

Minutes of the Tuddenham St Martin Parish Council meeting held on 6th December 2022 commencing at 7.30pm at the village hall.

Present: Mr W Pipe, Mr D Lugo, Mrs H Hollier, Mr J Bird, Mr R Blake, 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 Mr Brightwell (Parish Councillor) and Mr Frost (Village Hall Chair).

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 6th September 2022 These were approved.

5. Matters arising The Clerk reported that due to time constraints, the Neighbourhood Planning video launch link and the additional Problem Reporting page had not yet been put on the Parish Council website.

6. Reports of County and District Council Representatives Cllr Bryce had not provided a report for the meeting and was not present. **Ms Procter proposed** that the Parish Council should write to Leader of Suffolk County Council to express concern at the poor representation from the County Council. **This was seconded by Mrs Ellinor and unanimously approved.**

Mr 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 Cllr Hedgley highlighted the following:

- The network of warm homes initiative was up and running.
- The launch of the Ease the Squeeze initiative.
- The Enabling Communities Budget was expected to carry on for the next year, and £1500 from this year's budget is being allocated to a playing field project for Tuddenham. The Clerk had partially completed an application form prior to the meeting. It would be forwarded to Mrs Ellinor for completion before it would be submitted to Cllr Hedgley.

A discussion followed about the recent enquiry from the Clerk to Cllrs Bryce and Hedgley about the upcoming road closure, which was expected to take place overnight from 12th to 17th December but was impacting the bus service during the day (12th – 16th December 2022). This was a Suffolk County Council (SCC) issue and Cllr Hedgley recommended the Clerk contact the SCC Member for Transport in absence of a reply from Cllr Bryce. **The Clerk would action.** Mr Hedgley was thanked for his comprehensive report and help.

7. To receive a report from the Village Hall Committee following their annual meeting Parish Councillors had been emailed a report from Mr Frost following the Village Hall Committee AGM. 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 Parish Council recorded their Thanks for the report, to the Village Hall Committee and the newly installed windows.

8. Report on Community Policing Mrs Hollier had provided a 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 Mrs Hollier was thanked for her report.

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

A. The Clerk advised that hours worked since 1st September 2022 to 1st December 2022 were 63 (of which 38 hours 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) Village hall rent (up to and including September 2022)	£198.00
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(2)	5 Swift boxes	£110.00
(3)	Supply of All ability Play equipment	£14,067.05
(4)	Printing of 75 considerate parking flyers	£5.25
(5)	Insurance renewal	£374.02
(6)	Website hosting fee	£60.00
(7)	ROSPA inspection	£109.20
(8)	LED upgrade of parish council owned street lights	£2006.00
(9)	Materials for installation of all ability play equipment	£279.72

C. The Clerk requested approval, **and it was agreed**, for the following payments, inclusive of VAT where appropriate, which were still to be made:

(1)	Clerk's salary from 1st September to 1st December 2022 (38 hours)	£445.00
(2)	Donation to Air Ambulance (LGA S137)	£50.00
(3)	Donation to Suffolk Accident (LGA S137)	£50.00
(4)	Donation to St Martin's Church for grass cutting (LGA S214)	£330.00
(5)	Clerk's Office Expenses	£55.00
(6)	A suitable seasonal gift as a Thank you for maintaining the bus shelter (S137) – in region of	£15.00
(7)	Donation to Tuddenham St Martin Village Hall (LGA S137)	£500.00

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 as at 1st December 2022 were £3,817.53 (Current Account) and £15,819.25 (Savings Account). The financial accounts for the period 1st April 2022 to 1st December 2022 were submitted, **accepted and unanimously approved**. It was noted that the most recent written cheques, included on the Accounts, had not yet been debited. There was also an amount in the process of being transferred from the Business Account to the Current Account to cover all of the above payments.

F. The Parish Council were asked to consider, **and it was approved**, the suspension of regulation 6.20 of the Parish Council Financial Regulations to allow for the purchase of the above renewal of the website hosting fee and purchase of the materials for the all ability play equipment.

