

**TUDDENHAM ST MARY PARISH COUNCIL**

**Chairman: Mark Dunnett**

**Vice Chair: Angela Davidson**

Clerk: Kim Burt - 52 High Street, Tuddenham IP28 6SA

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**MINUTES FOR TUDDENHAM ST MARY PARISH COUNCIL MEETING HELD ON  
THURSDAY 24th APRIL 2025 @ 7PM  
IN TUDDENHAM ST MARY VILLAGE HALL – MAIN HALL**

**ATTENDEES**

- Parish Councillors: Mark Dunnett, Angela Davidson, Gunnar Staaf, Malcolm Keeble,
- James Phillips
- Others in Attendance: Kim Burt - Parish Clerk
- Three members of the Public were in attendance

Before the Meeting started the Chairman welcomed everyone to the meeting.

**240425/1 Apologies for Absence**

Apologies received from Cllr Jo Keeble

Apologies from Cllr Colin Noble

**Accepted** - by all Council in Attendance

**240425/2 Minutes of Previous Meeting**

The minutes of the previous meeting were not approved by the Full Council

**Accepted** – Cllr Keeble and Cllr Davidson

**Not Accepted** – Cllr Dunnett and Cllr Staaf

**Abstained** – Cllr Phillips

**240425/3 Declarations of Interest and Dispensation Considerations**

No declarations were received

**240425/4 Public Forum**

A member of the public spoke on behalf of the Gardening Club/Village Hall advising they may approach the Parish Council to request support for funds for the buying of Daffodil bulbs.

The Parish Council asked what location the Bulbs would be planted and if they would be on Parish Council Land.

**240425/5 District Councillor Report**

Cllr Taylor was not in attendance and no report was sent

**240425/6 County Councillor Report**

Cllr Noble sent his apologies, but no report was received.

**240425/7 Planning**

No Planning applications received

### **240425/8 Highways**

Discussion took place noting that some repainting but not all had been done on the Higham Road.

**Action:** Request Highways to review decision to partially paint white lines on Higham Road and request additional works along the whole road in view of historical accidents and fatalities and ongoing concerns. Based on previous promise from Cllr Noble to complete the works.

### **240425/9 Finance (all supporting papers appended)**

Bank Reconciliations

- £100 returned from Mrs. Rona Burt for the VE Day celebrations

Outgoings (not including Payments for Schedule)

- £4.25 Service Charge
- £40.00 for ICO

**Action:** Clerk to set up Standing Order for the annual grant towards the maintenance of the Playing field.

Bank Balances

- Community Account as of 20th March - £10978.29
- Instant Account of 20th March - £6904.71
- £5.29 interest

**Action:** Parish Clerk to circulate any Standing orders/direct Debits from the Community account

Clerk advised that a payment was showing on the bank statement to the ICO for £40. Cllr Dunnett had paid this in December 24.

**Action:** To investigate potential duplicate payment of the ICO fee of £40.

Discussion took place about payments appearing unexpectedly on bank statements.

**Action:** Clerk to produce and maintain a schedule of regular payments by frequency e.g. Monthly, annually, ad hoc to support forecasting and budgeting.

**Action:** Clerk to continue the previous document of producing, maintaining and circulating to Councillors a regular monthly Forecast vs Actual schedule for each financial year.

It was confirmed that grants and donations agreed in March had been paid. Donations to the Church for the wall repair and Bowls Club for the new mower would be paid once they had confirmed they were in a position to proceed.

### **240425/10 Schedule of Payments to be Approved**

All payments were approved

**Approved by Full Council**

PAYMENTS FOR APRIL 2025				
INVOICE NUMBER	PAYEE	AMOUNT	DATE	REASON
TPC/001/04/25	CLERK WAGES	682.95		WAGES APRIL
TPC/002/04/25	LAND REGISTRY	338		BENDALLS
TPC/003/04/25	DEFIB	162		MAINTENANCE
TPC/0004/04/25	SALC	54		PAYROLL
TPC/005/04/25	COVER FOR PHONE	6.99		
TPC/006/04/25	INK	53.26		
TPC/007/04/25	SSD	95.44		
TPC/008/04/25	COVER FOR SSD	3.89		
TPC/009/04/25	CABINET	74.69		
TPC/010/04/25	PAYG 4 MTHS	20		NO INVOICE
TPC/011/04/25	CLERK WAGES	940.41		WAGES
TPC/012/04/25	TAX	626.86		HMRC
TPC/013/04/25	SLCC	164.4		BOOK
TPC/014/04/25	TESCO	76.98		MOBILE PHONE
TPC/015/04/25	WREATHS	55		
TPC/016/04/25	SALC	115.2		TRAINING

### 240425/11 Bank Signatories

As Cllr Burt has resigned, and was a signatory on the bank account, Cllr Phillips will replace Cllr Burt - paperwork to be forwarded to Cllr Phillips.

