

## TUDDENHAM ST MARY PARISH COUNCIL

Chairman: Councillor Claire Unwin

Clerk: Tina Newell

25 Shakespeare Road, Stowmarket,  
Suffolk IP14 1TU.

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

07767 163706

---

Minutes of the Parish Council meeting held on Thursday 14 March 2024

In The Village Hall, Tuddenham St Mary.

**Councillors Present:** Claire Unwin (CU) (Chairman), Amanda Spence (AS) (Vice Chairman), Carron Bignall (CB) and Kim Burt (MB).

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

Prior to the meeting Claire Unwin confirmed Andrew Long and Maria Carpenter have resigned from the post of Parish Councillor and gave thanks for their contributions to the Parish Council during their respective terms of office

140324/01 Apologies for absence: Councillor Sharon Garnett (SG) offered apologies prior to the meeting due to a family bereavement.

140324/02 All Councillors accepted apologies for absence from SG and offered their condolences.

140324/03 David Taylor (DT) District Councillor offered apologies prior to the meeting due to being on annual leave and Colin Noble (CN) (County Councillor) tendered apologies due to being held up in traffic.

140324/04 Vacancy: All Councillors noted there are now two vacancies for the post of Parish Councillor; if by 14 March 2024 no request for an election to fill the first vacancy is made the vacancy will be filled by co-option at the next meeting; If by 2 April 2024 no request for an election to fill the second vacancy is made the vacancy will be filled by co-option at the next meeting.

Signed: *Claire Unwin*

Dated: *16 May 2024*

Declarations of Interest:

- 140324/05 AS declared an interest in item 8h to consider supporting the annual Children's Party with a financial donation of £190.00 and resolved to take part in the discussion but not to vote on the decision.
- 140324/06 CU declared an interest in the PC 8i to consider paying for or contributing towards the cost of maintaining the Churchyard in the village and agreed to take no part in the decision.
- 140324/07 Councillors confirmed they had not been offered or accepted of any gifts of hospitality.
- 140324/08 Dispensation: Councillors noted there had been no requests for dispensations prior to the meeting and no requests were forthcoming at the meeting.
- 140324/09 Minutes of previous meeting: All Councillors resolved to accept the minutes of the extra ordinary Parish Council meeting held on 8 February 2024 as a true reflection of the decisions made and authorised CU to sign the minutes (reference 080224/01-47 inclusive).

Public Forum:

- 140324/10 A representative of the applicant spoke in favour of planning application DC/24/0270/CR3 Cavenham Heath Quarry, Cavenham Road, Tuddenham.
- 140324/11 AS asked what the 'longer period of time' meant in the application; the applicants representative confirmed the application would see the site continue operating until 2034 and the current operating hours would not be extended. All present noted the current operating hours are 6am-6pm 7 days a week and 24/7 working for 100 days a year; the latter and weekend work is usually only when working on highways and/or when maintaining the plant. No deliveries of material are made at night or at weekends.
- 140324/12 Resident's expressed concerns over this application regarding the safety of dwellings when a convoy of lorries travel through the village and asked if traffic movements could be staggered; why artic lorries using the village when the road is for access only; if the applicant would support an A14/A11 link road and an increase in the weight limit at the bridge in Kentford, currently 3 tonnes.
- 140324/13 All Councillors noted DT's report with no comments.

- 140324/14 All Councillors confirmed receipt of Colin Noble's (CN) (County Councillor) report  
prior to the meeting and expressed disappointment that there was no update on the white lines along Higham Road; a 10-week public consultation on the proposed devolution deal with the Government will start on 18th March and run through until 26th May. The consultation will be in two main parts – an open survey, hosted by Suffolk County Council, that any residents can complete and a sample survey of 1000 Suffolk residents conducted independently by Ipsos Mori; Suffolk Highways has welcomed the new pothole-repairing machine to help fix the growing number of potholes experienced nationally during the winter season with a trial set to initially target defects in rural Suffolk- compared with the traditional approach of repairing potholes, the Dragon Patcher can work five times faster; Residents are invited to share their views on how they travel to help inform Suffolk's Local Transport Plan; West Suffolk Council are taking active steps to reduce the numbers of people rough sleeping in the West Suffolk Area. This is a very difficult and challenging situation – if anyone see's or suspect someone is rough sleeping, please report this to [www.streetlink.org.uk](http://www.streetlink.org.uk) or directly to the Team on 01282 7578178
- 140324/15 A resident requested more information on the proposed devolution deal concerned Tuddenham will be ignored if this goes ahead and to ask Suffolk County Council when the drains in/around the village will be cleared.
- 140324/16 A resident expressed concern regarding the 'Pride' flag recently flown on the village green to celebrate 'International LGBT Pride Day Pride'. After a lengthy debate it was agreed to bring this to the next meeting as an agenda item after listening to the views of residents at the forthcoming village voice and Annual Parish meeting.
- 140324/17 A resident asked Councillors to consider commenting on a planning application on a new development on land west of Mildenhall West Row Road Mildenhall concerned with the additional traffic movements through Tuddenham this development would create.