G. The Clerk reported that, as required by the Financial Regulations, the bank reconciliations were verified at 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.

H. As reported by email, Parish Councillors were asked to please note that there had been an overspend from the budgeted amounts on:

- the insurance premium - The overspend was by £74 and due to the change in the insurance market. Full details of the replacement policy had been emailed to Parish Councillors, and the overspend is shown on the Accounts.
- the Contingency Fund – The overspend was by £672 and is for the LED upgrade of the Parish Council owned street lights and includes the additional £350 for the new lantern for the Grundisburgh Rd lamp which is in the Conservation Area. The overspend is shown on the Accounts.

I. It was also noted that, as reported by email and following communication from Suffolk County Council, the electricity costs for the Parish Council owned street lights would significantly increase this year. The budgeted amount is £290 but there was likely to be an overspend on this amount. We had not yet been given a figure, but the possible overspend should be noted pending confirmation of the amount. Last year the total charge (energy and maintenance) was £150.49 (plus VAT). We had been advised that energy costs had increased by 102% above that of last year's costs in just the first 5 months, and the County Council were anticipating an increase of approximately 12-20% on last year's costs for maintenance.

J. The Parish Council were asked what option to choose for the Parish Council owned street lights in the event of Suffolk County Council keeping their part night lit street lights on, all night Christmas Eve and New Year's Eve. **It was unanimously approved** to do the same as the County Council if the option were given.

K. Parish Councillors had been emailed with details of the quotation for the grass cutting contract in the village. **It was unanimously approved** to continue with the Suffolk Norse contract. (16 at playing field & playground, and 8 in the other areas).

Mr Bird asked that the Parish Council bear in mind possible future additional areas to be included on the contract when no longer maintained by volunteers.

L. Parish Councillors had been emailed with details of the service and costs for the April 2023 Internal Audit. **It was unanimously approved** to re-appoint Heelis & Lodge.

M. Parish Councillors had been emailed in November with details of the Rural Mobility Survey. The Parish Council did not wish to take part in the survey.

N. Parish Councillors had been emailed in November about the East Suffolk Council proposal to renew 13 Public Space Protection Orders (PSPOs) in the East Suffolk district. There were no comments.

O. The Clerk reported that the 2023 dates of the Enhanced Partnership Passenger Interest Group had been received and Parish councillors should let the Clerk know if they would like the link details to the meetings.

It was unanimously approved to change the order of Items to accommodate Mr Blake, who would need to leave the meeting early.

16. To consider reduction of grass cutting at the bank at the top of the hill to encourage wild flower growth

Mr Blake had been approached about the possibility of a reduction in grass cutting due to the wild flowers that had been witnessed in the area. The area proposed was identified and the matter was discussed at length, including the future feasibility of a footway in the area. Prior to the meeting, the Clerk had emailed historical details of grass cutting and maintenance in the different areas around The Hill and Keightley Way junction with the understanding that this location was included on the SCC Highways grass cutting schedule to be cut with the C and U roads in the village. This would be carried out once a year, and usually around August/September. It was suggested at the meeting that the area was also maintained by Flagship Homes. **The Clerk would provide contact details to Mr Blake, who would make enquiries with Flagship Homes.**

11. g) To consider the disrepair to the white sign at the cross roads at the top of the hill This was discussed at length. **Mr Bird and Mrs Hollier agreed to look into the restoration needed.**

10. Planning Matters including:

a) To note East Suffolk Council decisions on planning applications since the meeting of 6th September 2022.

1. DC/22/3122/FUL - Installation of 2 Air Source Heat Pumps to provide renewable energy heating and hot water to the property. Clopton Road. **Permitted.**

2. DC/22/3420/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 - Additional photovoltaic panels to south elevation and 1.no velux rooflight on north elevation in lieu of 3no. as approved and 1no. additional velux rooflight to south elevation. The Street. **Permitted.**

3. DC/22/3519/TCA - To fell 1 Ash and 6 Sycamores. The Street. **Responded** (did not wish to object to works described).