**Action:** Parish Clerk to chase as waiting on paperwork required for Cllr Phillips to be added to the mandate

### 240425/12 Governance

a. Planning Policy – was not approved for adoption.

Carried unanimously

b. Safeguarding Policy to be adopted

Proposed – Mark Dunnett - Chairman

Seconded – Angela Davidson – Vice Chairman

Carried unanimously

c. That in the future, the Parish Clerk brings Policies to the full Council to advise that we should maybe implement these for Tuddenham Parish Council and recommend matters to the full Council as best practice.

Proposed - Mark Dunnett Chairman

Seconded – Cllr Staaf

Carried unanimously

d. Publications Scheme – To be removed from the website

Proposed by – Cllr Davidson

Seconded – Cllr Dunnett

Carried unanimously

**Action:** The following amendments are to be made to Standing Orders;

- Minutes to be circulated within 2 weeks of each Parish Council meeting to all Councillors together with the latest version of the action matrix.
- Parish Council Financial report is to be circulated together with the Agenda no later than 3 days prior to the Parish meeting

#### **240425/13 Audit**

Clerk was asked to clarify the timings for the Internal Audit. The Clerk confirmed that the timings were as follows;

- 26 May – deadline for submissions
- 2-6 June – Audit period

**Action:** Clerk was requested to send a copy of the last Audit report to Cllr Phillips.

#### **240425/14 Grass Cutting**

A proposal for weed spraying had been submitted by Tillbrooks at a cost of £151.

**Action:** Clerk to request details of week killer to be used and which areas are to be sprayed

In view of “No Mow May”, it was discussed that The Green would be cut at the end of April so that it was nice for the VE Day service on 8th May.

#### **240425/15 Playing Field Committee Report**

Cllr Dunnett as the Representative of the Playing Field Committee gave a report.

- The Committee thanked the Parish council for their support of funding.
- To continue to support them where the Parish Council can.

#### **240425/16 Land Registry**

To be deferred to a later date.

**Action:** Parish Clerk to chase for an update re the change of address to reflect c/o Clerk 52 High Street

#### **240425/17 Flooded Ditch**

A meeting has been arranged for 29th April re the Ditch Management and the following have been invited to attend;

- Parish Councillors
- Flood Management Team SCC
- Andrew Moore SCC
- Andrew Garnett - Playing Fields
- Cllr David Taylor - District Councillor

#### **240425/18 Trees**

The Parish Clerk stated that there were now 9 interested people for the trees.

The spreadsheet will be sent over. Closing date was 31 March 2025.

Cllr Staaf requested that all emails be sent to him re the trees.

**Action:** Parish Clerk to send over

Three quotes have been asked for, to enable the Trees to be removed safely and ensure that no damage is done to the Trees in November or to the Resident’s fence in the process.

**Action:** Parish Clerk to chase quotes

#### **240425/19 Road safety**

No report has been received from Local MP.

**Action:** Parish Clerk to chase

20/20 and Speeding in the Village

**Action:** to investigate and ask the Community Police Officer to attend a meeting and verify the correct information an email to be sent to another Parish Council, and ask for information about how they were able to secure the speed limit of 20mph.

**Action:** Email has been sent to Cllr Noble to ask for more information re Road Sweeping

**Action:** Email to be sent to the Quarry and ask if they will be sweeping the roads in the Village as they have previously done.

**Action:** Clerk to submit a request to the Highways portal for the replacement of the streetlight opposite the pub which was removed following the last accident as this is an accident blackspot.

#### **240425/20 Bins**

Bins on The Green will be replaced in due course.

A discussion was held about the litter bin in the Play area, the Parish Clerk will ask if this can be moved to a better location.

**Action:** Parish Clerk to send email and ask the possibility of moving the bin

A resident also asked if it was possible if the Bin at the end of their drive could be moved,

**Action:** Parish Clerk to email the department and put a request in to source the probability of this being achieved

#### **240425/21 Village Spring Clean**

The Spring clean was a success and 8 bags of Rubbish were collected, also the Village Hall area was tidied up. WSC collected the bags as pre-arranged and all equipment was returned.

