

TUDDENHAM ST MARY PARISH COUNCIL
Chairman: Mark Dunnett
Vice Chair: Angela Davidson

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MINUTES FOR TUDDENHAM ST MARY PARISH COUNCIL MEETING HELD ON
THURSDAY 19TH JUNE 2025 @ 7PM
TUDDENHAM ST MARY VILLAGE HALL, MAIN HALL

Attendees

- Parish councilors: Mark Dunnett, Jo Keeble, Malcolm Keeble, Angela Davidson, Gunnar Staaf, James Phillips (arrived 19:10h)
- 4 members of the Public
- Not in Attendance – Parish Clerk

Cllr Davidson acted as Minute Taker.

190625/1. Apologies for Absence

Cllr Taylor due to holiday – Council unanimously accepted.

190625/2. Declarations of Interest and Dispensation Considerations

None.

190625/3. Minutes of Previous Meetings

- a. Extraordinary Parish Council Meeting (22 May 2025) – Council unanimously accepted the minutes.
- b. Extraordinary Parish Council Meeting (9 June 2025) – Council unanimously accepted the minutes.

190625/4. Matters Arising

None.

190625/5. Councillor Reports

No report from Cllr Taylor.

No report from Councillor Noble.

190625/6. Public Forum

- April Minutes – a resident queried Clerks wages and tax. Chairman explained holiday pay for year ending 31 March was paid and additional hours agreed in March specifically for preparation for AGM and Internal Audit (Minute number 200325/36).
- Website –a resident stated that the February and March minutes would not open.
Action: to check those minutes.
- White Lines on Higham Road – a resident thanked Council for lobbying to ensure completion of full painting of white lines along Higham Road.
- Ditch – a resident questioned what actions and been implemented in respect of the playing field ditch and flood management as recorded in the April minutes.
Action: follow up on previous actions arising following the meeting held with Flood Management and Highways from SCC.

190625/7. Planning

Application number: SCC/0069/25F covers:

- Build a concrete batch plant;
- Retrospective planning for a weighbridge.
- Response deadline is 4th July 2025.

Concern was expressed over extra vehicle movements. Cllr Keeble had carried out some calculations of potential volumes. Potential of 25000 tonnes of cement to be brought in, equating to approximately 1600-1800 extra vehicle movements per year. There will be additional movements for vehicles taking ready-made concrete from the site with a potential for approximately 14000-26000 vehicle movements per year.

Cavenham Village Meeting are seeking a meeting with SRC.

In 2023 survey traffic movements were below 2019 levels (274 per week) but additional activities since 2023 will have increased movements. It was proposed that in the TPC response to the planning application a request was made to SCC for a new traffic survey to be undertaken.

A resident thought there had been a previous idea to take existing traffic down the track through the former airfield and down onto the Higham Road.

Action: Cllr Davidson to share Cllr Keeble analysis with Cavenham Village Meeting.

Action: Review vehicle movements permitted in Conditions in previous application approvals.

Action: Investigate if a new entrance is proposed in this application or pending applications.

Action: Cllr Davidson to email Chair at CVM to see if he has additional information.

Cllr Staaf moved that TPC respond to SCC. Seconded Cllr M Keeble.

RESOLVED

Action: Cllr Staaf to draft a response from the Council.

Cllr Staaf recommended residents to submit individual responses to SCC.

190625/8. Finance

- a. Bank mandate update – Lloyds Bank advised to add a second full authority in addition to the Clerk.
Action: add to Financial Regulations and Finance Risk Assessment. Check if needs covering in Standing Orders.
Action: Forms to be reviewed to identify how to add and remove signatories.
- b. Annual Financial Report 2024/2025
Council unanimously approved the report produced by Cllr Staaf.
- c. Minutes of February Finance Committee meeting – as no original version had been delivered by the Clerk, Cllr Staaf prepared and circulated draft minutes. Council unanimously accepted the minutes.
Action: Quarterly finance meetings to be added to the Financial Regulations.
- d. Bank Reconciliation 2025/2026 YTD
Cllr Staaf had circulated a reconciliation.
Budget for the year is £16275.00 – YTD spend has been £5598.24
Electricity for streetlights and Speedwatch (Aug) are annual payments.
Action: Investigate invoice to see what the Speedwatch payment covers and any reference on September 24 minutes.
- e. Bank Balances
Community account: £22,533.27
Commercial account: £2,914.32
- f. Schedule of Payments to be made – none

