

TUDDENHAM ST MARY PARISH COUNCIL

Minutes of the Annual Meeting of Tuddenham St Mary Parish Council
Held at the Village Hall on Monday 9th May 2022 at 7:54pm

Councillors present: Cllr. A. Long (AL), Cllr. N. Crockford (NC), Cllr. A. Spence (AS), Cllr. Liz Michie (LM) & Cllr. Claire Unwin (CU).

Present: Clerk – Vicky Bright.

		Action
22/05/1	<p>Meeting opened at 7:54pm ANNUAL COUNCIL BUSINESS Election of Chairman:</p> <p>Cllr. Andrew Long announced he would be stepping down as Chair. Cllr. Claire Unwin was proposed by Cllr. Spence and seconded by Cllr. Crockford. Cllr. Unwin was elected following a unanimous vote in favour and Cllr. Unwin accepted the position of Chairman for the year 2022-23</p> <p><u>Resolved 22/05/1.01 To Receive the Chairman's Declaration of Acceptance of Office:</u> Cllr. Unwin signed the declaration of office of Chairman for the year 2022-23 and this was witnessed and countersigned by the Clerk.</p>	
22/05/2	<p><u>Chairman's Welcome & Acceptance of Apologies for Absence (LGA 1972, Section 85(1) & (2)):</u> Apologies: Cllr. Soons & Cllr. Fitzjohn. Absent: None</p>	
22/05/3	<p><u>Election of Vice Chairman:</u> Cllr. Amanda Spence was proposed by Cllr. Crockford and seconded by Cllr. Unwin. Cllr. Spence was elected following a unanimous vote in favour and Cllr. Spence accepted the position of Vice Chairman for the year 2022-23</p> <p><u>Resolved 22/05/3.01 To Receive the Vice Chairman's Declaration of Acceptance of Office:</u> Cllr. Spence signed the declaration of office of Vice Chairman for the year 2022-23 and this was witnessed and countersigned by the Clerk.</p>	
22/05/4	<p><u>To Receive the Declarations of Office by Members:</u> All other members signed their declaration of office of Councillor for the year 2022-23 and these were witnessed and countersigned by the Clerk.</p>	
22/05/5	<p><u>Members Declaration of Interest (for items on the agenda) – LGA 2000 Part III:</u> None.</p> <p>All Councillors are to update and complete, as necessary, their Register of Interests Form.</p>	
22/05/6	<p><u>Appointment of Councillor Responsibilities & Representatives on Outside Bodies:</u> <u>Resolved 22/05/6.01</u> The following was agreed; Playing Field Committee Representative – Cllr. N. Crockford Village Hall Committee Representative – Cllr. M. Fitzjohn WSC Parish Forums – To decide as needed</p>	

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SALC – Clerk.

Quarry – Cllr. C. Unwin, as needed.

Play Area Project – Cllr. Unwin & Cllr. Spence

Highways & Footpaths – Cllr. Soons / Cllr. Spence

22/05/7

Appointment of the Responsible Financial Officer:

Resolved 22/05/07.01

It was agreed by full Council that the Clerk would continue in the role as Responsible Financial Officer for the year 2022-23.

22/05/8

Annual Governance Statement and Internal Audit Report for 2021-22:

Adoption of Annual Governance Statement (AGAR Sect. 1) 2021-22

Resolved 22/05/8.01

The AGAR for 2022-22 was scrutinised and the Annual Governance Statement Section 1 was adopted as a true statement by all Councillor's present and signed as such by the Chairman of the meeting (CU) and the RFO.

Review of Internal Audit Report 2021-22

Resolved 22/05/8.02

The Internal Audit was reviewed and adopted by Full Council. All items were deemed High Level of Assurance (1). No issues highlighted for attention or action.

22/05/9

End Year Accounts 2021-22:

To Approve the Final Accounts for the Financial Year ended 31st March 2022

i)

The Income for 2021/22 was £14,180.04, the Expenditure was £10,318.00. The balance of 2021/22 carried forward £24,976.41.

Resolved 22/05/9.01

The final accounts and Bank Reconciliations for the financial year ended 31st March 2022 were scrutinised and approved by all Councillor's. The accounts were signed as a true statement by the Chairman of the meeting (CU) & the RFO.