4. DC/22/3714/TCA - To fell 1 Ash, re-pollard 4 Limes and reduce height of 1 Holly. The Street. **Responded** (did not wish to object to works described).

5. DC/22/4222/TCA – Overall crown reduction by 2 metres of 1 Oak. Clopton Road. **Responded** (did not wish to object to works described).

b) The Clerk reported that details had been emailed on the East Suffolk Council (ESC) Statement on supply of deliverable sites for housing to provide at least five years' worth of supply against housing requirements. Full details are available on the ESC website. For an extract of specifically Tuddenham, please see the Additional Notes on Minutes of this meeting, which are viewable on the Parish Council website www.tuddenhamstmartin.onesuffolk.net

c) The Clerk reported that details had been emailed on the Planning Policy update from ESC on new guidance for small housing developments in the countryside. Full details are available on the ESC website.

Mr Blake gave his apologies and left the meeting.

11. 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 Quiet Lanes schemes, 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 the day before about these issues. 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 A discussion followed about rural driving and whether it was time to revisit the 20mph speed limit consideration. Ms Procter would approach SCC Highways to revisit the signage issue. Ms Procter would email Parish Councillors for agreement beforehand. Ms Procter thanked Mr Bird for getting the village owned SID working again. A priority give-way area on Main Road was discussed as a possible future project for traffic calming measures. Ms Procter had asked in her report that the Parish Council consider 30mph wheelie bin stickers. There was a discussion about where they would be best located and if there would be support for the selected locations. Ms Procter would investigate costs and sound out interest before a decision is made.

d) to consider the volume and speed measures on the village highway Deferred to next scheduled meeting.

e) Consideration of parking issues, including Church Hill The Church Hill issue appeared to have been resolved by the notice that had been put in place. Other parking issues in the village would be revisited.

f) Rural Transport Deferred to next scheduled meeting.

12. Management of the playing field and playground, including the proposal of a village project to make the playing field a place for all ages

Congratulations and thanks were expressed to Mr Bird and Mr Lugo on the installation of the new all ability play equipment and Mrs Ellinor and the Clerk were thanked for their support. It had been possible for the Parish Council to purchase additional items as Mr Bird and Mr Lugo had carried out the installation work, and this had been considerably more difficult than the all-ability equipment supplier had anticipated when quoting to include installation. This was due to the extreme hardness of the ground. Many generous contacts had provided the specialist equipment that had been needed, including the use of a generator, a concrete mixer, a post borer, and a mini digger delivered and collected from site. In addition, Mr B Pipe and Mr O Pipe had provided the use of a JCB.

The ROSPA inspection had been carried out and had highlighted that the swing safety surface, installed in 2021, had diminished the required gap from the swing to the ground. Mr Bird had now removed the necessary swing chain and the gap was corrected. The highlighted pipe was to be dug out and work would be carried out on the fort.

Mrs Ellinor had emailed a Playground and Playing Filed improvements Report to Parish Councillors prior to the meeting and was looking to the Parish Council to agree:

- Progress the signage issue by applying to Play Space for funding
- Progress the Playing field seat/garden area by applying for funding (a combination of Community Enabling Budget and Community Partnership funding)

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

It was unanimously agreed that the new signage would replace the existing sign and the Clerk would enquire with ESC if the funding could be included as part of the playground upgrade under the Play Space fund. Mrs Ellinor would proceed with purchase upon agreement from ESC. Other matters were also discussed, such as:

- 1 of the smaller items of the newly installed equipment had been supplied without fixings, which had subsequently been supplied by Mr Lugo.
- 2 existing picnic tables needed pressure washing.
- The litter bin at the playground was full and had not been emptied in a long time. **The Clerk was instructed to advise Suffolk Coastal Norse.**

There was unanimous approval for funding to be pursued for the seating and garden area. The final siting location was to be agreed. The Clerk had partially completed a Community Enabling Budget application prior to the meeting and it would be forwarded to Mrs Ellinor for completion before it would be submitted to Cllr Hedgley. Mrs Ellinor would complete and submit the Community Partnership application to the additional necessary funding. Mrs Ellinor and Mr Bird would be the lead Councillors on this project.

