

TUDDENHAM ST MARY PARISH COUNCIL

Chairman: Councillor Claire Unwin

Clerk: Tina Newell

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Minutes of the Annual Parish Council meeting held on Thursday 16 May 2024 In The Village Hall, Tuddenham St Mary.

Councillors Present: Claire Unwin (CU) (Chairman), David Taylor (DT) and Roger Dicker (RD).

Others in attendance: Tina Newell (Clerk), David Taylor (DT) District Councillor, Colin Noble (CN) County Councillor, and seventeen members of the public.

Claire Unwin confirmed Amanda Spence resigned from the post of Parish Councillor prior to the meeting and gave thanks for her contribution to the Parish Council. With Amanda's resignation the Council was left in-quorate with only one Councillor remaining in post. The District Council therefore used the Chief Executive's 'urgency' powers to agree appointing temporary persons to Tuddenham Parish Council using a S.91 notice; those people appointed were David Taylor and Roger Dicker.

The meeting started at 7.45pm following the Annual Parish meeting.

160524/01 **To elect a Chairman to the Parish Council:** DT proposed CU as Parish Council Chairman; with RD in favour and there being no other proposals CU accepted the position of Parish Council Chairman and signed her Declaration of Acceptance to Office.

Co-option: All Councillors agreed to co-opt members noting all applicants had completed application forms and confirmed their eligibility to stand as Parish Councillors prior to the meeting:

160524/02 **Seat one:** CU proposed to appoint Rona Burt as Parish Councillor; with RD and DT in agreement Rona Burt (RB) accepted the position of Parish Councillor and signed her Declaration of Acceptance to Office and joined the meeting as a Parish Councillor.

160524/03 As the Parish Council was now quorate DT stepped down from his temporary post as Parish Councillor and joined the meeting as a member of the public.

Signed: *John Hellard*

Dated: 20 06 2024

- 160524/04 **Seat two:** CU proposed to co-opt Mark Dunnet to the role of Parish Councillor; with all Councillors in agreement Mark Dunnet (MD) accepted the position of Parish Councillor and after signing his Declaration of Acceptance to Office joined the meeting as a Parish Councillor.
- 160524/05 RD resigned as Parish Councillor and joined the meeting as a member of public. CU thanked DT and RD for their assistance in allowing the Parish Council to act.
- 160524/06 **Seat three:** CU proposed to co-opt Angela Davidson on to the Parish Council; with all Councillors in agreement Angela (AD) was co-opted onto Tuddenham Parish Council as a Councillor and after signing her Declaration of Acceptance to Office joined the meeting as a Parish Councillor.
- 160524/07 **Seat four:** CU proposed to co-opt Gunnar Staaf to the Parish Council; with all Councillors in agreement Gunnar Staaf (GS) joined the meeting as a Parish Councillor having signed his Declaration of Acceptance to Office.
- 160524/08 **Seat five:** CU proposed to co-opt Malcolm Keeble to the Parish Council; RB seconded the proposal and with all Councillors in favour Malcolm Keeble (MK) accepted the position as Councillor to Tuddenham Parish Council; after signing his Declaration of Acceptance to Office MK joined the meeting as a Parish Council
- 160524/09 **Seat six:** CU proposed to co-opt John Hellard; with all Councillors in agreement John Hellard accepted the position and after signing his Declaration of Acceptance to Office joined the meeting as a Parish Councillor.
- 160524/10 All new Councillors were given a paper copy of the Register of Interest form and were informed this must be completed and returned to either TN or West Suffolk Council within 28 days of taking office – this is a legal requirement.
- 160524/11 TN confirmed all new Councillors will be given an official Parish Council email address and a welcome pack will be issued by email.
- 160524/12 MD proposed RB as Vice Chairman; CU seconded the proposal and with all Councillors in agreement and there being no further proposal RB accepted the position of Vice Chairman to Tuddenham Parish Council.
- 160524/13 **Apologies for absence:** There were no apologies for absence.
- 160524/14 Colin Noble (CN) County Councillor offered apologies prior to the meeting due to attending a post conference dinner.

