

**TUDDENHAM ST MARY PARISH COUNCIL PC/001 – PC/007**

**TUDDENHAM ST MARY PARISH COUNCIL**

**Chairman: Mark Dunnett  
Vice Chair: Angela Davidson**

**Clerk Kim Burt  
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IP28 6SA**

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**MINUTES OF THE TUDDENHAM ST MARY PARISH COUNCIL MEETING HELD IN  
TUDDENHAM VILLAGE HALL ON 21<sup>st</sup> NOVEMBER@ 7PM**

**ATTENDEES**

Parish Councillors: John Hellard, Mark Dunnett, Angela Davidson, Gunnar Staaf, Malcolm Keeble, Joanne Keeble

Others in attendance: Kim Burt Parish Clerk Rachel Nouch (Support).

Six Members of the Public were in attendance.

**211124 /01**

**Election of new Chairman**

Cllr Davidson proposed Cllr Dunnett for Chairman.

Cllr Hellard Seconded.

**Carried unanimously**

**211124/02**

**Election of Vice Chairman**

Cllr Dunnett proposed Cllr Davidson.

Seconded by Cllr Staaf.

**Carried unanimously**

**211124/03**

**Co-Option of New Councillor**

As there was only one interested party, Mrs. Rona Burt was duly co-opted onto the Parish Council.

**211124/04**

**Acceptance of absence**

Full Council in attendance.

**211123/05**

**Declaration of interest**

No Councillors declared any interest.

**211124/06**

**Minutes of previous meeting**

It was noted by some Councillors to have the minutes amended to a true record of the meeting held on 24<sup>th</sup> October 2024.

**Action** – To be amended

**Please Note**

The Chair subsequently signed off issue of the October 2024 minutes with no further amendments. The process of issue of future minutes is under 211124/36.

**211124/07**

**Matters Arising**

No Information received

**211124/08**

**Public Forum**

1. A resident asked if the Website could be updated to reflect a true record of the Umbrella Magazine.

**Action** – Parish Clerk to ensure that this is updated.

2. A resident queried about the WW1 memorial and asked if this could be looked at and have it returned to its original state.

**Action** – To receive quotes for this.

**211124/09**

**Report from District Councillor**

Apologies were received for non-attendance. Following report was sent.

**a. Sunnica**

This has been delayed due to a legal challenge and I will update once I know more.

**b. Commercial Waste Food Collections**

WSC agreed to purchase 2 lorries to the collection of food waste from businesses and non-domestic premises. This is part of the previous government Simpler Recycling Scheme.

**211124/10**

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### Report from County Councillor

Apologies were received from the County Councillor as he was attending a Conference.

#### **211124/11**

##### **Planning**

Parish Clerk informed the Full Council that there had been no new planning applications since last meeting.

#### **211124/12**

Planning Application DC/23/1968/FUL, at the delegation meeting on 5<sup>th</sup> November was granted. It has now gone for approval, with conditions.

**Action – No further action is required**

#### **211124/13**

Due to no access to Council bank accounts there were no bank statements available.

Parish Clerk reported that there will now have to be a Board Resolution to change the signatories and access to the Bank Accounts.

**Resolved** – Chairman, Vice Chair and Cllr Staaf will be added to the Signatories for the Council's Lloyds bank accounts.

#### **211124/14**

##### **Finance Sub-Committee**

It was resolved by the Full Council to form a Sub-Committee for Finance. The following Councillors were appointed:

Cllr Staaf  
Cllr M Keeble  
Cllr J Keeble

#### **211124/15**

No Receipts since last meeting.

#### **211124/16**

##### **Schedule of payments for November**

INVOICE NUMBER	PAYEE	AMOUNT	DATE
INV 11 01	Village Hall Hire 23 09	£15.00	21 11 2024
INV 11 02	Village Hall Hire 24 10	£50.00	21 11 2024
INV 11 03	Clerk's wages etc	£376.24	21 11 2024
INV 11 04	Finance Training	£42.00	21 11 2024
INV 11 05	Clerks Training	£115.20	21 11 2024

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	<b>TOTAL</b>	<b>£598.44</b>	
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**Actions** – All invoices to be sent to Vice Chairman and Cllr Staaf before meeting and CC to Chairman.

All payments were approved by Cllrs Davidson and Staaf.

### **211124/17**

#### **Budget**

Draft Budget for 2025/26 has been deferred till meeting, possibly in December.

