

Tuddenham St Mary Parish Council Annual Meeting – Minutes Template

Meeting Title: Tuddenham St Mary Parish Council Annual Meeting

Date: 15/05/2025

Time: 19:46 – 21:17

Venue: Tuddenham St Mary Village Hall, Main Hall

Present:

- 5 members of the public
- Cllr Dunnett
- Cllr Phillips
- Cllr Davidson
- Cllr Staaf
- Cllr Keeble
- Cllr David Taylor

Apologies for Absence:

- Cllr M Keeble
- Parish Clerk

The Annual General Meeting of Tuddenham St Mary Parish Council is held to elect council officers, review the past year, and discuss key issues affecting the parish. These minutes aim to provide a clear and accessible record of all decisions and discussions, so that any resident can understand the work of their council.

150525/1. Chairman

- Election of Chairman: Mark Dunnett
- The Chairman, Cllr Dunnett, asked if any other councillor wished to stand for the role of Chairman. No other nominations were received. The council confirmed they were happy for Cllr Dunnett to continue. Cllr Dunnett noted that, as the candidate, he would not vote.
- Proposed Cllr Davidson
- Seconded by Cllr Keeble
- All in Favour
- Declaration of Acceptance of Office: Has been deferred as no Clerk present due to illness
- The Chairman explained that, due to the Clerk's absence, the paperwork for the Declaration of Acceptance of Office could not be completed at this meeting. This was confirmed as acceptable, and the paperwork will be completed at a later date.

150525/3. Vice-Chair

- The Chairman proposed that the agenda be reordered to move the election of Vice-Chair above co-option, as this was felt to be a more logical sequence for the meeting.
- Election of Vice-Chair: Cllr Davidson
- Proposed by Cllr Dunnett
- Seconded by Cllr Staaf

- All in favour of Cllr Davidson being Vice-Chair.

150525/2. Co-option

- Co-option of Councillors to fill casual vacancies:
- No applications
- The Chairman noted that there were currently no volunteers to fill the vacancies. He explained that a flyer had been prepared to advertise the vacancies, but he had waited until after this meeting to avoid overloading the parish council's social media page. The flyer will be posted shortly, and the council will also advertise the vacancies in the next edition of the Umbrella newsletter.
- Proposed to advertise further on FB page and in the Umbrella. Out in the next week or so.
- **Motion to advertise** – Proposed Cllr Dunnett, Seconded by Cllr Keeble. All in favour.
- **Action** – Cllr Davidson to draft and post on FB page.
- Cllr Taylor – was talking about funding and said have we thought about raising money via precept. Increased 9% this year.
- The Chairman explained that the 9% increase in the precept for this year was primarily to cover training costs for new councillors, as the council had several new members. This was a one-off cost, and it is not expected that the precept will need to rise by a similar amount next year.

150525/4. Apologies for Absence

- Apologies received from:
 - Cllr M Keeble
 - Parish Clerk
- Council accepted absence for both Clerk and Cllr M Keeble
- Cllr Phillips acted as note-taker in the absence of the Parish Clerk.

150525/5. Declarations of Interest and Dispensation Considerations

- Interests declared: None
- Requests for dispensations: None

150525/6. Minutes of Previous Meeting

- Approval of minutes from 24/04/2025: **Not approved**
- The Chairman explained that the minutes from the previous meeting were only circulated the day before and due to technical issues with the website had not been uploaded.
- The council discussed the process for approving minutes, noting that the traditional approach of making handwritten amendments during the meeting is inefficient.
- It was agreed that comments on the minutes would be captured at the end of the meeting, and approval would be deferred until all councillors had sufficient time to review them.

