

Minutes of the Tuddenham St Martin Parish Council meeting held on 4th July 2023 commencing at 7.30pm at the village hall.

Present: Mr W Pipe, Mr D Lugo, Mrs K Lindsay, Mr J Bird, Mrs J Ellinor, Mr H Brightwell, Mr C Hedgley (District Councillor), Cllr E Bryce (County 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 Ms Procter and Mr Blake (Parish Councillors). These were approved. Apologies were also received from Cllr Hedgley, Cllr Bryce and Mr Brightwell as they would need to leave the meeting early and Mr Clery who had been unable to attend. It was agreed to move the order of Items to accommodate absences.

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

3. To receive declarations of interest Mr Pipe and Mr Brightwell declared an interest in Item 16 (c). This Item would be considered at the end of the meeting and Mr Pipe and Mr Brightwell would leave the meeting and not take part in the Parish Council consideration of this Item.

4. Minutes of Meeting held on 16th May 2023 These were approved.

5. Matters arising There were none.

6. Reports of County and District Council Representatives

Cllr Bryce had emailed the Parish Council with her County Council report before the meeting and a copy is available on the Parish council website www.tuddenhamstmartin.onesuffolk.net The report was presented to the meeting and noted. Cllr Bryce highlighted the Trading Standards cases detailed in the report about of the rogue residential letting agent, the seller of counterfeit DVDs and the rogue builder. Cllr Bryce also highlighted the Better Broadband initiative in Suffolk.

In reply to questions, Cllr Bryce reported:

- Suffolk Fire Service to bring control room back to the County - it was understood that the intent was to come back as a fire service and not merge with police.
- £100m broadband investment in Suffolk under the government's Project Gigabit – it was understood that this will improve the local service (including Tuddenham). Cllr Bryce added that if there were specific concerns, contact the local MP or Cllr Bryce. In additional response to this question, Cllr Bryce would enquire about the broadband improvement further.

Mr Hedgley had emailed the Parish Council with his District Council report before the meeting and a copy is available on the Parish Council website www.tuddenhamstmartin.onesuffolk.net The report was presented to the meeting and noted. Mr Hedgley highlighted from the report, the new waste management company, East Suffolk Services Limited (ESSL). East Suffolk Council had ceased its operational contract with Norse on the 30th June and the Council has set up an arms-length Local Authority Trading Company (LATCo). The company will be wholly owned by the Council and began operations on the 1 July 2023.

Mr Hedgley also reported about the Planning Referral System change, which still needed to go to full Council for decision, but if approved would result in the following change. If a Parish Council objects to a planning application that the Planning Officer is minded to approve, it would go to the full Committee for a decision **if** the District Council Ward Member and 1 other District Councillor on the Planning Committee agrees with the Parish Council objection. If however, the District Council Ward Member is on the Planning Committee, an additional District Councillor agreeing with the Parish Council objection would not be needed.

Mr Bird wished to raise a question in connection with the Keightley Way development with the County or District Councillor and so Mr Pipe recused himself from the meeting.

Mr Bird reported that SCC Highways had requested a CIL payment of £100,000 for pedestrian facilities from the site to local amenities, including local bus stops, or drawings showing proposed works for the same reasons that can be conditioned and undertaken through the section 278 process. The Highways Dept. had however previously informed the Parish Council, from a site meeting about highway concerns, that no footway was possible on this stretch of highway. What guarantee was there of what this CIL money would be spent on in the event of the development?

A discussion followed. Cllr Bryce would enquire with the SCC Cabinet Member to check the intention of how the money would be spent.

Mrs Ellinor thanked Mr Hedgley for the contribution of £1,500 from the Enabling Communities Budget towards the playing field garden project. An article about the project and funding had been included in the recent edition of the Grundisburgh News and details of the funding had also been displayed at the location during the recent village open garden scheme.

7. Highway Matters including:

a) an update on the outstanding highway issues, including 'SLOW' road markings

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

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

Mr Pipe questioned Cllr Bryce that nothing had happened about the outstanding highway issues, including 'SLOW' road markings. Cllr Bryce reported that Ms Procter had been emailed earlier in the day with a suggested site meeting with Cllr Bryce, a Highways Officer, the Parish Council Chair and resident on 14th July. Costings would be needed for any additional signage and road markings. Cllr Bryce would consider match funding where possible but only had a £6,000 annual budget to share between the villages in the Carlford ward. Cllr Bryce would pursue, where possible, for a workable solution.

