

# TUDDENHAM ST MARY PARISH COUNCIL

Chairman: Councillor John Hellard

Clerk: Tina Newell

[parishclerk@tuddenham-pc.gov.uk](mailto:parishclerk@tuddenham-pc.gov.uk)

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

07767 163706

---

## Minutes of the Parish Council meeting held on Thursday 20 June 2024 In The Village Hall, Tuddenham St Mary.

**Councillors Present:** Angela Davidson, Mark Dunnett, John Hellard, Malcolm Keeble, Gunnar Staaf and Claire Unwin.

**Others in attendance:** Tina Newell (Clerk), David Taylor (DT) District Councillor, and ten members of the public.

All Councillors noted Claire Unwin's resignation as Parish Council Chairman and Rona Burt's resignation as Parish Councillor since the last meeting.

- 200624/01     **To elect a Chairman to the Parish Council:** MK proposed JH as Parish Council Chairman with CU seconding the proposal. With there being no other proposals and with all Councillors in favour JH accepted the position of Parish Council Chairman and signed his Declaration of Acceptance to Office before taking office as Chairman.
- 200624/02     **Election of Vice Chairman:** AD proposed to elect MD as Vice Chairman; with no other proposals and all Councillors in favour MD accepted the position of Vice Chairman.
- 200624/03     **Apologies for absence:** All Councillors present.
- 200624/04     **Declarations of interest and Dispensation:** All Councillors confirmed receipt of the Code of Conduct at the May meeting and noted it is available on the Parish Council website; no declarations of interest or dispensations were made prior to or at the meeting.
- 200624/05     **Minutes of previous meeting:** All Councillors resolved to accept the minutes of the Parish Council meeting held on 16 May 2024 as a true reflection of the decisions made and authorised JH as Chairman to sign the minutes (reference 160524/01 - 73 inclusive).

Signed: *John Hellard*

Dated: *18 July 2024*

1

**Public Forum:**

200624/06 No comments or questions from members of the public present.

**Planning:**

200624/07 Councillors considered the following planning application made to the Local Planning Authority (WSC) relating to Tuddenham since the last meeting:

DC/24/0616/HH Householder planning application – a. raising height of existing roof (already approved but it hasn't been implemented) b. first floor extension c. two dormers to front elevation d. two dormers to rear elevation e. balcony to rear elevation f. cladding to front and rear elevations g. front elevation Previous application

1 Chapel Lane, Tuddenham IP28 6SP

After due consideration all Councillors resolved to make NO COMMENT on this application.

200624/08 Councillors noted the following decision made by WSC since the last meeting:

DC/23/1991/ full Playing Field, Cricket Club, Tuddenham

Councillors received updates on planning applications considered at previous meetings:

200624/09 DC/22/1275/VAR Office Nethercroft Farm, Sandy Drove, Tuddenham: the planning officer is awaiting further information from the applicant.

200624/10 DC/23/1269/PP Land at 3 High Street, Tuddenham: the planning officer is awaiting further information from the applicant.

200624/11 DC/23/1968/FUL Tuddenham Mill, Tuddenham: the planning officer confirmed to TN earlier the District Council have concerns over potential flooding and are awaiting further information from the applicant. After a lengthy discussion and noting the change in planning officer all Councillors agreed to make a further comment regarding the possible increase in water being discharged to the Mill Stream to accommodate the 500 plus houses being built in Kennett resulting in a potential greater risk of flooding.

**Finance:**

200624/12 All Councillors confirmed receipt of the finance reports for the year ended 31 March 2024 and noted they are available on the website.

200624/13 **Bank Reconciliation:** All Councillors agreed the bank reconciliations as presented agree to the bank statements with cash available of £6,842.16; £1,879.91 in the Instant account and £4,962.25 in the Treasurer account. It was resolved for AD as a non-bank signatory to confirm the monthly bank reconciliations.

200624/14 Councillors noted TN has tried to amend the bank mandate with Lloyds to add Councillors RB MK and MD without success. All Councillors agreed for TN to go into a branch and request JH, MK and MD are added. It was noted that Unity Trust Bank charge £18 every three months for the use of the account where Lloyds currently have no charges, and all Councillors resolved to review at the next meeting.