150525/7. District Councillor Report

Report received from Cllr David Taylor:

- Report to come via email
- £500 for locality budget

- Not much changed on devolution, mayor in place this time next year for Norfolk and Suffolk
- County wants one large council; district has voted for 3 or 4 councils.
- Unitary, they don't want reserves from West Suffolk going into Ipswich. In 6/7 months, don't want to hand it back. Not a shopping list for us, but if we have anything we want to spend money on, let's put some requests in for things that will benefit the local area. There is likely money there, so if it's there, let's look at what we can do before we combine.
- 2023 major complaints around maintenance of greenery. Invested £250k into maintenance and the issue has gone away. Glyphosate – was stopped being used by everyone. Been turned around now and is being used; may see at District Level and Country they are doing more weed killing.
- Recently started commercial food waster – make large money out of commercial waste. Rules changes in April, simpler recycling. More than 10 employees must get rid of food waste. Next June, will have food waste bins. Recycle 40% in this country, Europe is 60%. Recruiting 30 dust people. 85k wheelie bins next year.
- Barton Mills last week on Asylum seekers – contact from resident. Nothing story apparently. Social housing in Mildenhall being built – for local people.
- Sunica, Dr Jenkins was at Freckenham the other day. It is happening. Nothing can be done now. Additional traffic etc is expected. Safe battery storage is hugely important. EAP's have been highlighted that they are not sufficient. Until planning is there, they isn't much they can do.
- Do we have buses here – yes, we do. It's an okay-ish service. 3 buses a day was quoted. 30 mins to Mildenhall. Government have realised there is a problem with rural buses. Agreed to be on rural buses steering group. Isn't any money. But asking some questions of councils. If have hospital appointment in Bury, must take multiple buses. Could smaller more frequent buses be in place. Councillor Glossop – talk a few years ago about driverless cars. Not sure it will be any time soon.
- May go on Mildenhall Town Council – to see if he can pull together the PCs into it.
- Q on recycling – any help on information on what can be recycled etc.
- Cllr Taylor emphasised the importance of putting forward funding requests for local projects before the anticipated changes to local government structure.
- He explained that with the potential move to a unitary authority, there is a risk that existing West Suffolk reserves could be absorbed into a larger Ipswich-based budget.
- Councillors and residents were encouraged to consider any significant projects that could benefit the area, such as the proposed A11 crossing, and to submit suggestions promptly.
- Cllr Taylor also noted that Tuddenham St Mary has historically been well-supported by its residents, and that the coming 18 months are likely to bring significant changes for parish councils.
- **ACTION** – Cllr Taylor will share the briefs on the recycling changes.
- Black bins will be a vote on how often they are collected. Said he will vote against, as should be less frequent.
- If £30m in reserves, that money gets put into Ipswich bank account (hypothetical).
- A resident suggested that money should be put into the A11 crossing near Barton Mills. (Down to highways).

150525/8. County Councillor Report

Report from Cllr Colin Noble:

- Nothing received.

150525/9. Public Forum

Comments/questions from public:

- Members of the public expressed frustration that minutes and other council documents were difficult to find on the current website, and that the website itself was not user-friendly. The council acknowledged these concerns and explained that a new website is being developed to improve accessibility and transparency for residents.
- MP discussion. Agreement on speed limits for 20mph. Survey on speeding was meant to be shared but has seen nothing yet. PC has approached other PC on their experience and how we can take it forward. No update from Clerk on this has not in attendance. Moulton want 20, a lot of people want it but Suffolk have said no. Has been said by Cllr Noble, they are opposed. Speed measure is in one place, needs to be moved. Suggested that PC would move it.
- The council reiterated the need for volunteers from the community to assist with Speed watch activities, as councillors alone are not able to carry out these duties. The Chairman invited members of the public to take on the role of Speed watch coordinator, but there were no volunteers at this time.
- The Green, flooding is down to driveways blocking the drains. It has been suggested that flooding is due to debris and spoil from driveways blocking the drains. Had a meeting on playing fields for flooding, same issue but different position. Highways not willing to do any more than they already do. Won't bring gully down.
- Play area, barks under swings should be 300mm but now around 200mm. If there is an inspection would supposedly fail.
- It was noted that the safety standard for bark depth under the swings is 300mm, but the current depth is only around 200mm. The council agreed that this posed a potential safety risk and that the bark should be topped up as a matter of urgency before the next inspection. Have had approval for bark on play area, but to be done.
- Tuddenham St Mary sign behind the Village Hall, nothing has happened. If it needs to be put up Suffolk highways would need to put it up. 30 mph hiding behind trees near The Mill.
- The council agreed to contact Suffolk Highways to request assistance with installing the Tuddenham St Mary village sign, which is currently stored behind the Village Hall.
- **ACTION** – Clerk to contact Suffolk highways to understand requirements to get sign put up.
- The new speed sign, SID opposite Chapel Lane, has a mirror on it now. Don't know who has put the mirror on post, not sure who owns the post.
- **ACTION:** Clerk to explore whose mirror is on the pole.
- Road has been swept, but now the pavements will be slippery for elderly people. It is now on the pavements from the road. Request for pavement cleaning – by pub. Front of Clerks house by transformer. All dirt, not tarmac. But in places there is damage to path. Likely to large volume of heavy machinery. Request for photographic evidence. Once quarry expanded, suggested 50% increase in traffic. Now they have the crusher – likely to be higher.