Planning: Councillors considered the following planning applications made to the Local Planning Authority (WSC) relating to the Parish:

140324/18 DC/23/1968/FUL retention of ti-pi tent on a permanent basis.  
Tuddenham Mill, High Street, Tuddenham IP28 6SQ.

Councillors noted a representative from the business was invited to attend the meeting. After discussion all Councillors agreed many informal noise complaints had been received over the term of this structure being in place and noted none were made formal due to the temporary nature of the structure (all Councillors appreciated this structure was erected during COVID 19 and assisted the business continuing to trade during exceptional times) and resolved to request the application is REFUSED.

140324/19 DC/24/0270/CR3 | Regulation 3 planning application (application on behalf of Suffolk County Council)- Variation of conditions 1 and 2 of planning application SCC/0075/20F to allow for the retention and operation of the asphalt plant and associated infrastructure Cavenham Heath Quarry, Cavenham Road, Tuddenham.

After a lengthy discussion all Councillors agreed the village has changed since the original application was granted: an increase in residential dwellings and concerns regarding the structural damage on private dwellings due to lorry movements and the amenities of all residents in particular with concern to road noise during unsociable hours and resolved to SUPPORT this application but only with a condition the operating hours be reduced to 0700-1800 Monday – Friday, 0700-1300 Saturday and no working on Sundays and bank holidays.

All Councillors noted the following determinations made by the District Council relating to Tuddenham since the last meeting:

140324/20 DC/24/0126/CR3 Cavenham Heath Quarry  
WSC: No objection TPC: No objection

140324/21 DC/24/0125/CR3 Cavenham Heath Quarry  
WSC: No objection. TPC: Strongly objected.

- 140324/22 DC/23/1955/HH Mulberry Cottage, 15 High Street, Tuddenham  
WSC: Approved TPC: Supported.
- 140324/23 All Councillors noted the response to the West Suffolk Local Plan and agreed to publicise the response on the website.
- 140324/24 All Councillors noted documents to apply for first registration of land known as 'The Playing Field' and 'The Green' have been sent to HM Land Registry to process.
- 140324/25 After consideration and noting the £2k cost to carry out a Housing Needs Survey all Councillors agreed there is no budget from either the Parish or District Council and resolved to reconsider this when setting the budget for 2025/26.  
Finance:
- 140324/26 All Councillors confirmed receipt of the finance report for the period ended 29 February 2024 prior to the meeting.
- 140324/27 Bank Reconciliation: In the absence of Sharon Garnett CB as a non-bank signatory confirmed the bank reconciliation as presented agrees to the bank statements with cash available of £4,876.14; £3,000.37 in the Treasurer account and £1,877.84 in the Instant account.
- 140324/28 Budget to Actual: All Councillors confirmed receipt of this report prior to the meeting. With no questions all Councillors accepted this report as a true reflection of receipts and payments against the budget.
- 140324/29 Reserves: All Councillors confirmed the reserves account reconciles to the bank statements and all Councillors present accepted the general reserve is 26.58% of the precept; TN confirmed this is adequate to meet the immediate needs of the Parish Council noting receipt of grants of £3,908 for the SID is due imminently and the VAT reclaim of £2,955.07 was received in March 2024.
- 140324/30 Assets: All Councillors confirmed receipt of the asset register.  
Receipts: Councillors noted there had been one receipt since the last meeting and one receipt in February previously not minuted but included in the February figures:

140324/31	Lloyds	Interest	1.94
-----------	--------	----------	------

140324/32	Lloyds	Interest	2.07
-----------	--------	----------	------

Payments:

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

	Payee	Details	£
140324/33	Tina Newell	Salary and re-imburements gross (noting HMRC is to be deducted)	1,107.68
140324/34	Tina Newell	Underpayment on 161123/21	90.00
140324/35	Viking Office Supplies	A3 paper and laminating pouches	32.38
140324/36	Mill House Homes	Bricks for playing field entrance wall	179.40
140324/37	Tuddenham Village Hall	February and March meetings	110.00
140324/38	Polstead Press	Signs for village green	90.00

140324/39 TN confirmed a VAT reclaim for 2022/23 for £2,955.07 was sent to HMRC for processing and has since been received.

140324/40 KM confirmed additional photographs were required to support the grant application due to the memorial being sited in a Centenary Green; it is hopeful an update on the funding from the War Memorial Trust will be available for the next meeting.

140324/41 All Councillors noted one bin has been replaced to a larger dual purpose bin with no annual charge for collection and disposal of the waste and resolved to defer the decision to purchase a further five until confirmation on the annual collection charge of the current remaining bins has been received (it is not known if any invoice has been paid for the collection of waste from these bins in the current or previous years).

Signed: *Claire Unwin*

Dated: *16 May 2024*

140324/42 West Suffolk Council (WSC) are hoping to commission work to replace street lanterns to LED in the next 2-3 months with Suffolk County Council however it could be several months after that the work is carried out. If Tuddenham Parish Council commission the work directly now WSC cannot commit to fully refunding the entire cost which is expected to be £2,207.53. Agreeing the time delay compared with the financial risk is minimal all Councillors resolved to wait for WSC to commission the work.

140324/43 All Councillors received a financial request to support the Children's Christmas party with a donation of £190.00 prior to the meeting. Noting the income received from regular events is minimal and used to cover costs for refreshments and craft activities CB proposed to support this request. CB and KB were in support of CU's proposal it was agreed to support the request with a donation of £190.00 – the money would be allocated from the 2022/23 VAT refund.

140324/44 Councillors received a request from the Parochial Church Council (PCC) to pay or contribute to the grass cutting at St Marys Church. After much discussion all Councillors agreed this is an important community space and resolved to vire £500.00 from the asset replacement reserve account and donate to the PCC.  
Governance

140324/45 All Councillors agreed to re-adopt the Standing Orders with no amendments. All Councillors agreed to adopt the following risk assessments noting they are working documents:

140324/46 Clerk

140324/47 Financial

140324/48 Speed Indicator Device

140324/49 Volunteer

140324/50 Due to Maria Carpenters resignation all Councillors thanked AS for reviewing the following policies and procedures and agreed to re-adopt them:

Complaints	Data Breach	Data Protection
------------	-------------	-----------------

Disciplinary	Document Retention	Equal Opportunities
Electronic Communications	Freedom of Information	Grievance
General Privacy Notice	Health and Safety	Internet Banking
Lawful Basis	Sickness and Absence	Subject Access Request

- 140324/51 Councillors agreed to accept/adopt the Statement of Internal Control.
- 140324/52 Councillors received a review of the Internal Control and noting the comments resolved to accept it.  
Playing field
- 140324/53 Noting everything identified on the monthly play inspection report is either low risk or very low risk all Councillors agreed no action is required.
- 140324/54 TN along with representatives from the playing field committee and Tuddenham cricket club met a contractor on site to measure and consider the options for extending the protection netting around the play area; it is hopeful quotes will be received ready for discussion at the next meeting.
- 140324/55 Councillors noted Artisan Structure quote of £1200 plus VAT to design a new play area and resolved not to proceed with it. TN has met with other manufacturers who provide designs at no charge and it is hopeful designs and quotes will be available to present at the next Village Voice event for further consideration at the Annual meetings.
- 140324/56 Councillors noted a request from the cricket club to amend planning application  
DC/23/1991/FUL to site one single fixed cricket net to an alternative location on the field namely to the bottom corner of the field was received on the morning of this meeting and therefore not on the agenda. All Councillors resolved to SUPPORT this request only a. if it is lawful to make this decision at this meeting and b. if it detrimentally affects the use of the gym equipment, and only after consultation with the Parish Council, it is moved at the cricket club's expense.