It was suggested, for future consideration, that spring flowers could be planted in the wooded area between the playing field and playground.

13. An update on the Community Partnership Mrs Ellinor had emailed 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 gave a brief overview of the report.

14. Annual review of Clerk's remuneration The Clerk had emailed Parish Councillors prior to the meeting with details of the NALC Pay agreement from 01 April 2022 (resulting in an increase of £1 per hour) and a document containing the 2021 Minute extracts and a copy of Mrs Ellinor's May 2021 report about the Clerk's remuneration. Following this, Mrs Ellinor had emailed Parish Councillors prior to the meeting with a recommendation for consideration and discussion at the meeting. Mrs Ellinor gave an overview of the payscale for Clerks and the review carried out previously. After consideration and discussion, it was agreed that the pay scale would remain unchanged at this point, but that it would be reviewed December 2023.

Mr Hedgley gave his apologies and left the meeting.

15. Budget /Setting of precept for 2023 2024 A draft budget had been emailed to Parish Councillors in November. The Clerk additionally asked Parish Councillors to consider increasing the budget amounts as follows:

- £10 increase – Notification of the external auditor appointment had been received the day before the meeting, and this had included revised increased costing details.
- £200 increase - and rename Playing Field 'Repairs' to 'Expenses', due to likely increased maintenance costs associated with the proposed improvements to the seating and garden area and the whole play area.

The budget was considered and **the budget amount of £8559 for 2023–2024 was agreed** (full details follow at the end of the Minutes). Taking all information into account, **it was also agreed not to increase the precept request, and that it should remain at £6200**. The District Council had confirmed that the Tax Base for the Parish Council would reduce from 162.29 to 159.80. This would result in an increase to the Parish Council portion charge for village properties and show as a 1.57% increase on the 2023/24 Council Tax bills against the Parish element for the same precept of £6,200. (Band D equivalent £38.80, rather than the existing amount of £38.20). Reserves would be used for any shortfall between the budget and precept amounts.

It was agreed to remove the following amounts from deferred invoices as it had been made understood to the Parish Council that they were no longer due:

£50 Speedwatch fee 2020-2021

£50 Speedwatch fee 2021-2022.

17. To consider replacing the LED light at the High Street and The Street junction Ms Procter had emailed Parish Councillors prior to the meeting to consider the replacement of the bright white LED light unit at the High Street and The Street junction, with a warmer LED version as it was in the centre of the Conservation Area and now contrasts significantly with the 'warmer' new LED light units. Ms Procter had reported that many residents and a couple of Parish Council members had commented positively on the look and warm glow light being produced from the new LED lights adjacent to Keightley Way and particularly the new 'lantern' replacement on the Bridge on Grundisburgh Rd. Details, including the costs, of the Parish Council LED upgrade had been emailed to Parish Councillors prior to the meeting. Ms Procter would research the cost with SCC and report back to the Parish Council so a decision could be made at a future meeting.

18. Items for next agenda Community Partnership. Other Items to be agreed.

19. Date of 2023 scheduled meetings. 7th March 2023. 9th May 2023, which will include the Annual Parish meeting (date provisional depending on Election). 4th July 2023. 5th September 2023. 5th December 2023.

The Meeting closed at 9.55pm.

Mrs C Frost - Parish Clerk. Tuddenham St Martin

	Agreed Budget 2023-2024
SALC	190
Insurance	400
Keightley Way (Playing field & Playground) & Grundisburgh Rd verge G/C	741
Snow Clearance	350
ROSPA Inspection	115
Clerks Expenses	55
Electricity	760
Village Hall Rent	288
Clerk's Salary	2150
Community Action Suffolk	100
Playing Field expenses	500
Election Expenses	100
Sundry Repairs/Expense	500
Chairman's allowance	100
Training	250
Village leaflet	50
Church Council	330
Village Hall Reserve	500
Air Ambulance	50
Suffolk Accident	50
Internal Audit	170
Limited Assurance Review	210
SAVID	50
Data Protection Regulation	50
Contingency Fund	500
Total	£8,559