

TUDDENHAM ST MARY PARISH COUNCIL

Chairman: Councillor John Hellard

Clerk: Tina Newell

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Minutes of the Parish Council meeting held on Thursday 26 September 2024 In The Village Hall, Tuddenham St Mary.

Councillors Present: John Hellard (JH) (Chairman), Mark Dunnett (MD) (Vice Chairman), Angela Davidson (AD), Robert Gray (RG) and Gunnar Staaf (GS).

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

- 260924/01 **Apologies for absence:** Malcolm Keeble (MK) and Joanne Keeble (JK) tendered their apologies for absence prior to the meeting
- 260924/02 All Councillors accepted apologies for absence from MK and JK.
- 260924/03 David Taylor, District Councillor offered apologies prior to the meeting as he is away on business.
- 260924/04 **Co-option:** Councillors considered two applications for the post of Parish Councillor and after inviting each applicant to present their application all Councillors resolved to appoint Robert Gray (RG) to the Parish Council; thanks were given to the other applicant for their interest.
- 260924/05 Rob signed his Declaration of Acceptance to Office and joined the meeting as a Parish Councillor.
- 260924/06 TN will send RG details on how to access his official Parish Council email account along with a link to the Code of Conduct, Financial Regulations and Standing Orders. An email with a Register of INterest will also be sent and TN confirmed this must be completed within 28 days of taking office.
- 260924/07 **Declarations of interest and Dispensation:**
- 260924/08 **Minutes of previous meeting:** All Councillors resolved to accept the minutes of the Parish Council meeting held on 18 July 2024 as a true reflection of the

decisions made and authorised JH as Chairman to sign the minutes (reference 180724/01 - 50 inclusive).

260924/09 A member of the public advised all present that when he attended the meeting with the playingfield working party, minute reference 180724/31, he attended the meeting both in his capacity as a representative of the Cricket Club and the Playingfield Committee.

Public Forum:

260924/10 TN presented David Taylors report received earlier today and all Councillors request TPC are included in all discussions relating to the Sunnica Traffic Management Plan despite being informed the route will not include Tuddenham; Councillors would like clarification the judicial review was about challenging the fees for planning and the Kings Counsel advice received was you might win but the government, as they can, will overturn it anyway.

260924/11 Colin Noble (CN) County Councillor entered the meeeting

260924/12 CN agreed to ask why the classification for why Tuddenham Road through the village to Higham Road has been designated HGV route and why the PC weren't consulted; CN also agreed to ask if a 20 mph restriction is enforceable; due to a change in contractors the work to replace the white lines on Higham Road was missed however it is now programmed for the first quarter of the 25/26 financial year.

260924/13 JH asked CN why the vegetation overgrowing on the A11 resulting in poor visibility cannot be cleared - CN agreed to look into this noting SCC do not have any influence over National Highways who own this road.

260924/14 JK asked why the weight limit on the rail bridge at Kennett cannot be lifted.

260924/15 CN left the meeting.

260924/16 No comments or questions from members of the public present.

Planning:

260924/17 Councillors noted there had been no planning applications to consider since the previous meeting relating to the Parish.

- 260924/18 Councillors to note the following decision made by West Suffolk Council since the last meeting:
DC/24/0745/HH 29 Cavenham Road, Tuddenham IP28 6SE
WSC: GRANTED TPC:Supported
- 260924/19 Councillors received the following update regarding planning application DC/23/1968/FUL Tuddenham Mill, Tuddenham: all consultees have responded to this application with no objections . This is now with the ecology officer to carry out an ecology habitat regulation assesment screening noting this is within the 1.5km buffer for the Special Protection Area for Breckland; a delegation panel will consider the public interest as the Parish Council recommended refusal and will decide if it is a delegated decision or it goes to commitee to determine.
Finance:
- 260924/20 All Councillors confirmed receipt of the finance reports for the period ended 09 September 2024 prior to the meeting.
- 260924/21 **Bank Reconciliation:** All Councillors agreed the bank reconciliations as presented agree to the bank statements with cash available of £25,945.45; £1,891.44 in the Instant account and £24,054.01 in the Treasurer account. AD as a non-bank signatory signed the bank reconciliation and bank statements.
- 260924/22 **Budget to Actual:** All Councillors confirmed receipt of the budget to actual report for the period ended 09 September 2024 prior to the meeting and with no questions accepted the report.
- 260924/23 **Reserves:** All Councillors confirmed the reserves account as at 09 September 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 85% of the annual precept and whilst it is high it was noted this is because the entire precept has been received early in the financial year.
- 260924/24 **Receipts:** Councillors noted there had been one receipt since the last meeting of £1.61 for interest in Barclays Instant Account.

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	£
260924/25	Tina Newell	Salary and re-imburements	1,489.03
260924/26	Tina Newell	PAYE	357.20
260924/27	Trevor Brown	Internal audit	308.55
260924/28	PKF Littlejohn SBA	External review	252.00

- 260924/29 **War Memorial Funding:** Councillors noted despite a request last month to receive donations for the war memorial refurbishment, organised outside of the Parish Council, no deposits had been received.
- 260924/30 TN confirmed there has been no update to the bank mandate and it was resolved to write formally to Lloyds bank asking why the delay.
- 260924/31 Councillors all resolved to renew the insurance with Ansvar via Community Action Suffolk at a renewal premium of £742.38; Councillors noted this includes fidelity guarantee of £50k (this is the lowest available despite the Council only needing £25k), assets of £63,979 plus all risks of £7,869 (laptops and VAS/SID).
- 260924/32 Councillors considered a request from the Cricket Club to purchase cricket nets at a cost of £19,840 plus VAT; whilst the Parish Council do not have the funds to make the purchase it was agreed to look into the option of taking out a Public Works Board loan leasing the nets back to the cricket club to cover all costs including administration fees and interest.
- 260924/33 Councillors considered the requirement for new poppy wreaths and resolved to purchase two red wreaths at a cost of £20 each.

