

TUDDENHAM ST MARY PARISH COUNCIL

Chairman: Councillor John Hellard

Clerk: Tina Newell

Meadow View, Oak Farm Lane,
Mendlesham IP14 5TE.

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Minutes of the Parish Council meeting held on Thursday 18 July 2024 In The Village Hall, Tuddenham St Mary.

Councillors Present: John Hellard (JH) (Chairman), Mark Dunnett (MD) (Vice Chairman), Angela Davidson (AD), Malcolm Keeble (MK) and Gunnar Staaf (GS).

Others in attendance: Tina Newell (Clerk) and five members of the public.

All Councillors noted Claire Unwin's resignation as a Parish Councillor since the last meeting and expressed their thanks to Claire for her contribution to the Parish Council. A notice of Casual Vacancy is being advertised.

180724/01 **Apologies for absence:** All Councillors present.

180724/02 Colin Noble, County Councillor offered apologies prior to the meeting as he is in London attending meetings on Local Government however if he is back in time he will attend.

180724/03 David Taylor (DT) (District Councillor) tendered apologies for absence prior to the meeting – he had been attending a Housing Strategy Workshop at the District Council most of the day and will likely attend Worlington Parish Councils meeting noting the recent Sunnica decision.

180724/04 JH re-ordered the meeting to take the Declarations of Interest and Dispensations before Co-option.

180724/05 **Declarations of interest and Dispensation:** MK expressed an interest in the forthcoming Co-option agenda item declaring his wife is standing as a candidate. It was agreed MK would leave the room whilst co-option is considered and return only after the succesful candidate joins the meeting as a Councillor.

180724/06 MK left the meeting room.

- 180724/07 **Co-option:** With three applications for one position each Councillor cast his/her vote; with the vote being tied JH cast his vote exercised as the Chairman of the meeting and Joanne Keeble (JK) was appointed as the new Parish Councillor.
- 180724/08 JK signed her Declaration of Acceptance to Office countersigned by TN and joined the meeting as a Parish Councillor; TN confirmed an email with the Register of Interest would be sent with full instructions for completing within 28 days of taking office.
- 180724/09 MK re-entered the meeting room.
- 180724/10 **Minutes of previous meeting:** All Councillors resolved to accept the minutes of the Parish Council meeting held on 20 June 2024 as a true reflection of the decisions made and authorised JH as Chairman to sign the minutes (reference 200624/01 - 59 inclusive).
- Public Forum:**
- 180724/11 David Taylor confirmed prior to the meeting in an email to TN there was nothing major to report apart from the leader of the District Council is working with other interested parties to see what can be done about the Sunnica decision (the application was granted CONSENT by the Secretary of State for Energy Security and Net Zero on 12 July 2024).
- 180724/12 Whilst there was no report from Colin Noble, County Councillor he had confirmed he is chasing the reinstatement of white line markings along Higham Road.
- 180724/13 No comments or questions from members of the public present.
- Planning:**
- 180724/14 Councillors considered the following planning application made to the Local Planning Authority (WSC) relating to Tuddenham since the last meeting:
- DC/24/0745/HH Householder application single storey rear extension
29 Cavenham Road, Tuddenham IP28 6SE
1 Chapel Lane, Tuddenham IP28 6SP

After due consideration all Councillors resolved to SUPPORT this application noting it will have no impact on neighbouring dwellings and will support a resident in staying in the village.

180724/15 Councillors noted there have been no decisions made by WSC since the last meeting.

180724/16 Councillors noted the following planning applications have been WITHDRAWN:
DC/22/1275/VAR Office Nethercroft Farm, Sandy Drove, Tuddenham.
DC/23/1269/PP Land at 3 High Street, Tuddenham.

180724/17 Councillors noted the following application is still awaiting a decision
DC/23/1968/FUL Tuddenham Mill, Tuddenham.

Finance:

180724/18 All Councillors confirmed receipt of the finance reports for the period ended 30 June 2024 prior to the meeting.

180724/19 **Bank Reconciliation:** All Councillors agreed the bank reconciliations as presented agree to the bank statements with cash available of £28,845.61; £1,886.01 in the Instant account and £26,959.60 in the Treasurer account. AD as a non-bank signatory signed the bank reconciliation and bank statements.

180724/20 **Budget to Actual:** All Councillors confirmed receipt of the budget to actual report for the period ended 30 June 2024 prior to the meeting and with no questions accepted the report.

180724/21 **Reserves:** All Councillors confirmed the reserves account as at 30 June 2024 reconciles to the bank statements and agreed the reserves account represented the future plans of the Parish Council. All Councillors noted the general reserve represents 104% of the annual precept and whilst it is high it was noted this is because the entire precept has been received so early in the financial year.

180724/22 **Receipts:** Councillors noted there had been no receipts since the last meeting.

Payments:

All Councillors resolved to approve the following gross payments to be made by internet banking confirming a full schedule had been received prior to the meeting:

	Payee	Details	£
180724/23	Tina Newell	Salary and re-imburements	382.76
180724/24	Tina Newell	PAYE	89.80

180724/25 It was agreed for TN to pay PAYE to avoid any penalty as the bank mandate has to be updated and agreed for TN to be reimbursed.