### **211124/18**

#### **Governance**

**Action** – Parish Clerk to apply for check on Land Registry.

**Action** – Review of Standing Orders to be deferred to the next meeting of the Council.

### **211124/19**

#### **Playing Fields**

A one-off payment of £500 from the Parish Council to be made to the Playing Fields, as a contribution to maintenance costs, if the District Councillor unable to secure funding.

**Resolved**

### **211124/20**

#### **Parish Council Trees & Play Area**

1. Tree maintenance: 2 quotes were received for a rotten Birch tree to be removed, and to lift the canopy of another Birch tree.

**Action** – To accept the quotation of £354 inc. VAT from DM Tree and Landscape Contractors to carry out the work.

**Resolved**

2. Play area: To allocate £120 for the cost of replenishment of wood chippings in the play area.

**Resolved**

3. Tree removal & re-allocation: Council owned trees to be removed from the boundary of the play area and for these to be offered to residents. Offer to be advertised in the Umbrella Magazine and the Village Facebook page.

**Resolved**

### **211123/21**

#### **Road Safety**

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1. SID was discussed, regarding its relocation and downloading of recent speed data. The SID appears to have been located on Higham Road for some time.  
**Action** – To contact the responsible resident, to confirm where the SID now is and to access the data that is stored.
2. An article will be in the next edition of the Umbrella to seek the views of residents regarding possible actions to reduce traffic speed in the village, including a proposal for a 20mph speed limit/speed safety zone for the High Street. It was agreed to await feedback from the residents of the Village. **Resolved**
3. To request Cllr Noble to advise why the “HGV Access Only” status has been removed for the Higham Road/Tuddenham Road. **Resolved**

### 211124/22

#### **Replacement on LED light on The Green**

**Action** – To receive an update.

### 211124/23

#### **Replacement of street light on Higham Road, No 15 outside of Old Hall**

**Action** – Parish Clerk to report.

### 211124/24

#### **Mobile Phone Signal**

Email sent to Agent.

**Action** – Parish Clerk to follow up.

### 211124/25

#### **Fibre Optics**

No Update available.

**Action** - Parish Clerk to chase for an update.

### 211124/26

Cllr Keeble informed the Council that the village sign will be taken down in the Spring to be repaired and renovated.

### 211124/27

#### **Community Emergency Plan**

**Action** – Meeting to be arranged with Suffolk County Council.

### 211124/28

#### **Community engagement**

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**Action** – Parish Clerk to arrange a date and confirm invitations to all interested neighbouring Parish Councils.

### 211124/29

#### **WW1 Memorial Restoration**

**Action** – Parish Clerk to receive all quotes and chase companies.

### 211124/30

#### **Bin Replacement**

This was deferred to next meeting.

### 211124/31

#### **Training**

Councillors to be able to complete training from SALC.

**Actions** – Parish Clerk to send out list of courses available to be sent to all councillors. Bookings to be arranged via the Parish Clerk.

### 211124/32

To be added to Standing Orders of the Parish Council, that it will be mandatory for all new Councillors to undertake formal training from SALC within a reasonable in a time frame.

**Action-** Parish Clerk to investigate the change to Standing Orders.

### 211124/33

Parish Clerk made a request for additional pay in respect of extra hours for training.  
Total 3 hours 55 mins.

**Resolved**

### 211124/34

#### **Finance support**

To provide additional support for Finance: Cllrs Dunnett, Davidson and Staaf.

**Resolved**

### 211124/35

#### **Correspondence**

None Received.

### 211124/36

#### **Formalize Committee Meetings**

It was agreed to formalize the following Committees:

Finance

Playing Fields

Staffing

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It was agreed to establish a spreadsheet for Council and Committee actions and prioritization.

**Resolved**

### **211124/37**

#### **Publication of Meeting Agendas and Minutes**

To change Standing Orders to reflect time frame for publishing meeting Minutes and Agendas.

Agenda - 7 days before the next meeting, to be able to publish 3 clear days a per the Standing Orders with any amendments.

Minutes - To be drafted as promptly as possible.

**Action** - Parish Clerk to ensure that the above is carried out.

### **211124/38**

#### **Christmas Tree**

The lighting of the village Christmas tree will take place on 8<sup>th</sup> December 2024.

**Resolved**

### **211124/39**

#### **Date of Next Council Meeting**

All Councillors noted the date of the next meeting as 16<sup>th</sup> January 2025.

### **211124/40**

Chairman closed the meeting at 21.55 hrs

**SIGNED:**

**DATE:**

**APPOINTMENT: CHAIRMAN TUDDENHAM PARISH COUNCIL**

