

Minutes of the Tuddenham St Martin Parish Council meeting held on 7th March 2023 commencing at 7.30pm at the village hall.

Present: Mr W Pipe, Ms P Procter, Mrs J Ellinor, Mrs H Hollier, Mr H Brightwell 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 Bird, Mr Lugo, Mr Blake (Parish Councillors), Cllr Hedgley (District Councillor) and Cllr Bryce (County Councillor). 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 10. (b). This Item would be moved to 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 Meetings held on 6th December 2022 and 28th December 2022 These were approved.

5. Matters arising Re: 6th December 2022 – Ms Procter reported that the costs query for the possible LED upgrade of the street light at the High Street and The Street junction, was still to be followed up.
Re: 28th December 2022 – None.

6. Reports of County and District Council Representatives

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.

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.

7. 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 about a trail bike being used on a footpath, graffiti issues and a trespassing issue. Suffolk police had attended the trail bike registered owner's home address and suitable advice about his behaviour and conduct was given. They had also issued Crime Alert notices about the trespassing issue and asked if residents in the area witnessed anything, the number to call is 01473 613500.

An incident of fly-tipping had also been noted in the area (Butts Lane, Playford) since the last meeting and significant rubbish had been observed in the verges within Tuddenham. 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/> . Mrs Hollier also gave a reminder about the following reporting tools - Regular updates on the Facebook community page (which is independent of the Parish Council) provide links to the Report Something website and other Suffolk Police resources for safety and security. Report Something website: <https://www.suffolk.police.uk/contact-us/report-something>

Mrs Hollier also reported that she would not be standing for re-election in May but was willing to continue to provide reports to the Parish Council on Community Policing. Mrs Hollier was thanked for her report, for the time given to the Parish Council and Mrs Hollier's kind offer to continue with the Community Police reports was accepted.

8. Report on the Community Partnership Mrs Ellinor had provided a report to Parish Councillors prior to the meeting. It was noted and Mrs Ellinor gave an overview. 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 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 December 2022 to 1st March 2023 were 143 (of which 41.5 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)	2022 Grass cutting for the playing field, playground and Grundisburgh Rd verges	£432.00
(2)	Reimbursement for the deposit for the playing field raised bed plants	£230.00
(3)	Reimbursement for the replacement SID battery charger	£17.31

C. The Clerk requested approval, **and it was agreed**, for the following payment (no VAT), which was still to be made:

(1)	Clerk's salary from 1st December 2022 to 1st March 2023 (41.5 hours)	£528.00
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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 £4,438.30 (Current Account) and £12,844.53 (Savings Account). The financial accounts for the period 1st April 2022 to date were submitted, **accepted and unanimously approved**.

F. The Parish Council were asked to consider, **and it was approved**, for the suspension of regulation 6.20 of the Parish Council Financial Regulations to allow for the purchase of the above SID battery charger, materials for the garden project and improved signage to the playground.

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 had been informed that the above grass cutting invoice was significantly lower than the quoted amount for 2022 and the contractor had confirmed that it had been adjusted from the quoted amount due to the reduced cuts completed over the summer due to the long hot period of weather.

I. The Parish Council had been thanked for the donations made to East Anglian Air Ambulance, Suffolk Accident Rescue Service, Tuddenham St Martin PCC and the Village Hall Committee.

J. Confirmation had been received that the appropriate sum for the purpose of Section 137(4)(a) of the Local Government Act 1972 for parish and town councils in England for 2023-24 is increased to £9.93.

K. The Clerk reported that it had been necessary to order a new SID battery charger as one had a short during charging and caught fire. Fortunately, it was being stored in a garage and there was no damage except to the charger. Payment for the reimbursement of the replacement cost had been made in accordance with the Parish Council Financial Regulations. The Parish Council continue to appreciate the on-going maintenance of the equipment by Mr Alcock.

L. An email had been forwarded to Parish Councillors in February from the Community Support Officer (Renewable Energy) for the Suffolk Climate Change Partnership about engagement with the Greenest County Community Network project. This was considered and it was agreed that it was a good idea. **There was unanimous agreement however that there were already a lot of projects outstanding and there was no resource at the moment to progress with this scheme at this time.**

M. Details had been forwarded to Parish Councillors, via the SALC news bulletin, about the advice from NALC following queries from parish and town councils and businesses about the Parish.uk network website. NALC had carried out further investigations and had provided the following statement agreed with the LGA (Local Government Association).

