

Minutes of the Tuddenham St Martin Parish Council meeting held on 5th September 2023 commencing at 7.30pm at the village hall.

Present: Mr W Pipe, Mr D Lugo, Mrs K Lindsay, Mrs J Ellinor 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, Ms Procter, Mr Brightwell and Mr Blake (Parish Councillors). These were approved. Apologies were received from Cllr Hedgley as he would arrive later in the meeting. Apologies were received from Cllr Bryce, who would try to attend but had been delayed at a prior engagement. Apologies were also received from Cllr Clery. This was as a result of Cllr Clery and Cllr Hedgley sharing their District Council Parish meetings between them. For the time being, Cllr Hedgley would attend the Tuddenham St Martin meetings as the District Council Representative and this would change at a later date to be agreed. Mr Blake had also written to the Chair to resign as Councillor due to increased commitments elsewhere. Mr Pipe wished to note a record of thanks to Mr Blake for his contribution to the Parish Council.

It was agreed to move the order of Items if necessary to accommodate attendance.

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

3. To receive declarations of interest Mr Pipe declared an interest in Items 9 (b), 9 (b 1) and 9 (c). Mr Pipe would leave the meeting and not take part in the Parish Council consideration of these Items.

4. Minutes of Meeting held on 4th July 2023 and 25th July 2023 These were approved.

Mr Hedgley arrived at the meeting.

5. Matters arising There were none.

6. Reports of County and District Council Representatives

Mr Clery and Mr Hedgley had emailed the Parish Council with their District Council reports before the meeting and copies are available on the Parish Council website www.tuddenhamstmartin.onesuffolk.net The reports were presented to the meeting and noted. Mr Hedgley highlighted from his report:

- the contribution of £750 from his Enabling Community Budget towards the replacement village Speed Indication Device (SID). This would be match funded by Cllr Bryce. Other avenues of funding towards the SID were possibly from the Suffolk Police and Crime Commissioner Grants and the Community Forum. Cllr Hedgley kindly agreed to follow these up and let the Parish Council know if additional funding was available.
- the hosting of a series of meetings with local communities by the Police and Crime Commissioner, Tim Passmore and Chief Constable, Rachel Kearton. Dates and locations were included on the report.
- the recent discoveries of Nitrous Oxide being used locally.

Cllr Hedgley confirmed that the meetings for parishes in the Carlford and Fynn Valley Ward were being shared between himself and Cllr Clery, but both Councillors continued to be available to approach for the parishes.

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. In addition to the report, Cllr Bryce had replied on the following matters:

- Cllr Bryce was happy to match fund, from the Locality Budget, with the District Councillor for the replacement SID (i.e. £750). The paperwork would be awaited from the Parish Council in order for the funds to be released.
- Regarding the planning application at Keightley Way – Cllr Bryce had formally written to Highways and Development Control to set out concerns and also to ask questions about the CIL funding. The response would be forwarded to the Parish Council when received.
- Cllr Bryce would be in touch with Ms Procter when new dates for the site meeting in Tuddenham are available, and these would likely fall over the next 2-3 weeks.

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:

- An overparking issue in Keightley Way which appeared to be causing an obstruction. The resident had been advised that they could report vehicles causing an obstruction using the Suffolk Police Report Something web site under the Highways option <https://www.suffolk.police.uk/contact-us/report-something> The resident had also been advised to attend the Parish Council Meeting on 5th September and raise their concerns during the Public Forum.
- There had been a significant increase in loud cars, with modified exhausts, and motorbikes driving through the village, including late at night. Residents are reminded to report any antisocial driving using the Suffolk Police web site with as much detail as possible (times, date, description of vehicle where possible). <https://www.suffolk.police.uk/contact-us/report-something/6-report-anti-social-behaviour>
- In July, a resident from The Street reported that their vehicle had been damaged - described as having been "keyed". This incident was reported to the police and an appeal for information was posted on the Facebook community page.
- Additionally, multiple incidents of fly tipping had been noted in the surrounding area. Tuddenham residents are encouraged to report any signs of fly-tipping in our village and surrounding areas using the web site: <https://www.eastsuffolk.gov.uk/waste/fly-tipping/how-to-report-fly-tipping/>

Reporting tools included in the report - 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 including the following:

- To report criminal damage: <https://www.suffolk.police.uk/contact-us/report-something/3-report-it-criminal-damage>
- To report thefts: <https://www.suffolk.police.uk/contact-us/report-something/2-report-it-theft>
- To report highways and road traffic incidents (including obstructions): <https://www.suffolk.police.uk/contact-us/report-something/roads-highways-accidents>
- For guidance on Shed and Garage Security: <https://www.suffolk.police.uk/sites/suffolk/files/shedandgaragesecurity1.pdf>