200624/15 **Budget to Actual:** All Councillors confirmed receipt of the budget to actual report for the year ended 31 March 2024 prior to the meeting and with no questions accepted the report.

200624/16 **Reserves:** All Councillors confirmed the reserves account as at 31 March 2024 reconciles to the bank statements and agreed the reserves account represented the future plans of the Parish Council as at 31 March 2024. All Councillors noted the general reserve represents 40.3% of the annual precept with total reserves of £6,842.16.

200624/17 **Assets:** All Councillors reviewed the asset register dated 31 March 2024 with no amendments noting the Parish Council hold 34 physical assets on behalf of the residents with a value of £72,329.83.

200624/18 All Councillors were presented with the bank reconciliations for the period ended 31 May 2024; AD confirmed these supported the bank statements for the same period with £1,886.01 in the Instant account and £27,906.58 in the Treasurer account.

**Receipts:** Councillors noted the following receipts since the last meeting:

	Payee	Details	£
200624/19	West Suffolk Council	Precept	15,070.00
200624/20	West Suffolk Council	Grant towards Speed Indicator Device	1,905.00

200624/21	HMRC	VAT refund (on purchases for year ended 31 March 2024 minute ref 160524/38)	6,397.69
-----------	------	---	----------

**Payments:**

All Councillors resolved to approve the following gross payment to be made by internet banking confirming a full schedule, supported by invoices and receipts, had been received prior to the meeting:

	Payee	Details	£
200624/22	Tina Newell	Salary and re-imburements gross	417.44
200624/23	Tina Newell	PAYE	291.40
200624/24	Suffolk County Council	Street light electricity and maintenance	1,075.04

200624/25 After some deliberation all Councillors agreed to pay Community Heartbeat Trust for Annual Support at a gross cost of £162.00 and agreed to speak with the resident who carries out the monthly checks for details of what this figure includes and to obtain further details of the checks and login details to offer the resident a back-up.

200624/26 **War Memorial Funding:** Whilst there was no formal update Councillors believed the full funding had been received from local donations; TN will confirm for the next meeting.

200624/27 An update to the bank mandate was considered earlier in the meeting.

**Governance**

200624/28 All Councillors agreed to adopt the Standing Orders as presented with no amendments.

200624/29 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 but only when SALC confirm point 5.5. should refer to 5.12 and not 6.12.

200624/30 All Councillors confirmed adoption of the Local Government Code of Conduct as previously adopted in September 2023.

- 200624/ 31 All Councillors confirmed receipt of the Internal Auditors Report for the year ended 31 March 2024 noting the Council maintains an effective framework of financial administration and internal financial control whilst demonstrating many examples of good practice.
- 200624/32 All Councillors approved the Annual Governance Statements section one of the Annual Governance and Accountability Statement (AGAR) for the year ended 31 03 2024 in turn thus confirming the Parish Council have a sound system of internal control. JH and TN signed Section One of the AGAR with those present at the meeting as witness.
- 200624/33 All Councillors approved the Accounting Statements for the year ended 31 March 2024 as transposed on section two of the AGAR in turn confirming the statements present the financial position of Tuddenham Parish Council for the year ended 31 March 2024. JH signed section 2 of the AGAR at the meeting, all Councillors noted TN as RFO had signed prior to the meeting.
- 200624/34 All Councillors noted that Tuddenham Parish Council are subject to a Limited Assurance review for the year ended 31 March 2024 due to payments exceeding £25k in the year; TN will prepare and send all the information required to PKF Littlejohn as the external auditors within the specified time.
- 200624/35 It was agreed the dates for public inspection of the accounts will be from 21 June 2024 up to and including 2 August 2024 and a notice will be displayed on line and on the Parish noticeboard.
- 200624/36 It was resolved to appoint the Chairman, Vice Chairman and one Councillor to the Staffing Committee; it was agreed not to appoint a named Councillor to offer maximum flexibility with meeting dates.
- 200624/37 All Councillors agreed to adopt the terms of reference presented for the staffing committee.
- Playing field:**
- 200624/38 TN confirmed two quotations have been received for replacement ball stop netting and these have been sent to the Cricket Club and playing field committees. After a lengthy discussion all Councillors agreed to form a

working party to consider the liability and cost with the playing field committee: JH, AD, MD and TN will form the working party.