- 160524/15 **Declarations of interest and Dispensation:** There were no declarations of interests or dispensations to consider.
- 160524/16 **Minutes of previous meeting:** All Councillors resolved to accept the minutes of the Parish Council meeting held on 14 March 2024 as a true reflection of the decisions made and authorised CU to sign the minutes (reference 140324/01-74 inclusive).
- Public Forum:**
- 160524/17 JH expressed concern as the white lines along Higham Road, promised two years ago have still not been re-instated; TN confirmed the work has been ordered and will be carried out in the next few weeks.
- 160524/18 A resident asked what the outcome of the survey regarding the proposed closure to the central gaps on the A11 was; TN confirmed the majority were in favour of keeping the gaps open.
- 160524/19 JH asked who is responsible for road sweeping as it is not being done and as a consequence the drains are becoming blocked; JH sought clarification that Tuddenham High Street is an access route for HGV's only asking why such a large number of dustcarts come through the village and why the District Council are not supporting the County Councils policy on this.
- 160524/20 CU suggested and all Councillors agreed to discuss highways issues as part of the working party to be considered later in the meeting.
- 160524/21 Colin Noble (CN) entered the meeting room and immediately addressed JH's concerns – the County Council only have a limited amount of money for highways and the highways network is vast; all verges are the responsibility of the County Council - for Tuddenham the work is sub contracted to the District Council who via government legislation are not allowed to use garden chemical sprays therefore the verges do look more shabby; whilst it may appear Ipswich is having more money spent on its roads this is simply due to the roads being built of concrete in the 1970's and now require urgent attention.
- 160524/22 A resident suggested the three Councillors who recently resigned should be given a vote of thanks; CU thanked Kim Burt, Carron Bignell and Sharon Garnett for their work whilst serving as Parish Councillors.

- 160524/23 Diary permitting CN agreed to join a working party to look at issues on local roads/highways.
- 160524/24 CN left the meeting.
- Planning:**
- 160524/25 Councillors noted there were no planning applications made to the Local Planning Authority (WSC) relating to the Parish since the last meeting.
Councillors noted the following decisions made by WSC since the last meeting:
- 160524/26 DC/24/02790/CR3 Cavenham Heath Quarry, Cavenham Road
WSC: NO OBJECTIONS TPC: Supported
- 160524/27 DC/24/0117/HH Bristol, Higham Road
WSC: APPROVED TPC: Supported
- 160524/28 All Councillors noted there is no update of the first registration of land known as 'The Playing Field' and 'The Green' other than the applications remain with Land Registry who expect to complete such applications within 17 months.
- 160524/29 All Councillors agreed if asked by a neighbouring Parish Council to comment on a planning application they would otherwise the Council will comment only on applications relating to the Parish or those they are asked to comment on by the local District Authority.
- 160524/30 DT left the meeting.
- Finance:**
- 160524/31 As six of the seven Councillors are new to the role it was agreed to defer the finance reports to the next meeting to allow all Councillors time to understand and review the documents including bank reconciliation, budget to actual, reserves and assets.
- 160524/32 **Receipts:** Councillors noted TN had not been able to access the bank accounts since the end of year due to a house move and agreed to defer this to the next meeting.
- 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	£
160524/33	Tina Newell	Salary and re-imbursements gross	826.98
160524/34	Viking Office Supplies	Stationery	141.32
160524/35	West Suffolk Council	Bin emptying	287.04
160524/36	NALC	Advertising for Clerk	120.00
160524/37	Westcotec	Brackets for new SID	258.60

160524/38 TN confirmed a VAT reclaim of £6,397.64 for the year ended 31 March 24 has been sent to HMRC for processing.

160524/39 All Councillors noted the payroll for year ended 5 April 2024 has been completed and a P60 has been issued to TN.

160524/40 A resident confirmed the application for funding to refurbish the war memorial is still on going.

160524/41 Noting the appointment of six new Councillors it was agreed to amend the Lloyds bank mandate to allow full access for CU, RB, MK and MD removing all other names with the exception of TN who will continue to have administration access only. It was agreed TN will look into setting up a Unity Trust bank account which offers higher interest rate, easy access to on line banking and is a common with other Parish Councils.

Governance

160524/42 Noting six of the seven Councillors were only appointed Councillors at this evenings meeting it was agreed to defer all agenda items relating to Standing Orders, Financial Regulations, Internal Audit and Annual Governance and Accountability to the next meeting to allow all Councillors time to read and understand what is being asked.

160524/43 All Councillors agreed to defer re-adopting the terms of reference for the staffing committee until the next meeting allowing new Councillors to review.

