

# TUDDENHAM PARISH COUNCIL

Chairman: Councillor Claire Unwin

Clerk: Tina Newell

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**All Parish Councillors:** You are hereby summoned, and members of the press and public you are hereby invited, to attend the *Annual meeting of Tuddenham Parish Council on Thursday 16 May 2024* in the *Village Hall, Tuddenham St Mary from 7.30pm* to consider the items set out below.

Any person who may find difficulty in access to the meeting through disability is asked to advise the Clerk at least 24 hours before the meeting so that every effort may be made to provide access.

The Council will record this meeting when the public and press are not lawfully excluded; anyone speaking at the meeting will have deemed too given consent to being recorded. **The recording will be deleted when the minutes for the meeting are signed as a true record.**

## AGENDA

1.	To elect a Chairman to the Parish Council and receive the Chairmans Declaration of Acceptance to Office.
2.	<b>Co-option:</b> To co-opt Councillors to fill all casual vacancies.
3.	To elect a Vice Chairman of the Council.
4.	<b>Apologies for absence:</b> <ul style="list-style-type: none"><li>a. Councillors to receive any apologies for absence.</li><li>b. Councillors to vote on acceptance to apologies for absence.</li></ul>
5.	<b>Declarations of Interest and Dispensation considerations:</b> <i>members are reminded of their responsibility to declare any interest in respect of any matter contained or brought up in this meeting in accordance with the Councils Code of Conduct).</i> <ul style="list-style-type: none"><li>a. To receive any Councillors Interests in subsequent agenda items.</li><li>b. To consider any requests for dispensations.</li></ul>
6.	<b>Minutes of previous meeting:</b> Councillors to agree the minutes of the meeting held on
7.	<b>Public Forum:</b> To receive comments or questions from members of the public.
8.	<b>Planning:</b> <ul style="list-style-type: none"><li>a. Councillors to note there have been no planning applications made to the District Council relating to the Parish since the last meeting.</li><li>b. Councillors to note decisions made by West Suffolk Council on applications relating to Tuddenham since the last meeting:<ul style="list-style-type: none"><li>I. DC/24/0270/CR3 Cavenham Heath Quarry, Cavenham Road</li></ul></li></ul>

	<p>WSC: No objections TPC: Supported</p> <p>II. DC/24/0117/HH Bristol, Higham Road</p> <p>WSC: APPROVE TPC: Supported</p> <p>c. To receive an update on the registration of land known as ‘The Playing Field’ and ‘The Green’.</p> <p>d. Councillors to consider if they wish to be consulted on applications outside of the Parish and to agree how these applications can be brought to the Parish Councils attention.</p>
9.	<p><b>Finance (all supporting papers appended):</b></p> <p>a. To receive and approve the finance report for the year ended 31 March 2024:</p> <ul style="list-style-type: none"> <li>I. Bank reconciliations</li> <li>II. Budget to actual payments and receipts</li> <li>III. Reserves</li> <li>IV. Assets</li> </ul> <p>b. Councillors to note receipts since the last meeting.</p> <p>c. Councillors to approve payments to be made by internet banking, unless otherwise stated, and ratify any payments made since the last meeting.</p> <p>d. Councillors to note a VAT return for the year ended 31 03 2024 has been submitted.</p> <p>e. Councillors to note Payroll year end 2024 has been completed and a P60 issued to the Clerk.</p> <p>f. Councillors to receive an update on the funding of the war memorial refurbishment.</p> <p>g. Councillors to review the bank mandate.</p>
10.	<p><b>Governance:</b></p> <p>a. Councillors to agree re-adoption of Standing Orders.</p> <p>b. Councillors to receive the amended model Financial Regulations from NALC.</p> <p>c. To receive and accept the Internal Audit report for the year ended 31 March 2024.</p> <p>d. To consider and approve the completion of the Annual Governance Statements (section one) of the Annual Governance and Accountability Return (AGAR) for the year ended 31 March 2024.</p> <p>e. To consider and approve the Accounting Statements (section two) as transposed on the AGAR for the year ended 31 March 2024.</p> <p>f. Councillors to note Tuddenham Parish Council are subject to a Limited Assurance Review for the year ended 31 March 2024.</p>

	<ul style="list-style-type: none"> <li>g. Councillors to agree the dates for public inspection of the accounts as commencing on 13 June 2024 up to and including 14 July 2024.</li> <li>h. To appoint members and review the terms of reference for the staffing committee.</li> <li>i. To consider the appointment of Councillors to the following appointments: <ul style="list-style-type: none"> <li>I. Asset management</li> <li>II. Flooding</li> <li>III. Play equipment</li> <li>IV. Risk assessments and policies</li> <li>V. Tree warden</li> <li>VI. Road safety</li> <li>VII. Community Emergency Plan</li> </ul> </li> <li>j. To consider the appointment of a Parish Council representative on the following external bodies: <ul style="list-style-type: none"> <li>I. Playing field committee</li> <li>II. Village hall committee</li> </ul> </li> <li>k. To agree continuation of the Parish Councils subscriptions to external bodies: <ul style="list-style-type: none"> <li>I. Suffolk Association of Local Councils</li> <li>II. Community Action Suffolk</li> </ul> </li> </ul>
11.	<p><b>Playing field:</b></p> <ul style="list-style-type: none"> <li>a. To receive the latest monthly play inspection report and consider any action required as a result.</li> <li>b. To receive an update on the replacement and extension to protection netting to the play area.</li> <li>c. To receive an update on the extension to the play equipment.</li> </ul>
12.	<p><b>Road safety:</b></p> <ul style="list-style-type: none"> <li>a. To receive an update on the replacement 'Tuddenham' sign.</li> <li>b. Councillors to receive an update on the speed pole surveys.</li> <li>c. To receive a summary of the recent meeting with Icklingham Parish Council where the use of 'The Heath' by 4x4 vehicles and dirt bikes was discussed.</li> <li>d. To receive an update on the proposed central gap closures off the A11.</li> <li>e. To receive a report following a Freedom of Information request to Anglian Water to consider what action if any can be taken against Anglian Water for the recent disruptions due to works to the water pipes.</li> </ul>

	<p>f. Councillors to receive an update on when the re-marking of white line along Higham Road will take place.</p> <p>g. Councillors to consider a request for a zebra crossing near the bus shelter.</p>
13.	<b>Mobile Phone Signal:</b> Councillors to consider asking the County Councillor for assistance to improve the mobile phone signal in the village noting no response from the Minister for Data and Infrastrucutre has been received.
14.	<b>Community Emergency Plan (CEP):</b> To receive an update on the CEP.
15.	<b>Flooding and Drainage:</b> To consider and agree a plan to clear the ditch to the rear of the playing field to allow free flowing water noting the advice from SCC was to clear it in the summer.
16.	<b>Village Flag Pole:</b> Councillors to agree a schedule of dates to mark celebrations/commemorations by flying a flag on The Green.
17.	<b>Village Voice:</b> Councillors to agree a date for the next village voice noting lack of Councillors available to attend the previously scheduled event meant it had to be cancelled.
18.	<b>Correspondence:</b> Councillors to note any correspondence previously circulated and consider any action required.
19.	<b>Councillors to note any items for inclusion in a future meeting:</b> replacing bins, streetlight grant for replacing lanterns to LED
20.	<b>Councillors to consider the dates of future meetings: 18 July, 19 September, 21 November, 2025 - 16 January, 20 March, 17 April and 15 May.</b>
21.	<b>Chairman to close the meeting.</b>

*Tina Newell*

Tina Newell | Clerk to Tuddenham Parish Council

7 May 2024.