Cllr Hedgley reported that Playford Parish Council were in a similar situation and had obtained some costings which may be of use to Tuddenham. The Clerk would contact Playford Parish Council to enquire about their costings and report back.

Mr Pipe asked who was responsible for cutting back the overgrown vegetation and encroachment on the 'S' bend bank as the black and white reflectors were now out of view of traffic was being forced into the middle of the highway. Other encroaching vegetation areas were queried also. Cllr Bryce would take this up with the Highways Team when in possession of a map showing the areas concerned. Mrs Ellinor kindly agreed to draw up a map of the areas needing to be cut back and the Clerk would forward it to Cllr Bryce in time for the village site meeting. Cllr Bryce reported that the site meeting would concentrate on the HGV and highway safety concerns.

Cllr Bryce was also asked if there was any possible contribution to support the Parish Council purchase of a replacement Speed Indication Device (SID) to be discussed later in the meeting. The necessary replacement of the device, which had been donated by Suffolk County Council Highways, was discussed briefly before Cllr Bryce needed to leave. It was agreed that the Clerk would forward Mr Bird's report about the replacement device (and include the quotation) to Cllr Bryce and Mr Hedgley and they would consider what possible contribution they would be able to provide. Mrs Ellinor would also explore if there was any funding possibility from the Community Partnership.

Cllr Bryce gave her apologies and left the meeting.

Ms Procter had emailed a Highways Report to Parish Councillors prior to the meeting and it was noted. 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 Mr Bird reported that data had been downloaded from the shared SID. There had been no change in the volume and excessive speeds on Main Road. A discussion followed about the amount, speed of traffic and the large size of HGVs on the village highways.

A resident had emailed the Parish Council and questioned whether a reduction in the speed limit to 20mph on village highways met the criteria needed due to the potential increase in pedestrian and cycle traffic resulting from Quiet Lanes, the proposed housing development and limited footways. This was discussed. Ms Procter had attended a 20's plenty webinar prior to the meeting. Ms Procter had reported that there were many counties progressing this work and a local initiative is being established for Suffolk. It was agreed this would be raised as an Item for the next meeting. Ms Procter would circulate further information before the next meeting.

Mr Hedgley gave his apologies and left the meeting.

8. Report on Community Policing

Mrs Hollier had provided a report to Parish Councillors prior to the meeting and it was noted. The report included incidents of more graffiti issues and fly-tipping which had been reported to the police. There was a reminder that residents are encouraged to report any signs of fly-tipping using the web site: <https://www.eastsuffolk.gov.uk/waste/fly-tipping/how-to-report-fly-tipping/>

The following Reporting Tools were also included:

- There are regular updates on the Facebook community page (which is independent of the Parish Council), providing links to the Suffolk Council and Suffolk Police resources.
- Report Something website: <https://www.suffolk.police.uk/contact-us/report-something>
- Shed and Garage Security: <https://www.suffolk.police.uk/sites/suffolk/files/shedandgaragesecurity1.pdf>