180724/26 It was noted the invoice for £162.00 from The Community Heartbeat Trust is an annual subscription to cover costs of all consumables (including delivery costs) for the Parish Council owned defibrillator in a one year period and does not increase if more pads or kit are required in the case of it being depolyed. All Councillors agreed it offers value for money noting the net cost of this subscription is £135.00 and a set of 4 pads cost in excess of £250 and one battery £225.50. All Councillors agreed to pay this invoice.

180724/27 **War Memorial Funding:** KB confirmed the cost to refurbish the war memorial has been met from donations within the community along with locality grants from CN and DT. After discussion all Councillors resolved to accept the funds from the locality grants in to the Parish Council bank account noting there is no business bank account set up for the war memorial and agreed to use this money to part settle the invoice for the work to the memorial once complete.

180724/28 Councillors noted TN required further information from JH, MK and MD to update, with with full access, the bank account and resolved to remove all other signatories noting TN will have administration access only.

Governance

180724/29 All Councillors resolved to adopt the new Financial Regulations as issued by the National Association of Local Councils (NALC) in May with the adaptations as necessary for Tuddenham Parish Council.

Playing field:

180724/30 After discussion all Councillors agreed to receive an annual play inspection report only and for JH to complete a monthly tick report bringing any issues to the relevant meeting.

180724/31 After a lengthy debate and hearing how no-one from the Cricket Club responded to a meeting to consider the replacement ball stop neeting it was

resolved to request a copy of the playing field's insurance and circulate this and the current lease to members of the working party. The working party will bring a proposed plan for the next stage to the September meeting.

180724/32 Due to the point above all Councillors agreed the extension to the play equipment must be deferred.

180724/33 Councillors noted there is no update on the land registration other than it is with HM Land Registry.

Road Safety:

180724/34 GS confirmed a meeting will be held with a Highways engineer from Suffolk County Council (SCC), himself and JH later this month to consider if there is a suitable location for a zebra crossing along the High Street. It was agreed to also ask for clarity where the 'Tuddenham' sign from the Mildenhall entrance can be located, confirmation who is responsible for the faulty drain covers on the High Street and to seek a date when work will commence to clear the drain on entrance to the playing field.

180724/35 Councillors noted work to replace Parish Council owned street lamp lanterns to LED lanterns is scheduled to commence soon.

180724/36 Councillors noted Suffolk Safe Cam confirmed the Parish has two hand held sites approved – one along Higham Road and one by the bus shelter on the High Street and that Higham Road is visited twice a month and the High Street once a month and the concerns previously expressed will be passed on to those who carry out these checks to see if they can enforce more regularly. Councillors agreed to 'police' their attendance.

180724/37 After a very lengthy debate involving members of the public it was agreed there is little more the Parish Council can do to confirm/enforce the speed limit through the village and reiterated to residents they can report any speeding traffic and convoys to the relevant business.

Mobile phone signal:

- 180724/38 Whilst the provider of the mast in Red Lodge is still not known TN has emailed Chris Bryant the new Minister of State (Department for Science, Innovation & Technology) requesting urgent help to increase the mobile phone signal.
- 180724/39 **Community Emergency Plan (CEP):** It was agreed the Parish Council would take over the planning of a CEP after seeking approval from the village hall committee. A resident has carried out an awful lot of work on this recently and agreed to share this with the working party.
- 180724/40 **Bins:** All Councillors agreed to defer this consideration to the next meeting to allow TN to work out some cost analysis..
- 180724/41 **Flooding and Drainage:** The working party are waiting to be introduced to an engineer from SCC from which point a meeting will be set up.
- Community engagement:**
- 180724/42 **Village Voice:** The recent event was not well attended as previous events had been and it was agreed to host another in the Autumn.
- 180724/43 All Councillors agreed to ask if neighbouring and local Parish Councils would be willing to meet up to discuss relevant local matters; if enough respond positively TN will arrange a meeting in September.
- 180724/44 **Training:** All Councillors agreed to defer training until later in September when it is hoped there will be a full Council.
- 180724/45 Councillors noted there had been no correspondence that hadn't been included in the meeting already.
- 180724/46 **Councillors to note any items for inclusion in a future meeting:** co-option, insurance renewal, entrance wall at the playing field.
- 180724/47 **Councillors noted the date of the next meeting as 19 September 2024.**
- 180724/48 All Councillors agreed that members of the public still in attendance should stay for the next item noting the decisions of the Parish Council are open and transparent.
- 180724/49 Councillors noted since the last meeting TN has withdrawn her resignation as requested. All Councillors noted there is a large amount of work involved in the role now and agreed to increase the weekly working hours by two hours (at the current pay scale) with immediate effect.

180724/50 JH as Chairman closed the meeting at 8.19pm.

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Signed: *John Hellard*

Date: 26 September 2024 7