Resolved 22/05/9.02

Section 2 Accounting Statements 2021/22 of the AGAR were approved and accepted by all Councillor's and signed as such by the Chairman of the meeting (CU) & the RFO.

Resolved 22/05/9.03

The Certificate of Exemption for the financial year 2021/22 was approved and adopted and signed by the Chair (CU) and the RFO.

22/05/10

To Review & Adopt the Budget for 2022-23:

The Clerk presented the Budget to Actual Report and the projected Budget for 2022/23. The only change was to the Clerk's salary figure, due to the recent increase to hourly rate, in-line with NJC pay scales increase.

Resolved 22/05/10.01

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The projected budget for 2022/23 was scrutinised and approved and signed by the Chairman of the meeting (CU).

22/05/11

Review & Adopt the Asset Register:

Resolved 22/05/11.01

It was agreed to adopt the Asset Register at a total of £43,644.00, this was duly signed by the Chair (CU).

Cllr. Spence is going to look into the position of the new CSW equipment (Radar Gun).

22/05/12

Review & Adoption of Financial Risk Assessment 2022-23:

Resolved 22/05/12.01

The Financial Risk Assessment for the financial year 2022/23 was reviewed and adopted by the Full Council and signed by the Chairman of the meeting (CU).

22/05/13

Review Effectiveness of Internal Audit Procedure:

Resolved 22/05/13.01

The Internal Audit Procedure was fully reviewed and it was agreed to continue with the current Internal Auditor, Mijan Ltd for the financial year 2022/23.

22/05/14

Approval & Authorisation of Annual Standing Payments & Direct Debits

Resolved 22/05/14.01

Mrs V Bright	Clerks Monthly Salary	Local Government Act 1972ss. 101, 111 and 112	SO	PCM	£362.60
TPFMC	Reimburse Rent	Public Health Act 1875, s 16; Local Government Act 1972, Sched. 14, para 27; Public Health Acts Amendment Act 1980, s 44; Open Spaces Act 1906, s 9 and 10; Local Government (Miscellaneous Provisions) Act 1976, s 19	SO	PA	£25.00

22/05/15

To Consider any Annual Donations:

Resolved 22/05/15.01

The following donations were agreed;
Umbrella Newsletter = £150.00 (LGA 1972 S.142)

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Reimbursed of Playing Field Rent annually = £25 (Local Government (Miscellaneous Provisions) Act 1976, s 19)

It was agreed to put a notice in the Umbrella making groups aware of the S.137 grants available, and the Clerk will add it to the June Agenda for any request received to be considered.

22/05/16

ORDINARY COUNCIL BUSINESS

Minutes of the meeting held on 4th April 2022- LGA 1972, Schedule 12, para 41(2):

Resolved 22/05/16.01

It was agreed to amend the Minutes; Item 8 (ii), third sentence to read “should be considered” instead of “it would be a good idea to have”.

Resolved 22/05/16.02

The minutes of the meeting held on 4th April 2022 were adopted as true statements, following the agreed amendment above, and were signed by the Chairman of the meeting (CU).

22/05/17

i)

Highways:

Update on Outstanding Highways Issues / Speed Surveys / Quite Surfacing High St (AS)

- The ‘Quiet Surfacing requests from the Clerk and Cllr. Spence were not responded to by Highways, despite copying in Cllr. Noble and Cllr. Harvey. The surfacing has now been completed, although only half the High Street has been done.
- Highways update meeting TBC (Cllr. Harvey-WSC)
- No update or response from David Chenery to date
- Cllr. Stanbury – SCC is following up with David Chenery regarding the Speed surveys, awaiting dates.

ii)

Discuss Motorbikes using Byways/Temple Bridge & Horse/Bikes Fording the River

Cllr. Crockford attended a meeting on By-Ways. It was suggested that any anti-social behaviour from motorcycles on By-Ways be reported directly to 101. It was confirmed that it is illegal to use bikes on the Temple Bridge. The Council is to approach PROW – SCC to request better signage stating ‘No Motorcycles’. It was also discussed how motorcycles and horses Ford the River and it was agreed to ask PROW-SCC to look at barriers or signage to prevent this.