Governance

- 260924/34 It was agreed to ask JK and MK to review the risk assessments and policies for the next meeting.

260924/35 All Councillors noted the external audit has been completed with the following
Except for the matters: in our opinion the information in Sections 1 and 2 of the AGAR are in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met: Section 1, Assertion 2 has been incorrectly completed, as not all payments during the year were supported by invoices. This has already been addressed by the Council following the appointment of the new clerk. This is consistent with the Internal Auditor's response to Internal Control Objectives A and B.

260924/36 Councillors noted TN has prepared and published a 'Notice of conclusion of audit' along with publishing sections 1-3 of the concluded audit.

Playing field:

260924/37 JH carried out maintenance to the equipment as necessary and agreed to invite a resident to meet with him and GS to discuss concerns around the play area.

260924/38 After much discussion and noting the wall is cracked from the footing it was agreed to raise an insurance claim to rebuild the entrance wall like for like.

260924/39 MD agreed to represent the Parish Council at the Playing Field Committee meeting on 12 November 2024.

260924/40 All Councillors agreed to defer receiving the recommendation from the working party regarding a review of the lease to the next meeting.

260924/41 All Councillors agreed to defer further consideration of the play equipment extension to the next meeting.

260924/42 The Cricket Club had previously requested financial assistance from the Parish Council to carry out essential maintenance to the ground; TN apologised as this had not been included on the agenda. The total cost of the work is £2,266 and is being carried out 28 and 29 September 2024 and whilst Councillors agreed a grant in principle it was resolved to bring this to the next meeting.

Road Safety:

- 260924/43 GS informed all present the cost of a zebra crossing could be around £85k in addition to the £6k feasibility study. After discussion all Councillors agreed the money could be put to better use and agreed to research other possible traffic calming measures for the next meeting.
- 260924/44 It was noted a license fee of £150 from Suffolk County Council (SCC) is required before the replacement sign on entrance to the village from Mildenhall can be erected; noting this is simply a replacement and the Parish Council have purchased the sign it was resolved for TN to go back to SCC and ask them to fund it.
- 260924/45 It was known that the faulty drain covers on the high street have been 'fixed'.
- 260924/46 JH confirmed whilst Suffolk County Council had jet washed a pipe on the entrance to the playing field to discover how the flooding on the entrance to the site is caused they jet washed the wrong pipe! JH will follow up with the highways liaison engineer for a date when the correct pipe will be flushed.
- 260924/47 There was no update on when/if the lanterns had been replaced to LED and TN agreed to follow this up after the meeting.
- 260924/48 Councillors noted traffic is now mounting pavements in order to pass along Cavenham road and agreed to monitor what vehicles, the location and frequency of this; the Parish Council will consider action required/possible once this data is known.
- 260924/49 Councillors were not aware of any request to place a picket fence around the 'Tuddenham' sign on entrance from Cavenham and agreed to move the meeting on.
- 260924/50 **Mobile Phone Signal:** Councillors noted there has been response to emails sent to Chris Bryant or Nick Timothy – TN will continue to email until a satisfactory response and one that can be taken to the Parish Council has been received.
- 260924/51 **Village Sign:** A resident agreed to take down the village sign on the Village Green and two residents, experienced in restoration and conservation of such metal, have offered to repaint it once it has been stripped back and painted in

primer. All Councillors agreed to cover the cost of taking the sign back to bare metal and painting with primer from a company in Thetford for £160 plus VAT and resolved for the residents to undertake the project.

- 260924/52 **Community Emergency Plan:** It was agreed to defer receiving an update noting MK and JK, tasked with this were not at the meeting.
- 260924/53 **Flooding and drainage:** It was agreed to write to the land owner of two fields along Higham Road requesting an update on works required following Suffolk County Councils recommendation to them.
- 260924/54 **Community engagement:** It was noted that Herringswell, Icklingham and Worlington have all expressed an interest in a joint meeting to discuss issues relative to all and resolved for TN to set up a meeting with representatives from these Councils whilst inviting others that had not yet responded to the initial suggestion.
- 260924/55 **Training:** Noting the current clerks resignation all Councillors agreed to defer this item to a future meeting when a new Clerk is in post.
- 260924/56 **Correspondence:** TN confirmed there was no correspondence to consider.
- 260924/57 **Items for future meeting:** include bins, land registry, village hall committee, vegetation along Cavenham road, fibre broadband and cricket nets.
- 260924/58 All Councillors noted the date of the next meeting as 24 October 2024.
- 260924/59 **It was resolved to exlude the press and public under the Public Bodies (Admission to Meetings) Act 1960 due to the nature of the business to be transacted:** employment of Clerk.
- 260924/60 All members of the public left the meeting.
- 260924/61 Councillors noted the resignation of TN due to her recent location further from the village.
- 260924/62 After a brief dicsussion and noting the recommendation from the staffing committee all Councillors agreed to offer the position of Parish Clerk & Responsible Financial Officer to Kim Burt (KB) rfrom 1 October 2024 using the standard contract of employment issued by the National Associaton of Local Councils for 8 hours a week at salary scale point 7.

- 260924/63 All Councillors agreed to keep TN on as support for KB up to Christmas, as needed.
- 260924/64 As there were no member of public to re-admit JH closed the meeting at 9.40pm.

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