#### **240425/21 VE Day**

Wreath Laying Service - 8th May at 10.45am on The Green

Rev Chris Childs is unable to facilitate the service but Paul Tams from Lakenheath has agreed to take the service. All the details remain the same.

Two wreaths have been delivered.

Chairman will lay the wreath on the WW1 Memorial and Parish Clerk the 90 Sqn Memorial.

#### **240425/22 Community Emergency Plan (CEP)**

Councillor Keeble requested 3 contact names and numbers for the PC.

The following have agreed to this;

- Parish Clerk
- Chairman

#### **240425/23 Community Engagement**

Emails have been sent out to surrounding Parish Councils, two replies have been received, and they are interested in participating in this.

Cllr Davidson proposed an alternative approach to invite Anglian Water to a meeting to discuss the plans to upgrade the WRC and invite representatives of local affected parishes to join.

**Seconded Cllr Dunnett**

Carried unanimously

**Action:** Clerk to contact Anglian water to identify dates they could attend and when agreed, extend invite to relevant local Parishes.

#### **240425/24 WW1 War Memorial**

One War Memorial quote has been received, and the Parish Council has requested for more to be obtained.

A Donation of £250 has been received from the Lord of the Manor from the Memorial Fund  
It was suggested that to apply for a Grant from the War Memorial Trust, but this will take a maximum of 6 months to obtain it.

**Deferred** - to wait for more quotes to be obtained

**Action:** Parish Clerk to chase

#### **240425/25 Asset List Update**

Cllr Keeble advised that the list showed Tina Newell holding the MacBook but this was now in Kim Burt's possession and that other items previously discussed were not on the list.

**Action:** List to be updated to change keeper of the MacBook to Kim Burt, add Hard Drive, add new Parish Clerk Mobile and Cover, add Yellow Book when delivered.

**Action:** Updated list to be uploaded to the website to replace old list

#### **240425/26 Quotes for Work**

Following actions to be taken by the Parish Clerk

- a. To include quotes for the trees to be professionally removed to save the roots and not to cause any damage to the fences and neighbours' gardens and be secured safely
- b. Work for electrics on The Green - deferred till later in the Year
- c. Future quotes for Grass Cutting for next year – **Action:** to be obtained

#### **240425/27 Training**

All training has been completed with bookings.

Cllr Phillips Basic Training for Councillors to be booked.

#### **240425/28 Correspondence**

No Correspondence received.

#### **240425/29 Items for a Future Meeting**

Councillors to note any items for inclusion in a future meeting.

Outcome – None received

#### **240425/30 Matters Arising - Motions**

- a. That the previously requested action plan be implemented.

**Action:** Cllr Phillips to prepare a template for the Clerk to use.

- b. That Cllr Davidson will become the social media Cllr for the Parish Council

**Proposed – Cllr Dunnett**

**Second - Cllr Staff**

**Carried unanimously**

c. That in the future, the Parish Clerk brings Policies to the Full Council to advise that we should maybe implement these for Tuddenham Parish Council and also matters to the Full Council as best Practice

Proposed - Mark Dunnett Chairman

Seconded – Cllr Staaf

Carried unanimously

d. That Cllr Phillips to take on the IT role and to make it more efficient.

e. That the Parish Council needs to promote the council more, especially with the current councillor

vacancy, events and meetings, and to benefit the village.

Clerk advised that she had listened to the recording of the March meeting 3 hour recording four times. Cllr Staaf stated this was not feasible on an ongoing basis and not best use of time available.

Cllr Davidson proposed an alternative minute taking method to free up time for other tasks by taking notes on the lap top. Clerk could prepare a template using the agenda headings and write notes under each heading.

Seconded Cllr Staaf

Carried unanimously

Action: Clerk to record notes during the meeting on the lap top

#### **240425/31 WW1 War Memorial**

One War Memorial quote has been received, and the Parish Council has requested for more to be obtained.

Action – Parish Clerk to chase

A Donation of £250 has been received from the Lord of the Manor from the Memorial Fund.

Council would like to explore the possibility of obtaining a grant for the remedial works.

Action: Clerk to research grant application process

#### **240425/32 Annual Meetings**

Councillors to note the date of the next meeting as follows

- 15th May 2025 Annual Parish Meeting
- 15th May 2025 Tuddenham Parish Council Annual Meeting

#### **200325/33 End of Meeting**

Chairman closed the meeting. @ 20.54 hrs.

Signed:



Print Name:

Appointment: Chairman - Dated 20 May 2025