- The council discussed the likely causes of dirt and damage to pavements, including the increased number of aggregate vehicles travelling through the village. Residents were asked to provide photographic evidence of problem areas, which can be forwarded to the relevant authorities and contractors.
- Request for survey to understand how much traffic there is to see if they are still complying with their planning. Would be good for inter-parishes to get together to tackle the issue
- The council supported the suggestion to conduct a survey of quarry vehicle movements to assess compliance with planning conditions. It was agreed that this issue could be more effectively addressed through collaboration with neighbouring parishes, and the Clerk was asked to coordinate with other local councils.
- **ACTION** – Clerk to reach out to local PCs to see if they can group together to start to investigate the issue.

150525/10. Planning

Applications considered: [List, reference numbers, decisions]

- One circulated for windows on Cockerton House. No issues raised.
- PC happy to support the application, no objections.

150525/11. Highways

1. White lines, Higham Road: Defer – as not sure if had a response. But understand from Cllr Dunnett is that there will be no white lines. Will only be hazard and junctions. Suggested that several deaths have occurred on that road.
 - **ACTION** – Clerk to chase and explore. Colin agreed to do whole of Higham Road. Need to go back to Councillor Noble and asked for explanation and change their view.
2. Speed Sign, The Green: Defer – no further information. The 30 mph sign outside the bungalow on Icklingham Road, was replaced. One on the Green won't be replaced. One outside bungalow has been replaced. It will not be replaced but has agreed to cut down.
 - Suggestion for a no overtaking sign and the double white lines on the road outside of the village on Higham Road.

150525/12. Finance

- a. Finance report for year ended 31 March 2025: Chair proposed to hold an emergency meeting before the submission deadline for the Audit believed to be 26 May. Proposed by Cllr Dunnett, seconded by Cllr Davidson. All in favour

DEFER AS CANNOT PROGRESS. SUGGESTION ON EMERGENCY MEETING BEFORE THE END OF MAY.

ACTION: Date to be agreed.

- i. Bank Reconciliations: [Details]
- ii. Budget to actual: [Details]
- iii. Reserves: [Details]
- iv. Assets: [Details]
- b. Schedule of payments: [Approved/Not approved]
- c. Receipts since last meeting: [Details]

- d. Payroll update: [Details]
- e. Tax update: [Details]
- f. VAT return update: [Details]
- g. Bank mandate review: [Outcome]

150525/13. Governance

- a. **Adoption of revised policies:** Haven't seen so can't be adopted. If audit date isn't being moved, 26th May is the date we have been given.
- All policies we the same, but a few names have been changed. Need to see these documents before we can approve them.
- b. **Safeguarding policy:** Haven't seen so cannot be adopted
- c. **Dates for public inspection of accounts:** Can't do this without item 12.
- Cllr Dunnett proposed to defer 13 a,b,c to next meeting. Seconded Cllr Davidson. All agreed,
- d. Appointment of Councillors to roles:

Asset management – Cllr M Keeble to continue

Flooding – Cllr Davidson & Dunnett

Play equipment – Cllr Phillips to take on. Need general understanding of what is needed.

ACTION – Understand what our liability is. Need to track regularly (monthly) and ensure all is still safe.

