

Minutes of the Annual meeting of Tuddenham St Martin Parish Council held on 16th May 2023 commencing at 7.40pm at the village hall.

Present: Mr W Pipe, Mr D Lugo, Mr H Brightwell, Mrs J Ellinor, Mr J Bird, Ms P Procter, Mrs K Lindsay, Mr D Clery (District Councillor) and Mrs C Frost (Clerk). There was 1 member 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 Bird and unanimously agreed. Mr Pipe and all Parish Councillors present signed their Declaration of Acceptance of Office witnessed by the Clerk. Mr Blake was absent from the meeting and would be given a Declaration to sign, and be witnessed by the Clerk, before or at the next meeting.

(b) Mr Brightwell was nominated as Vice Chair by Mr Bird. This was seconded by Mrs Ellinor 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 Mrs Ellinor. This was unanimously agreed.

(f) Ms Procter was proposed to remain the representative of Parish Council on highway and traffic issues. This was unanimously agreed.

(g) Mrs Hollier had agreed prior to the meeting to remain the representative of the Parish Council on Community police matters. This was unanimously agreed.

(h) Mrs Ellinor and Mrs Lindsay 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), Councillor Colin Hedgley (District Councillor), and Mr Blake (Parish Councillor).

3. Public Forum A resident raised a very recent highways issue which had resulted in a bus and several vehicles needing to reverse on the 'S' bend entering the village from Ipswich, and commented that this had not been the only incident of this sort. After discussion about HGV use and inconsiderate driving by some motorists on the village highway, Ms Procter reported that a site meeting was being arranged with Cllr Bryce and the Highways Dept. to investigate possible action on this and other outstanding highway issues.

4. To receive declarations of interest. Mr Pipe and Mr Brightwell re Item 9(b).

5. Minutes of the Parish Council Meetings held on 7th March 2023, and 21st March 2023 These were approved.

6. Matters arising. There were none.

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

A. The Clerk advised that the hours worked since 1st March 2023 to 1st May 2023 were 99 (of which 24.5 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:

(1) Annual street lighting maintenance and electricity	£138.26
(2) Reimbursement for raised bed sleepers & associated materials (no labour costs)	£1,030.32
(3) Reimbursement for plants, bark, netting & raised bed sundries (no labour costs)	£307.43
(4) Top soil for the new raised beds (Garden project)	£288.00

- C. **The Clerk requested approval, and it was agreed**, for the following payments (inclusive of VAT where appropriate) which were still to be made:
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| (1) Annual subscription for SALC membership | £206.28 |
| (2) Clerk's salary from 1 st March 2023 to 1 st May 2023 (24.5 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 raised bed sleepers and associated materials, and the above plants, bark, netting and raised bed sundries.
- 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 2022 2023. **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 2023 were £5,092.42 (Current Account) and £19,044.53 (Savings Account). The Final accounts, and Accounting Statements for the year 2022–2023 and the financial accounts for the period 1st April 2023 to date 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 2022 2023. 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. The Parish Council were asked to consider the approval of a contribution, in the region of £20.00, towards the purchase of the new direction sign for the village playground. If approved, the Parish Council were also asked to consider approval for the suspension of Regulation 6.20 of the Financial Regulations to allow for this purchase. **Both were unanimously approved.**
- L. The Parish Council were asked to consider approval for the Clerk to sign the letter of consent to the novation of the Suffolk Norse contract to East Suffolk Services Ltd. **This was unanimously approved.**
- M. The Clerk reported that the above total charge for the SALC subscription was £16 above the amount budgeted in December. The estimate provided by SALC was taken into account in the budget, but did not allow for the additional charge for the Nations Association of Local Councils fee. The difference was noted and would be recorded against the budget on the Accounts.
- N. Parish Councillors were reminded of the need to complete their Register of Interest forms and their Election expense forms before the deadlines.

8. Report on Community Policing Mrs Hollier provided a report to Parish Councillors prior to 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
Mrs Ellinor requested permission to forward a copy of the report to her email contacts (independent of the Parish Council) **and this was unanimously agreed.**

9. Planning Matters including:

- (a) To note East Suffolk Council decisions on planning applications since the meeting of 7th March 2023

1. DC/23/0520/FUL – Cladding with Siberian Larch vertical boarding to front (north) elevation and part side (East) elevation and to dormer gables/cheeks. The Street. **Awaiting decision**
 2. DC/23/0913/FUL & DC/23/0914/LBC – Erection of extension to outbuilding comprising boot room and covered walkway. The Street. **Permitted.**
- (b) Update on Planning Application DC/22/3748/FUL/ Residential Development for 25 new dwellings in Keightley Way. This was deferred to later in the meeting.
- (c) To consider the invitation to join the East Suffolk Planning Alliance (ESPA) Ms Procter had attended the recent ESPA meeting and reported that concerns had been discussed about how planning in the district has been managed, including communications from the Planning Dept. and how parish councils were being ignored. It was understood that there were around 15-20 villages represented by the group and different issues were being raised. **Mrs Ellinor proposed to accept the invitation. This was seconded by Ms Procter and unanimously approved.** The generic email address for the Parish Council would be used for contact from the ESPA and Mrs Ellinor agreed to attend ESPA meetings on behalf of the Parish Council.