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

- A. The Clerk advised that hours worked since 1st May 2023 to 1st July 2023 were 90.5 (of which 31.5 hours are 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:
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| (1) Reimbursement of Coronation celebration food expenses | £143.69 |
| (2) Payment of Internal Audit fee | £170.00 |
| (3) Reimbursement for the new playground direction signs | £223.00 |
- 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) Parish Councillor Training fees (1x e-learning & 1x Basics training) | £92.40 |
| (2) Annual data protection fee to the ICO | £40.00 |
| (3) Clerk's salary from 1 st May 2022 to 1 st July 2022 | £401.00 |
- D. As required by the Financial Regulations, the approved schedule of payments had been ruled off and initialled by Mr Pipe.
- E. The amounts held by the Parish Council accounts to date were £4038.45 (Current Account) and £19,077.12 (Savings Account). The Financial Accounts for the period 1st April 2023 to date were submitted, **accepted and approved unanimously**.
- F. The Parish Council had agreed the suspension of Regulation 6.20 of the Parish Council Financial Regulations at the 16th May 2023 meeting for the purchase of the above new playground direction sign. The Parish Council were also asked to consider suspension of Regulation 6.20 for the purchase of the above Coronation celebration food expenses, **and this was agreed**.
- G. The Clerk reported that, as required by the Financial Regulations, the bank reconciliations would be verified for the quarter ending June 2023 upon receipt of the latest bank statements. Once completed, this would be reported to the Parish Council, including any exceptions.
- H. As agreed at the 16th May 2023 meeting, an exemption certificate had been completed from a Limited Assurance Review for 2022 2023. The form had been emailed to the external auditor and an automatic reply had been received.
- I. The Notice of period for the exercise of public rights (period 5th June – 14th July 2023) had been published as required by the Accounts and Audit Regulations.
- J. The Internal Audit had been completed and emailed to Parish Councillors to consider. There were the following Recommendations, including the comments in response:
1. **Recommendation:** It is a requirement that the Council reviews its risks and internal controls during the year of audit. It is recommended that the risk assessment, including internal controls, is reviewed prior to 31/3/2024. The revised Risk Register, deferred from the 7th March 2023 meeting, was reviewed and unanimously approved at the 16th May 2023 meeting. A Draft Internal control statement and report had been emailed to Parish Councillors and would be considered later in the meeting.
 2. **Recommendation:** To publish the AGARs for the past 5 years. AGARs for the past 5 years had been published on the website prior to the Internal Audit, but were removed while signatures were being redacted. AGARs for the past 5 years, with the redacted signatures, are now included on the website.

- K. The Parish Council had been invited by East Suffolk Council to a Planning forum on 7th July 2023. Unfortunately, the Clerk and Mrs Ellinor were unable to attend. There were no Parish Councillors available to attend.
- L. The Clerk would be taking up to 2 weeks leave over the summer. Mrs Ellinor kindly agreed to parish council emails during the leave dates.

10. Report on the Community Partnership Mrs Ellinor gave a verbal report to the Parish Council. The Community Partnership meetings, due to be held between the end of May and early July had been cancelled. The next meeting would be held 21st July 2023, which Mrs Ellinor would attend. Mrs Ellinor had completed a survey from the Community Partnership group about the benefits of the scheme and ideas for improvements. Mrs Ellinor had suggested that Minutes of the meetings being made available. Mrs Ellinor added that very useful funding had been secured from the Community Partnership towards the playing field garden project. Mr Pipe thanked Mrs Ellinor for her efforts on behalf of the Parish Council.

11. Management of the playing field and playground, including an update on the playground improvements and playing field garden project The Clerk reported that the receipts for the new playground direction signs had been submitted to the District Council in June for the remainder of the Play Space fund. The Clerk would follow this up to check when the funding would be received. Mr Lugo reported that a hedge at the playing field was due to be cut back. Mrs Ellinor reported that the playing field garden project had been very well received when visited as part of the recent village open garden scheme. A garden group is to be set up on a rota basis for the maintenance of the of the on-going playing field garden project. Mr Pipe congratulated everyone that had been so far involved. The Clerk reported that the grass cutting maintenance contract was transferred to East Suffolk Services Ltd (ESSL) as from 1st July 2023 as part of the operational contract with Norse ceasing on the 30th June and being transferred to ESSL.

12. An update on the East Suffolk Blooms scheme Mrs Ellinor had emailed Parish Councillors prior to the meeting and confirmed that the Garden Project group had been successful in their application and allocated 500 bulbs. These would be picked up from Ufford, when available and the Garden Project Team, including Mr Bird and Mr Lugo, would agree the most suitable planting places.

13. To consider the Internal Control Statement and Report This was deferred to the next meeting. The Clerk would resend the details previously sent to Parish Councillors closer to the September meeting.

14. To consider the disrepair to the white direction sign at The Hill/The Street junction After discussion, Mr Bird proposed there was no further action to take at this moment. This was seconded by Mr Lugo and unanimously approved.