The Clerk was asked to report the bridge at Mill St which is collapsing.

iii)

SID Data Report / Update on new post & Static VAS Unit removal High St

The VAS unit is producing corrupt data, Cllr. Harvey looked and confirmed it is a unit problem and not user error. Quote to repair was up to £1000. It was agreed to look at costs to replace the unit entirely, and to keep the old one as a static unit for deterrent only.

iv)

Speed Watch Update (AS)

Two sessions have been held at The Green site, with one session at the Mildenhall entrance to the village, which wasn’t very successful, it has now been agreed for a new site at the

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old water pump. Volunteers are needed! It is hoped to do one session per week, next month.

22/05/18

Planning Matters:

- i) **DC/22/0599/FUL - change of use from Class E to Sui Generis (dog daycare). Location: 3 Tilbrook's Landscape Gardeners, High Street, Tuddenham**
Resolved 22/05/18.01
It was agreed to submit No Objections to the new application, DC/22/0599/FUL.
- ii) **Update on Applications DC/22/0205/FUL & DC/22/0206/LB - a. conversion of existing dwelling to form hotel guest rooms with ancillary function space b. rear and side extension forming restaurant pavilion (demolition of existing extension and outbuildings) c. alterations to existing vehicle access and associated external works. Location: The Old Mill Farmhouse, High Street, Tuddenham**
No update – Still Holding Objection.
- iii) **Discuss possible Business Park planned for site by A14 (Barton Mills/Mildenhall)**
It was discussed how the possible development would affect the character of the village, would increase traffic volume and would negatively impact on the SSP / River Lark chalk stream. The Clerk advised that at present no formal application had been submitted and if there was then Tuddenham PC could respond then.

22/05/19

Parish Matters:

- i) **Play Equipment & Well-Being (Outdoor Gym) Update**
Awaiting date TBC for installation from contractor. Lisa Carter is going to ask Andrew Garnett if his team and equipment can remove the concrete slab on the field where the gym equipment is due to be placed.
The Clerk is currently working on funding applications now the new financial year has begun and a letter requesting further help, as suggested, has been sent to Cockerton Trust.
- ii) **Update on Playing Field Entrance/Ditch Flooding**
The Clerk is to chase Highways and copy Cllr. Noble for his assistance.
- iii) **Village Sign Plinth Repair/ Bus Shelter Roof Quotes**
The Clerk presented two quotes for the plinth and bus shelter repairs. Cllr. Spence said she would re-stain the benches in front of the village hall and Cllr. Soons said she would pay for the stain, at the April PC meeting.
Resolved 22/05/19.01
It was agreed to accept the quote from Ian Cheshire for a total of £1,500.00.
- iv) **Update on Dog Bin for the track from High Street to Herringswell (Hall Farm)**
The Clerk confirmed that she is awaiting a date for the bin to be moved from the Green to the footpath entrance, the general waste bin on The Green can also be used for dog waste. The dog bin by the pond is damaged and WSC will not replace with like for like, if we want they can remove it at the same time as the other bin is moved, and we can either replace with a large dual waste bin or not bother; it was agreed that it is not necessary to replace it, as there are now 3 bins close by that can take dog waste.
- v) **To discuss the location of the Pride Flag – June 2022**

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It was confirmed that because it is seasonal, the flag is approved by Highways and Planning without formal application or licence. It was agreed to place the Pride flag and a flag to commemorate the Queens Jubilee either side of the Bus Shelter on flag poles.

Resolved 22/05/19.02

It was agreed to purchase two flag poles at a cost of £11 each.

22/05/20

Correspondence:

None.

22/05/21

i)

Finance & Policies:

Parish Council Account Cheques for signing and approval

Resolved 22/05/21.01

It was agreed to approve the payments of the following outstanding invoices and the cheques were approved and signed by Cllr. A. Long & Cllr. C. Unwin.

Mrs V Bright	Backdated pay rise	001088	£73.92	
Mrs V Bright	Mileage, postage & hours owed	001089	£19.77	
Mijan Ltd	Audit 21/22	001090	£80.62	
Tuddenham VH	Hall hire	001091	£84.00	
WSC	Waste	001092	£249.60	
CHT	Defib annual support	001093	£151.20	

22/05/22

Next Meeting to be held on Monday 13th June 2022 at 7:30pm, in the Village Hall.

Gratitude and thanks were expressed to Cllr. Andrew Long for his service as Chair and to the village!

Meeting closed at 9:13pm

Signed: *C. Unwin*

Date: 13th June 2021

Chairman, TSMPC