200624/39 All Councillors noted there are three plans for additional play equipment on the playing field to accommodate toddlers and younger children and agreed to include these at the next 'Village Voice'. TN confirmed there is much more work to do and consultations needed before applying for funding.

**Road Safety:**

200624/40 GS confirmed County Councillor Colin Noble is looking for a location where the 'Tuddenham' sign can be legally sited at the Mildenhall end of the village.

200624/41 Councillors noted the results of the Speed Pole Surveys which showed an average of 4,300 daily vehicle movements through the village with the majority assumed as being commuter traffic. 72% of the volume through the High Street are cars, 20% light vans and pick-ups and 8% being two axle trucks or larger (which equates to an average of 344 two axle trucks or larger a day). The average speed along Higham road was shown to be 37.5mph, 34mph in the High Street and 35.5mph along Cavenham Road. TN will take this data to the Safer Neighbourhood Team at the local Constabulary and request a greater presence of the 'SafetyCam' in the village.

200624/42 TN has been in contact with National Highways regarding closure of the central gaps along the A11 who said there is no update from their email on 2 May 2024 which confirmed they have no plans to proceed to statutory consultation in 2024 and they are clarifying out further analysis of collision history.

200624/43 Councillors noted receipt of information from Anglian Water further to a Freedom of Information request concerning their attendance in the Parish over the recent months but suggested there is nothing further the Parish Council can do.

200624/44 County Councillor Colin Noble confirmed to GS and JH at their meeting on Monday 10 June 2024 he will fund a 'safety analysis' regarding a possible zebra crossing; GS will confirm what this analysis will cover and if it includes suggestions for siting of a crossing.

- 200624/45 Councillors resolved for TN to complete a grant agreement to allow funding from West Suffolk Council to replace the Parish owned street lamp lanterns to LED.
- 200624/46 MD proposed and all Councillors agreed not to form a liaison group with a local business and to approach business when needed.
- 200624/47 **Mobile Phone Signal:** It was noted the 5g mast in Red Lodge has already been erected and not in the planning stage still as TN was led to believe by Red Lodge Parish Council; disappointingly there has been no response from either Liz Truss or Julia Lopez but TN will continue to pursue.
- 200624/48 **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. MK, CU and TN will be the working party for the Parish Council.
- 200624/49 **Bins:** All Councillors agreed to consider replacement bins after a review of the number and locations of current bins has been undertaken.
- 200624/50 **Flooding and Drainage:** The working party of AD and MD had not had a chance to meet up since the last meeting. TN will introduce AD and MD to the liaison engineer from West Suffolk Council who has previously undertaken work in the Parish to help mitigate flooding.
- 200624/51 **Village Flag Pole:** Councillors agreed to fly the appropriate flags on the village green for the following celebration/commemorations:
- |                                     |                              |                       |
|-------------------------------------|------------------------------|-----------------------|
| St George's Day                     | St Patrick's Day             | St David's Day        |
| St Andrew's Day                     | Independence Day             | HM The King Birthday  |
| Suffolk Day                         | Suffolk Pride (one day only) | Battle of Britain Day |
| Battle of Britain Commemoration Day | Remembrance Day              | St Edmund's Day       |
- 200624/52 **Village Voice:** Councillors agreed to display the plans for the extended play area and to communicate any conversations, compliments or otherwise to TN.
- 200624/53 **Training:** Councillors all agreed they would benefit from some initial informal training with TN and would consider individual training needs after then.

- 200624/54 **Councillors to note any items for inclusion in a future meeting:** white lines, land registration, frequency of play inspections and informal gatherings with other Parish Councils to exchange experiences, ideas and thoughts that would prove beneficial to all.
- 200624/55 **Councillors noted the dates of future meetings as:** 18 July, 19 September, 23 October, 21 November, 2025 - 1 January, 20 February, 20 March, 17 April and 15 May.
- 200624/56 All Councillors resolved that that under the Public Bodies (Admission to Meetings) Act 1960 the public and press be excluded from the meeting due to the confidential nature of the business to be discussed: Employment.
- 200624/57 All members of the public left the meeting.
- 200624/58 Councillors noted TN's resignation and asked her to re-consider otherwise TN will advertise the vacancy complete with a job description and person profile.
- 200624/59 JH as Chairman closed the meeting at 9.45pm.