'We have received a number of queries from parish and town councils and businesses about the [Parish.uk](#) network website. Parish.uk network are not an organisation with any links to NALC, the LGA or Government. It is up to individual councils or businesses to decide if they wish to engage with Parish.uk network'

The Parish Council had not engaged with the approach from Parish.uk network as it is not an organisation with any links to NALC, the LGA or Government, and the Parish Council has its own existing website. **There was unanimous approval to continue on this basis.**

N. The Clerk had been corresponding over several months with the Parish Council bank about the business details query that the bank had about the Parish Council, and the Chair had been kept informed of the communications. In order to resolve the bank query, a copy of the latest approved and signed Minutes had been posted to the bank as requested. The Clerk had also continued to enquire about the possibility of online banking facilities for the Parish Council.

10. Planning Matters including:

- a) To note East Suffolk Council decisions on planning applications since the meeting of 6th December 2022.
1. DC/22/4810/TCA - 1no. Group of Sycamore, Horse Chestnut, Beech (T1 on plan) - Crown reduction by up to 2.5 metres. 1no. Group of Hawthorn (T2 on plan) – Fell. The Granaries **Responded** (did not wish to object to works described).
 2. DC/23/0327/TCA - 1no. Robinia (T1 on plan) Crown reduction in height by 1/3 of existing total height. 1no. Silver birch (T2 on plan) Crown reduction in height by 30%. 1no. Norway maple (T3 on plan) Crown reduction in height by 30%. 1no. Sycamore (T4 on plan) Fell. The Street. **Awaiting decision.**
- b) This Item was moved to the end of the meeting.
- c) To consider the East Suffolk Council consultation on guidance for development within coastal areas. **There were no comments.**
- d) To consider the East Suffolk Council initial consultation on Rural Development Supplementary Planning Document. This was considered. After discussion, **it was unanimously approved to comment that:** It is important that weight is given to Parish Council comments as not all small villages are the same and any development should also take into account the size, character and location of the small village.
- e) To consider the East Suffolk Council initial consultation on the Custom and Self-Build Housing Supplementary Planning Document. This was considered and discussed. **There were no comments.**
- f) 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. Ms Procter reported that she had visited the site and discussed the alterations with the applicant. The application was discussed and **it was unanimously agreed that there were no objections.**

11. Highway Matters including

- a) **an update on the outstanding highway issues, including ‘SLOW’ road markings** Ms Procter reported that this had been followed up with Cllr Bryce and Ms Procter had suggested a site visit. More details would follow.
- 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** and
- d) **Rural Transport** Ms Procter had emailed a Highways 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 her report. The progress of the Quiet Lane scheme on Westerfield Lane and the ANPR initiative were discussed, including that it had been unfortunate that the ANPR device had initially been placed in the wrong position. Ms Procter added that she had made enquiries with the Highways Team about the cost of a possible additional SID post and an estimate of £190 had been given. No agreement was sought at this time for an additional post. 30mph wheelie bin stickers were also discussed and **it was unanimously agreed that the Parish Council were still interested in pursuing this route, but costs would need to be checked before there was any formal agreement.**

12. Management of the playing field and playground, including an update on the playground improvements and playing field garden project Mrs Ellinor and the Clerk had emailed reports to Parish Councillors prior to the meeting. For a copy of the reports, 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 her report and added that Mr Bird and Mr Lugo had done a marvellous job at the playground and playing field. The Chair wished to record congratulations and thanks to all that have been involved in these projects.

13. May 2023 Elections The Clerk had attended an Election Briefing in January, which had included presentations from SALC and East Suffolk Council. The Clerk had emailed Councillors with details from the advice from that session. For a copy of an overview, please see the Additional Notes on Minutes of this meeting, which are viewable on the Parish Council website www.tuddenhamstmartin.onesuffolk.net

The nomination papers pack had been received and the Clerk handed out blank forms, with guidance on how to complete them. The Clerk had arranged an appointment with the District Council for 21st March 2023 to hand deliver completed nomination papers from the Parish Council received by that date. Nomination forms were also available from the District Council and Electoral Commission websites.