It was resolved to appoint members to the following positions:

160524/44 Asset management - MK

160524/45 Flooding – AD and MD

160524/46 Play equipment - JH

160524/47 Risk assessments and policies - CU

- 160524/48 Tree warden - GS
- 160524/49 Road safety including Speed Indicator Device – GS, JH and CN (County Councillor)
- 160524/50 Community Emergency Plan - RB
- All Councillors agreed to the following appointments on external committees:
- 160524/51 Playing field committee: RB
- 160524/52 Village hall committee: AD
- 160524/53 All Councillors agreed to continue with annual paid subscriptions to the Society of Local Council Administration (SALC) and non-paid subscription to Community Action Suffolk (CAS).
- 160524/54 All Councillors agreed to defer the monthly play inspection report to the next meeting noting JH was only appointed to this role earlier in the meeting.
- 160524/55 TN confirmed two of the three quotes requested have been received and prices range from £13k - £30k; all Councillors agreed to defer this to the next meeting noting it was unlikely this work will commence in time for the current season.
- 160524/56 Two quotes have been received with a third outstanding; it was resolved to defer this discussion to the next meeting by which time TN is hopeful all quotes and plans will have been received.
- Road Safety:**
- 160524/57 It was agreed for the road safety working party to recommend a position for the replacement Tuddenham sign at the next meeting.
- 160524/58 CN will ask for the data from the speed pole surveys; TN confirmed the data will only be available to CN and the Parish Council and no third party.
- 160524/59 CU confirmed as a result of the recent meeting with Icklingham Parish Council there are a number of large groups crossing Temple Bridge into Icklingham from Tuddenham and that these should be reported on the Suffolk Police portal. A resident confirmed more 'fastgas' canisters and beer cans have been found along this road.
- 160524/60 National Highways have confirmed they have no plans to proceed to statutory consultation or construction this year with regards to proposed closures of the central gaps on the A11; work is still ongoing to explore all possible options to reduce the number of killed and seriously injured collisions on this stretch of the

A11 and that includes further analysis of collision history. Their assessments will continue until later this year, and they will provide an update late 2024 with an expectation to commence this work in RIS3 (2025 and beyond), subject to funding. Engagement with Suffolk County Council is still ongoing, and they remain in the position that they are not proposing to commence any works associated with these safety improvements until full engagement with the Parish Councils, emergency services and other key stakeholders, as well as the local community, has been complete.

- 160524/61 It was agreed to defer what/if any action can be taken against Anglian Water to the next meeting once all Councillors have read the report following a Freedom of Information request.
- 160524/62 Remarking of white lines along the Higham Road will be carried out in the 'next few weeks' according to an email received from CN.
- 160524/63 It was agreed to make a request for a Zebra crossing to the road safety working party to pursue with CN.
- 160524/64 JH proposed the Parish Council write to Liz Truss asking for assistance with the mobile signal noting whilst she was Prime Minister she was concerned about this issue; it was agreed by all Councillors for TN to find out who is erecting the 5g mast in Red Lodge and would this mast improve the signal in Tuddenham.
- 160524/65 **Community Emergency Plan:** A resident has met with Suffolk County Council and West Suffolk Council who advised setting up a Community Emergency Group. It was noted an emergency could be a plane crash.
- 160524/66 **Flooding and Drainage:** It was agreed to form a working party consisting of CU, AD, JH and TN who will come back to the July meeting with a proposal to mitigate future flooding.
- Village Flag Pole:**
- 160524/67 It was agreed for TN to email all Councillors the schedule of 'Flag Flying in West Suffolk' as produced by West Suffolk Council for consideration at the next meeting; CU confirmed there is an inventory of flags held by the Parish Council.
- 160524/68 All Councillors accepted a request by a resident to fly a flag to commemorate D-Day flown from 6 June – 9 June 2024.

- 160524/69 **Village Voice:** It was agreed to hold the next event on Saturday 22 June 2024 in the village hall from 10am-12noon and to advertise this in the Umbrella – further details can be agreed at the June Parish Council meeting. It was agreed for all Councillors to send a brief 3 line resume to TN for inclusion in the next edition of the Umbrella as a way of introducing themselves to residents.
- 160524/70 **Correspondence:** None received
- 160524/71 It was agreed to include replacing bins, streetlight grant for replacing lanterns to LED, annual finances and the annual return in a future meeting.
- 160524/72 All Councillors agreed to hold meetings monthly on the third Thursday of the month other than August as December as these are considered holiday months. TN will confirm dates with the village hall and issue a separate schedule.
- 160524/73 CU as Chairman closed the meeting at 9.21pm.