10. Highway Matters including:

- (a) an update on outstanding highways issues, including 'SLOW' road markings The markings had not yet been painted this was being followed up by Ms Procter with Cllr Bryce.
- (b) an update on the SAVID, Speedwatch, and Quiet Lane schemes, and the ANPR initiative and
- (c) to consider volume and speed measures on the village highway Ms Procter had provided a report to Parish Councillors prior to 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 Ms Procter gave an overview of the report and highlighted the following:
- The problem with the Parish Council owned SID, usually positioned on Main Rd, was being looked into.
 - Delivery is awaited of the signage for the Quiet Lanes Project. A volunteer would be needed for the signage installation. Mr Bird volunteered to help.

A discussion followed about the Parish Council owned SID no longer working and whether it was possible to even be fixed. There was a proposal to replace it and a discussion followed. The general consensus was to replace the broken SID subject to costs. Mr Bird, with help from Ms Procter, would obtain costs for consideration at the next scheduled meeting.

11. Report on the Community Partnership

Mrs Ellinor referred to the Community Partnership website to view the newsletter and overview of the programme. Details may be viewed via <https://www.eastsuffolk.gov.uk/community/community-partnerships/>

Mrs Ellinor reported that the scheme is a good forum to connect with neighbouring villages. The next meeting is due to be held 19th June 2023, when Mrs Ellinor would be unable to attend. Ms Procter agreed to attend in absence of Mrs Ellinor.

12. Management of the playing field and playground, including an update on the playground improvements and the playing field garden project

Mrs Ellinor had emailed a report before the meeting to Parish Councillors which had included photos of the work that was carried out and the recent successful Coronation event. For a copy of the text only report, please see the Additional Notes on Minutes of this meeting, which are viewable on the Parish Council website www.tuddenhamstmartin.onesuffolk.net Mrs Ellinor gave an overview of the report and highlighted the thanks to Mr Bird, Mr Lugo, Mrs Burn and Mrs Watson. Mrs Ellinor added that Phase 1 of the Garden Project was now completed. Mature shrubs were now being considered for the garden area as part of Phase 2 of the project, but Phase 2 was still to be decided. The Clerk had reported to Mrs Ellinor prior to the meeting that the remaining amount available from the Play Space fund for a replacement playing field direction sign was £173.54, plus VAT. Item 7K of this meeting had agreed an additional contribution in the region of £20.00 to this amount for the purchase of the sign.

13. To consider a contribution to the village Coronation celebrations

Mrs Ellinor had emailed a report to Parish Councillors prior to the meeting about the event and expenses, and the success of the event, which had been attended by approximately 80 people, was discussed. Mrs Lindsay, with help from volunteers, had organised the event and a lot of costs had been covered by donations. The total spent amount was £249.25. This consisted of:

• Meat	£105.56
• Additional sausages & burgers	£20.46
• Ice cream, etc	£58.80
• Drinks & misc.	£19.18
• Rolls, sauces, etc	£45.25

TADPOLES had already covered the cost of £105.56 for meat and the Parish Council were asked to consider a contribution of £143.69 for the remaining amount. The Parish Council had agreed funding of £100 for Jubilee Celebrations but no reimbursement was claimed. Mrs Ellinor, Mrs Lindsay, Mr Bird and Mr Pipe declared interests and did not take part in consideration of the matter. **Ms Procter proposed agreement. This was seconded by Mr Brightwell and unanimously approved by all 3 Councillors.**

14. To review the Parish Council Risk Register Parish Councillors had been emailed a revised draft Risk Register prior to the meeting. Additional risks included: Salaries, Direct costs and Overhead expenses, Grants and support (for Grants and support paid out), Election costs, Other Income (ex VAT), VAT (sub-heading Claimed within time limits added) and Grants (for Grants received). **This was considered and unanimously approved.**

15. Review of Training for Councillors (New Councillor Training, refresher courses and subject specific courses) Parish Councillors had been emailed with details of SALC training prior to the meeting. It was discussed and approved that new councillors should be encouraged to undertake the SALC Councillor Basics workshop as part of the new Councillor learning pathway, and for the e-learning programme for existing Councillors. Mrs Ellinor opted for the e-learning programme. Mrs Ellinor and Mrs Lindsay recused themselves from consideration of this Item. **It was unanimously approved for Mrs Lindsay to take part in the new Councillor training (£60 plus VAT), and Mrs Ellinor to take part in the e-learning programme** (to develop knowledge of town and parish councils by understanding better the purpose of a local council, roles and responsibilities. **Cost £17 plus VAT**). There would be a review of training for Councillors following completion of these 2 programmes.

16. To consider the disrepair to the white direction sign at The Hill/The Street junction This was deferred to the next meeting

17. Items for next agenda To consider purchase of replacement SID.

18. Dates of scheduled meetings for the remainder of 2023 4th July 2023, 5th September 2023 and 5th December 2023.

Mr Pipe and Mr Brightwell left the meeting.

9 (b) Update on Planning Application DC/22/3748/FUL/ Residential Development for 25 new dwellings in Keightley Way. This was deferred from earlier in the meeting.

Mrs Ellinor proposed Ms Procter as Chair for the remainder of the meeting. This was seconded by Mr Bird and unanimously approved. Parish Councillors had been emailed prior to the meeting about the latest update from the Planning Dept. This had been to confirm that a revised consultation date was following a consultation with Anglian Water and that their response should now also be online. There had not been any further update and this was unlikely to change significantly before 16th May 2023. A revised plan/comments back from the applicant was expected at some point to address some or all of the issues raised. This would likely need re-consultation with some consultees, notably the Lead Local Flood Authority (LLFA) and Highways. Highways were still being chased for comments from on the first re-consultation. There was a discussion about the latest comments from Anglia Water.

The Meeting closed at 9.30pm.

Mrs C Frost
Parish Clerk. Tuddenham St Martin