The East Suffolk Council webpage about the 2023 Elections is viewable via this link www.eastsuffolk.gov.uk/elections/

14. To review the Parish Council Risk Register This was deferred to the next meeting due to time constraints.

15. To consider the East Suffolk Council bulb scheme for 2023 East Suffolk Council (ESC) had launched the East Suffolk Blooms scheme and had invited applications for a variety of Narcissus bulbs which would be available in bundles of 500 bulbs. The bulbs must be planted on public land and this should be land owned by East Suffolk Council, Suffolk County Council or Parish Councils only. Due to a misunderstanding, a Councillor had submitted a request for 1 bundle (500 bulbs). Disappointment was noted that this had been done before there was full agreement about the amount, the locations to be planted, who would be responsible for the project, and the deadline for the application was not until 31st May 2023. Retrospective **agreement was however unanimously approved.**

Mrs Ellinor submitted an additional application on behalf of the Garden Project in the playing field. The village locations where the Parish Council allocation would be planted (if successful) would be discussed at a future meeting. The ESC panel would meet to award in June and the successful groups would be able to collect bulbs from Ufford in early November. For future reference, the Clerk had emailed Parish Councillors with the advice received from SALC in 2019 that Parish Councils cannot make decisions other than in a meeting, and had provided them with the relevant wording of legislation (paragraph 39, Schedule 12, Local Government Act 1972).

16. Review Training for Councillors (New Councillor training, refresher courses and subject specific courses) This was discussed and **it was unanimously agreed to defer to the next meeting**, which would be after the 2023 elections, and as further dates were to be published for the core training for new and experienced councillors as they were fully booked due to demand.

17. Items for next Agenda To be advised.

18. Date of next scheduled meeting 16th May 2023, which would be the Annual Parish meeting starting at 7pm. The Annual Parish Council meeting would follow immediately afterwards on the same evening.

Mr Pipe and Mr Brightwell left the meeting.

10.(b) 1 Appointment of Chair for the remainder of the meeting Mrs Ellinor proposed Mrs Hollier. This was seconded by Ms Procter and **unanimously approved.**

10.(b) 2 Update on Planning Application DC/22/3748/FUL. Residential Development for 25 new dwellings in Keightley Way The Parish Council had submitted an objection to this application, and full details of the comments

submitted by the Parish Council, as well as all comments submitted by other consultees and the public, were viewable on the ESC website for this planning application. As reported to Parish Councillors via email, the Planning Dept. had confirmed at the end of February that some revised plans/additional information was expected. The Planning Officer was not sure exactly what was expected until it was received and it would be available online when received. It was expected there would need to be some re-consultation but again, depending on what was submitted would depend on whether this was a full re-consultation or targeted to specific technical consultees e.g. Suffolk County Council Lead Local Flood Authority. The Planning Officer had confirmed that during any re-consultation period, anyone would be able to submit additional comments should they wish.

Further update – Parish Councillors were emailed 6th March 2023 with a link to the amendments which had arrived that afternoon. The letter emailed to the Parish Council stated that **the consultation letter expiry date is 27th March 2023.**

The village hall would be available for Thursday, 16th March or Tuesday, 21st March 2023 for an additional meeting. The Clerk also reported via email that it appeared that anyone that had submitted public comments to the original application would also receive an email from the Planning Dept., to make them aware that amendments had been received, that comments should be received by ESC by 27 March 2023, and that if comments were received any later, that the application may have already been determined.

Mrs Hollier gave an overview of the amendments and read through the responses made by the applicant to comments made to the original application by the following Consultees: Suffolk County Council Highways, ESC Housing Strategy Team, Flood and Water Management, ESC Ecology Team and Suffolk Coastal Disability Forum. An additional meeting at a future date was considered. This would enable the Parish Council to digest the new information and listen to and take account of residents views about the amendments before submitting comments.

In the meantime, it was noted that comments from the ESC Housing Strategy Team had included '4 of the properties should be delivered as affordable rent, 2 homes as shared ownership and the remaining 2 as First Homes.' In response, the application had been amended to the following mix:

2x1 bed (affordable rent – 2 storey semis), 4x2 bed (affordable rent – 2 storey semis), 2x3 bed (shared ownership – 2 storey semis).

It was thought however, that 10 of the properties (40% of 25) should be a mixture of 1 or 2 beds as per the Suffolk Coastal Local Plan. Page 96 states 'The SHMA provides conclusions on the size of property needed in each tenure for the former Suffolk Coastal District as a whole, and this part of the SMHA has been updated in 2019 to reflect the disaggregation of the housing need figure calculated using the national standard methodology. Evidence shows that this varies between tenure, but that overall there is a need for all sizes of property and that across all tenures there is a need for at least 40% to be 1 or 2 bedroom properties.'

It had not been possible to review the amendments in more detail as notice had only been received the previous day. **The date of 21st March 2023 was unanimously agreed for the additional meeting** and an Agenda would be issued asap.

The meeting closed at 9.45pm.

Mrs C Frost - Parish Clerk. Tuddenham St Martin