15. To consider the purchase of a replacement Speed Indicator Device (SID) in the region of £3,500

The Clerk reported that the SID to be considered would be a replacement of the unrepairable SID, which had been donated to the Parish Council by Suffolk County Council Highways (SCC Highways). All necessary forms had been completed and agreements had been made with SCC Highways prior to receipt of the SID in 2017. Mr Bird had provided a report to the Parish Council, with the quotation, 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 The existing SID was no longer in a serviceable condition and was beyond repair. The report was considered and a discussion followed about the replacement SID and the optional dual colour speed display. Mr Brightwell favoured the optional dual colour speed display. In support of this, and to show the benefits, he had emailed Parish Councillors prior to the meeting with a link to recent research on the use of SID and VAS in Sweden. A discussion followed about the benefits and drawbacks of dual colour speed displays, as well as preferences from Parish Councillors. The following matters were voted on:

- Mr Brightwell proposed the optional dual colour speed display if the SID was replaced. This was seconded by Mr Lugo. There were 2 votes in favour and 4 votes against and so the vote was not carried.
- Mr Bird proposed the purchase of the Westcotec Portable Speed Indicator Device (SID) with Smiley/Angry Face beneath plus ancillary items as listed in the quotation, without the optional dual colour display, but with the data

collection option for the total sum of £3424 plus VAT. This was seconded by Mrs Ellinor. There were 5 votes in favour and 1 against. The vote was carried by a majority decision.

The Parish Council were asked to consider suspension of Regulation 6.20 for the purchase of the replacement SID, **and this was agreed. It was also unanimously agreed that prior to purchase**, the Clerk would check if there was any contribution possible towards the purchase from funds available to Cllr Bryce and Cllr Hedgley, and Mrs Ellinor would check if there was any possible contribution from the Community Partnership. A discussion followed and consideration was given about the final purchase spend possibly resulting in the annual spend exceeding the budgeted amount. Parish Council Reserves include an amount for highway improvement contributions. It was agreed that the purchase would be allocated against the Contingency fund and the Accounts would be noted accordingly. Mr Brightwell gave his apologies and left the meeting.

It was unanimously approved to dispose of the existing SID and remove it from the Asset Register as it was no longer serviceable, beyond repair, and of no value.

16. Planning Matters, including:

(a) To note East Suffolk Council decisions on planning applications since the meeting of 16th May 2023:

1. DC/23/1885/AGO | Prior Notification (Agricultural) - In order to provide a surface that can be kept clean, power washed and disinfected to prevent bio security breaches in accordance with the Red Tractor DAS standards. The recent bird flu outbreak has led to an increased need for bio security on the site. Clopton Road. **Prior approval not required.**
2. DC/23/2036/AME | Non Material Amendment of 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. - Substitution of approved velux rooflights on North Elevation with 1no 2 Bay velux rooflight. The Street. **Permitted.**

(b) DC/23/2205/FUL - Installation of a log burner flue to rear of premises (required height will extend above existing ridge line by approximately 1400mm). Fynn Lane. There were no comments to put forward.

Mr Pipe left the meeting.

16.(c) 1. Appointment of Chair for the remainder of the meeting Mrs Ellinor proposed Mrs Lindsay. This was seconded by Mr Bird and **unanimously approved.**

16.(c) 2. Update on Planning Application DC/22/3748/FUL. Residential Development for 25 new dwellings in Keightley Way The latest comments submitted by SCC Highways and the East Suffolk Council Landscape Officer were discussed. The Case Officer had also reported to the Council prior to the meeting that there had not been anything else to update at the moment. A revised layout, to be submitted at some point, was expected at which point there would be a re-consultation and the Parish Council would be notified of this once it happens. It was comments that it was disappointing that there was nothing about the unsuitability of Westerfield Lane, access to the site, the rerouting of construction traffic, or anything highlighted by the Parish Council, in the comments submitted by SCC Highways. It was also extremely disappointing that East Suffolk Landscaping had looked at the development site in isolation, ignoring its proximity to the playing field and existing homes, and had not taken into consideration the comments from the community.

17. Items for next Agenda

- To consider 20's plenty on any of the village highways.
- Parish Councillor Training.

18. Date of next scheduled meeting 5th September 2023.

The meeting closed at 9.55pm.

Mrs C Frost - Parish Clerk. Tuddenham St Martin