190625/9. Governance

- a. Website update: Cllr Jo Keeble has been updating the website, creating new folders and reorganizing content.
Council unanimously agreed to archive the Unitary page pending relevant information.
Cllr Jo Keeble has written an instruction document with screenshots to explain how to maintain the website.
- b. To adopt revised policies and procedures:
 - Standing Orders – Chairman proposed to accept current document with a view to adopting new NALC standard at a later date. Unanimously agreed;
 - Financial Regulations – Chairman explained that NALC issued new model regulations in March 2025 but they have some errors. Chair proposed to amend former Clerk details and re-adopt current Regulations. Unanimously agreed;
 - Complaints Procedure – subject to edits Council unanimously agreed to adopt.
 - Publication Scheme – Cllr Davidson circulated a copy for Council review. Not adopted at this time.

c. Audit Readiness Update

- SALC advised that the audit schedule is running behind.
- Alan Melton will request of SALC and PKF Littlejohn a further audit extension, and will attend a meeting between 10am and 12pm on Tuesday 24 June to review our documentation prior to submission.
- Certificate of Exemption to be found and displayed on TPC website.
Action: Chairman to check through paper files.
Action: Check External Audit report to see if the certificate is an appendix.
- Alan Melton has offered to support Council going forward.

190625/10. Asset List Update

Still needs updating to include; Yellow Book c. £160, Hard drive c £110, mobile phone c £100, Weights for Christmas tree. Write off and remove old damaged mobile phone and Dictaphone.

Action: New list to be created.

Action: Cross-check values with insurance cover.

190625/11. Village Hall Committee

Cllr Davidson attended the Village Hall Committee. They have launched a new website.

Rob Gray will advise Cllr Davidson how to make VH bookings going forward.

190625/12. Parish Council Administration

As it had been commented regularly that the Council website is not user-friendly Cllr Phillips presented a report on options to replace the website. This included options to implement a document storage solution which was felt to be required to ensure that all Council documents are readily and easily accessible and allow file sharing to enable Council to work effectively. This will ensure that during any Clerk changes, documentation is always available.

Chairman proposed that the Council take on responsibility for the website, including village content. Council unanimously agreed.

Council unanimously agreed to proceed with Parish Online if the collaboration site is included, otherwise an alternative solution will be sought. Cllr Phillips recommended Stratford upon Avon Parish Council website, created by Parish Online, as a good example.

190625/13. Correspondence

Clerk from Moulton Parish Council contacted TPC for discussion and advice regarding implementation of a 20 mph zone in their parish, as they share similar concerns about speeding. Cllr Davidson has circulated to Council members.

Action: Cllr Davidson to put an article on the Council Facebook page to be shared to the Village Facebook page with responses by July Meeting.

Action: Write to Nick Timothy MP to seek advice and support.

Action: Follow up with Bilston Parish Council who have implemented a 20 mph zone.

Action: Chair to approach other councils who are looking at 20 mph zones.

It was previously agreed to invite the Police to a TPC meeting.

Action: Cllr Davidson to follow up.

Cllr Davidson had found an email to TPC from the Lord of the Manor complaining about the council website, including minutes not being accessible. Clerk had not raised this complaint with Council but had responded with documents attached.

190625/14. Clerk Employment

Owing to the confidential nature of this matter members of the public were excluded.

Staffing Committee reported back to Full Council on the outcomes of the Clerk's Performance Review held on 29th May 2025. Despite the Clerk's resignation and subsequent actions, Council debated the outcomes of the Performance Review.

Cllr Phillips moved that we advertise Clerk (PO/RFO) vacancy. Seconded Cllr Dunnett

RESOLVED

Action: Council to draft advertisement and publicise vacancy.

190625/15. Items for inclusion in a Future Meeting

None.

190625/16. Date of Next Meeting

Thursday 18th July 2025

190625/17. End of Meeting

Chairman closed the meeting at 21:45.

Signed:



Print Name: Mark Dunnett

Appointment: Chairman

Dated: 24 June 2025