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

- A. The Clerk advised that hours worked since 1st July 2023 to 1st September 2023 were 74 (of which 25 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) Grass cutting charge (playing field and Grundisburgh Rd verge) up to end of June 2023 | £296.23 |
| (2) May 2023 Uncontested Election costs to East Suffolk Council | £89.76 |
- 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) Clerk's salary from 1 st July 2023 to 1 st September 2023 (25 hours) | £318.00 |
| (2) Annual donation to SAVID | £50.00 |
- 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 £7,402.77 (Current Account) and £19,128.24 (Savings Account). The Financial Accounts for the period 1st April 2023 to date were submitted, **accepted and approved unanimously**.
- F. As required by the Financial Regulations, the bank reconciliations were verified for the quarter ending June 2023. This was completed by Mrs Ellinor and is required to be reported to the Parish Council, including any exceptions, of which there were none.

- G. Parish Councillors had been emailed the updates from the East Suffolk Planning Alliance. Mrs Ellinor had kindly agreed to attend meetings on behalf of the Parish Council. The next meeting was scheduled to be held in October and details would be forwarded when received.
- H. Parish Councillors had been emailed the Bus service update, including to the 70/70A service for Tuddenham, received from Suffolkonboard, with a copy of the updated timetable. The change to the village bus route was that the timetable times had been changed to accommodate changed session times at schools. Also, the removal of the 70A service's 3.15pm journey on weekdays. Updates to the bus timetables are available via <https://www.suffolkonboard.com/buses/bus-timetable-updates/> and bus timetables are available to view via <http://www.suffolkonboard.com/buses/bus-timetables-by-service-number/>

9. Planning Matters, including:

(a) To note East Suffolk Council decisions on planning applications since the meeting of 4th July 2023:

1. DC/23/2205/FUL – Installation of log burner flue to rear of premises. Fynn Lane. **Permitted.**
2. DC/23/2761/TCA – Tree works notice. The Street. **Responded – no objection.**

Mr Pipe left the meeting.

9 (b) Appointment of Chair during the absence of Mr Pipe Mrs Lindsay proposed Mrs Ellinor. This was seconded by Mr Lugo and **unanimously approved.**

Update on Planning Application DC/22/3748/FUL. Residential Development for 25 new dwellings in Keightley Way, including:

(b 1) to consider a meeting with the Developer and Agent associated with this application to request a presentation to residents by the Developer and Agent.

(b) It was commented that the Public Open Space (POS) at the proposed development had been moved in response to comments from the ESC Landscape Team, but there seemed to be a consensus of opinion that the POS location as set out in the original plans (which provided more frontage separation from existing dwellings to create the feeling of a more well-spaced and open feeling development) would be the preferred option if the application is permitted by East Suffolk Council. In reply to a question about this, Cllr Hedgley reported that the Parish Council could email the Planning Dept. (with copies to the Developer and ESC Landscape Team) specifically about this. **It was unanimously approved the Clerk would draft an email**, to be approved by Parish Councillors at this meeting, before being sent to the Planning Dept. (and copied to the Developer and ESC Landscape Team).

The Clerk reported that:

- As agreed at the 4th July meeting, specific highways concerns were emailed to Suffolk County Council (SCC) Highways and they were asked to take these into account when submitting their comments.
- As agreed at the 4th July meeting, the landowner has been approached to consider an alternative access to the site during construction if the application is approved. Confirmation had been received that they will consider this, and the implications, and come back to us. **It was unanimously approved that the Clerk would follow this up to enquire when an answer would be received.**
- An update recently received from the ESC Planning Officer, and emailed to Parish Councillors, had been that there had been a brief meeting with the Applicant and Agent recently. They were looking to address the issues made by SCC as Lead Local Flood Authority and Highways Authority. Following any further consultation with SCC, the Planning Officer would be looking to make a recommendation. In reply to a question, Cllr Hedgley reported that the Parish Council could email the Planning Officer to remind about the request that this application should be determined by the Planning Committee if the Planning Officer is minded to approved. **It was unanimously approved that the Clerk would draft an email**, to be approved by Parish Councillors at this meeting, prior to it being sent to the Planning Officer.
- A resident had emailed the Parish Council that a clear example of a reason why the Keightley Way development was not suitable to more housing, and that there was no secure access for emergency vehicles, was due to a fire engine recently stuck on The Hill (photo had been supplied). **It was unanimously approved to email this concern to the Planning Dept.** The Clerk would draft comments which would be approved by Parish Councillors at this meeting prior to it being sent. Cllr Hedgley reminded Parish Councillors that photographic evidence such as this would need to be submitted to the Planning Committee

24 hours before a Planning Committee meeting in the event of it being held to determine the outcome of an application.