- 140324/57 Councillors expressed thanks to Mill House Homes for carrying out the repair to the entrance wall at the playing field and noted it will be completed as soon as the weather allows (engineering bricks don't absorb water!).
- Road safety:
- 140324/58 The replacement 'Tuddenham' sign is still waiting to be erected noting if it is to replace the current distorted sign SCC will help to erect it however if it is to be placed on private land the risk assessment and sitting is down to the Parish Council. All Councillors agreed to request permission to erect the sign on private land.
- 140324/59 TN confirmed the speed pole surveys are in place and the survey on entrance to Tuddenham from the Higham Road has been reported as lifted. Once the survey is complete CN, as payee, will receive the data.
- 140324/60 It was agreed to carry out Community Speed Watch along Icklingham Road as there is no pole suitable for the SID.
- 140324/61 Councillors agreed to defer receiving a summary of the meeting hosted by Icklingham Parish Council to the next meeting.
- 140324/62 Whilst the Parish Council has not received an update from National Highways (NH) regarding the proposed gap closures TN will contact them for an update for the next meeting.
- 140324/63 TN sent a Freedom of Information request to Anglian Water and has received details of the number of visits and reasons for the many recent road closures; it was agreed to form a working party of CU, AS and a resident/s to look into the report and update Councillors with the findings at the next meeting.
- 140324/64 Mobile Phone Signal: Whilst there has been no update despite emails continue to be sent to Mat Hancock and Julia Lopez, Minister for Data and Digital Infrastructure; TN will continue to pursue this issue.
- 140324/65 Community Emergency Plan: All Councillors agreed to defer this to the next meeting noting KB has only just received the templates from Suffolk County Council.
- Grounds maintenance:

- 140324/66 After consideration all Councillors resolved to accept the quotation from Tilbrook's Landscapes Ltd to cut The Green at a cost of £404.95 plus VAT per annum; the grass will be cut fortnightly or as required.
- 140324/67 After discussion all Councillors resolved to support the request to site temporarily a 6-7ft high Beacon on The Green on the condition it would be for less than 7 days; it would be lit to commemorate the 80th anniversary of the D-Day landings and the village hall committee would undertake any planning permission (if required), risk assessments and provide confirmation of insurance cover.
- Flooding and Drainage:
- 140324/68 It was noted the drainage team at Suffolk County Council (SCC) have confirmed there is a collapsed pipe under the entrance road to the playingfield; as this is a medium priority (high priority being internal flooding) there is no known date for work to clear this.
- 140324/69 Councillors agreed the ditch to the rear of the playing field does require clearing and agreed under advice from SCC to commence the clearing in the summer and to dig a sump hole 2m from the entrance to the culvert; TN will seek quotes to carry out this work.
- 140324/70 Village Voice: Councillors agreed the recent event was well attended and helped in producing the response to the Local Plan. It was agreed to include the following items at the next event on 11 May 2024 : designs for the new play equipment for consultation, a petition regarding the lack of mobile phone signal in the hope this may attract a mobile phone company to erect a mast, display the Parish Council's achievements in the year and plans for the forthcoming year, residents thoughts on flags to display on The Green, advertise the Annual meetings of both the Parish and the Parish Council and current vacancies on the Parish Council.
- 140324/71 Correspondence: There has been no correspondence received that has not been included in the meeting.
- 140324/72 Councillors to note any items for inclusion in a future meeting: Annual Audit, white lines along Higham Road, bins, flags on The Green, a zebra crossing, the scope for commenting on planning applications and flags to fly on The Green.

Signed: *Claire Unwin*

Dated: *16 May 2024*

140324/73 Councillors noted the next scheduled meeting is the Annual meeting of the Parish Council starting at the later time of 7.30pm on 16 May 2024; the Annual Parish meeting preceeds this starting at 6.30pm and will give updates on local community groups and organisations.

140324/74 Chairman closed the meeting at 21.44pm.

After the meeting Carron Bignall resigned from her position as Parish Councillor.

Signed: *Claire Unwin*

Dated: *16 May 2024*