific siting for each piece of additional play equipment. It would be marked out prior to installation and shown to families likely to use the equipment. Materials and costs for the associated installation (ballast, etc,) would follow.

Mrs Ellinor reported that she had included an article in the Grundisburgh News about the proposed playing field improvements. The article had included the first priorities agreed at the March meeting about the project, which were: Clearing undergrowth and bracken to maximise the space, better signage, and better access. Mrs Ellinor agreed to investigate the signage issue. Mrs Ellinor also reported that talks had continued with 2 villagers for the gardening project at the playing field and they were ready to plant bulbs and start work.

An additional seat at the playground was also reported.

## **12. To consider shared responsibilities of the Clerk and Parish Councillors**

No report had been prepared prior to the Item being considered, and it was discussed at length.

Mr Brightwell gave his apologies and left the meeting.

The Clerk commented that there was a lot of background work in projects proposed by the Parish Council and that it impacted upon other Clerk duties and the time spent on Parish Council matters, as shown by the paid and unpaid hours worked. The voluntary work carried out in the village by Parish Councillors, such as at the playing field and around other areas of the village was discussed. There was also discussion about the need to fully consider the background and time needed on projects and who would be carrying out the associated work. Possibly 2 Councillors being responsible for a project would be a step forward. Mrs Ellinor offered to assist the Clerk with administration duties as required.

Mr Hedgley gave his apologies and left the meeting.

Ms Procter recorded that she was heavily weighed down by speeding issues, SAVID and other highway matters.

**13. Items for next agenda**      Budget and setting of precept for 2023 - 2024

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

The Meeting closed at 9.45pm.

Mrs C Frost - Parish Clerk, Tuddenham St Martin

DRAFT