Risk Assessment and polices – Cllr Jo and Max Keeble

Trees – Cllr Staaf

Roads – Cllr Staaf

CEP to Community resilience plans – Cllr M & J Keeble

- e. Appointment of representatives to external bodies:
- Playing Fields Committee – Cllr Dunnett to continue
- Village Hall committee – Cllr Davidson to continue
- f. Review of subscriptions:
- SALC – All agree to continue.
- Community Action Suffolk – **DEFER**

ACTION – all to review what they do and whether we would find it useful.

- g. Action Grid update:

ACTION – go back to through minutes and look as to what's important and we want to include in the tracker. Want to understand ways of working and how can use. When website updated, could use that to host. Need to work out interim. Clerk to manage ongoing. Cllr Phillips happy to extract and add to doc.

150525/14. Playing Fields Flood Management

- Update: Attendees (Add in from prev doc)
- Discussion was that highways have checked, cleared and rodded the drain from verge to road and pond. It is clear and free flowing. Cleared some of the debris in the inflow pipe at the bottom of the playing field.
- Was suggested the issue is in the pipe that runs underneath the property. Survey needs to be undertaken on those drains. Trees that sit on the drain. When properties built, hypothesis is that the ditch was built on.

- Flood management, responsibility rests with the householder. Any survey or clearing are in theory responsibility of the householder. We have the option to perhaps fund the survey. C. 40m of underground pipes.

ACTION – Clerk to get views from the owners and make aware of the visit and next steps. Write to them 15 The Green. Propose we need to take it forward to solve the issue. Wording to be agreed with council prior to issuing letter to number 15. Requirement to discuss with council how they want to proceed.

- Flood management have directed us to some funding available up to £72k to perhaps solve the issue in the playing field.

ACTION – All to explore some of the options from the document sent by Flood management that would be suitable for the ditch.

ACTION – Cllr Phillips to locate document and circulate.

150525/15. Audit Update

- Internal Audit progress: **DEFER to next meeting as we haven't seen.**

ACTION – Clerk to circulate copy of last audit to Cllr Phillips

150525/16. Community Resilience Plan (CRP)

- Update: Defer to June meeting as some progress has been made, but due to illness not all has been.

150525/17. Community Engagement

- Clerk's update: **DEFER to next meeting as Clerk not present.**

- Understanding that it hasn't progressed

ACTION – Clerk to reconnect with councils who have responded and chase those that haven't. e.g quarry traffic

- Discussion on contacting Anglian Water around waste. Needs to be undertaken.

150525/18. Asset List

- Update: **DEFER as should have been on minutes of last meeting**

150525/19. Quotes for Work

- a. War Memorial: **DEFER as clerk not here**

- b. Grass cutting: **DEFER as clerk not here**

- c. Weed Control: **DEFER as clerk not here**

150525/20. Correspondence

- Correspondence noted: **DEFER as clerk not here**

- Actions required: **DEFER as clerk not here**

150525/21. Items for Future Meeting

- Proposal for a "Village Voice" type meeting to get thoughts of residents. Needs a specific theme to guide the conversation. Timing has been an issue in the past.

- Sports day, could the council be present on that day and raise the profile of the council.

- Intention is for the Village Hall to be open 15:00 – 18:00.

- Is the sports event residents or non-residents. Want to engage with locals.

ACTION – Cllr Davidson to explore what even could be held or events we can join.

ACTION – Clerk to add to the agenda for the next meeting

150525/22. Matters Arising

- DEFER and deal with after the meeting

150525/23. Action Points

- Unclear on the suggestion of action points.

150525/24. Date of Next Meeting

- Thursday 19th June 2025

- Emergency meeting will be held before the end of May to finish matters from this meeting.

150525/25. Clerk Employment

- DEFERRED

150525/26. Close of Meeting

- Meeting closed at: 21:17

**AS STATED BELOW THESE MINUTES WERE NOT RECORDED BY THE PARISH CLERK BUT BY
CLLR JAMES PHILLIPS AND APPROVED BY FULL COUNCIL**

150525/26 Minutes prepared by: Cllr James Phillips

Signature –

Dated -

Date: 15/05/2025

150525/27 Minutes approved by: Mark Dunnett

Signature -

Appointment - Chairman Tuddenham Parish Council

Date:

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