(b 1) After consideration, **the date of 19th September 2023 was unanimously agreed with a start time of 8pm for a meeting with the Developer to request a presentation to residents by the Developer and Agent.** The Clerk would draft an Agenda to Parish Councillors for approval.

(c) Application DC/23/3219/FUL. Proposal: Installation and operation of a 50.4kW ground mounted solar array on land in Westerfield Lane. After the application was considered, **it was unanimously approved that there were no objections.**

Mr Pipe was invited back to the meeting and continued as Chair.

10. 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, including consideration of 20's plenty on any of the village highways

Due to a technical problem, Parish Councillors had not received the full Highways report prepared by Ms Procter. In absence of the full report, Ms Procter had emailed Parish Councillors with an overview earlier that day. This included:

- if Cllr Bryce is present, we still need to arrange the site visit for signage and HGV signage options.
- there is a CSW speedwatch (action day) on the 14th. I hope our team can be out in the village Main Road location.
- SAVID will be doing something for Road Safety week. I haven't been able to look at the bin signage costings- if the PC is agreeable, I think funding for a number of these say up to 100 (2 per household) would be worthwhile to indicate our in-put for Road Safety week. Am happy to organise this if approved when I am back.
- I think the ANPR camera is with us this week.
- The Quiet Lane signage is up. Thanks to Jim for his help.
- The 20mph issue will need to wait for the next meeting -there is more information to be circulated.

Road safety week would be 19th-25th November 2023. The wheelie bin stickers were considered. Information supplied by the Community Officer was looked at and comments included:

Need to be targeted to where they'll have most impact.

Combination best of 30mph stickers and 'Please slow down in our village' and to be mounted where they'll have most impact.

Mr Pipe proposed a spend of £50 on the wheelie bin stickers. This was seconded by Mrs Ellinor and unanimously approved.

Mr Hedgley gave his apologies and left the meeting.

11. Report on the Community Partnership There was nothing to report from the last Parish Council meeting.

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

Mr Lugo reported that the hedge had been cut and strimming done. Mr Lugo and Mr Bird were working on the construction of the new sandpit. It was commented that the garden looks fantastic. Mrs Ellinor had reported to Parish Councillors prior to the meeting that the garden was looking lovely & is much admired. Thanks to Cathy and the gardening team. There was a problem with keeping down weeds around the garden and a solution was being sought. Community Partnerships had asked for an outcome form to be submitted which was being completed. The bulbs we have been allocated will be ready to collect next month. Mrs Ellinor would provide a maintenance budget for the Garden project to be considered for approval at the next meeting.

The Clerk reported that the remaining 50% of the Play Space Grant from East Suffolk Council had been credited to the Parish Council for the all-ability play equipment. Also, that the remaining balance to spend from the combined grants for the garden project amounted to £651.53. Parish Councillors were asked to consider approval for any future interim necessary payments for purchases, including bulbs or plants, for the on-going playing field garden project. This would be subject to the overall cost not exceeding the outstanding balance of the funding received for

this project. **This was unanimously approved.** The Parish Council was also asked to consider, **and it was approved,** the suspension of Regulation 6.20 of the Parish Council Financial Regulations to allow for the above purchases. Parish Councillors had also been emailed confirmation of the ROSPA inspection which would be carried out this month. The report would be emailed to Parish Councillors when received.

13. To consider the Internal Control Statement and Report

This was considered and **it was unanimously approved to adopt the Internal Control Statement and Report.** The frequency of the Review would be once per year. The Parish Councillor to review the system of Internal Control would be considered at a future meeting.

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

The Parish Council had received confirmation of funding contributions (£750 each) from Cllr Byce and Cllr Hedgley. Cllr Hedgley was also enquiring about possible further sources of funding towards the purchase of the replacement SID and would report back to the Parish Council. **The intent to purchase the replacement SID was unanimously approved when the funding from the various sources was complete.** The Clerk would follow up with Ms Procter and Mr Bird which SID batteries should be removed from the Asset Register.

15. To consider Parish Councillor Training

Mrs Ellinor and Mrs Lindsay gave feedback about their recent training programmes. The Councillor Basics training sessions had been useful background and interesting information, but had not been considered essential. The e-learning platform had been confusing to use and had included questions at the end of the programme which had not been covered in the training. It was considered that the training had been of limited use.

16. Items for next Agenda

- To consider 20's plenty on any of the village highways.
- East Suffolk Planning Alliance Update.
- Budget and setting of precept for 2024 - 2025

17. Date of next scheduled Parish Council meeting

5th December 2023.

The meeting closed at 9.07pm.

Mrs C Frost - Parish Clerk. Tuddenham St Martin