

TUDDENHAM ST MARY PARISH COUNCIL

Minutes of the Annual Meeting of Tuddenham St Mary Parish Council
Held at the Village Hall on Monday 24th May 2021 at 7:30pm

Councillors present: Cllr. A. Long (AL), Cllr. M. Fitzjohn (MF), Cllr. N. Crockford (NC) & Cllr. K. Soons (KS), Cllr. A. Spence (AS) & Cllr. Claire Unwin (CU).

Present: Clerk – Vicky Bright. Cllr. Brian Harvey – WSC. Cllr. Colin Noble – SCC. Rob Gray-Umbrella. Andrew Garnett – Mill House Homes. 4 Members of the Public were in attendance.

		Action
21/05/1	<p>Meeting opened at 7:30pm</p> <p>ANNUAL COUNCIL BUSINESS</p> <p><u>Election of Chairman:</u></p> <p>Cllr. Andrew Long was proposed by Cllr. Unwin and seconded by Cllr. Soons. Cllr. Andrew Long was elected following a unanimous vote in favour and Cllr. Long accepted the position of Chairman for the year 2021-22</p> <p><u>To Receive the Chairman's Declaration of Acceptance of Office:</u></p> <p>Cllr. Long signed the declaration of office of Vice Chairman for the year 2021-2022 and this was witnessed and countersigned by the Clerk.</p>	
21/05/2	<p><u>Statement of Deferment of Annual Parish Assembly:</u></p> <p>Please note that due to the COVID-19 coronavirus pandemic, and in accordance with the guidance issued by the Government regarding restrictions on public assemblies, the Parish Council voted that it would not be in the interests of public safety for:</p> <ul style="list-style-type: none"> The Parish Council to fix a date for the 2021 Annual Parish Assembly, until after Step 4 of the Roadmap out of Lockdown (21 June 2021) <p>The Chairman of the Parish Council will convene the Parish Assembly later in the year.</p>	
21/05/3	<p><u>Chairman's Welcome & Acceptance of Apologies for Absence (LGA 1972, Section 85(1) & (2)):</u></p> <p>Apologies: None Absent: None</p>	
21/05/4	<p><u>Local Authority Reports:</u></p> <p>i) County Council – See the Ward Newsletter; Row Heath Division Colin Noble's Blog (wordpress.com)</p> <p>ii) District Council (WSC) – See Report attached; Appendix 1.</p>	
21/05/5	<p><u>Election of Vice Chairman:</u></p> <p>Cllr. Claire Unwin was proposed by Cllr. Long and seconded by Cllr. Crockford. Cllr. Unwin was elected following a unanimous vote in favour and Cllr. Unwin accepted the position of Vice Chairman for the year 2021-22.</p> <p><u>To Receive the Vice Chairman's Declaration of Acceptance of Office:</u></p> <p>Cllr. Unwin signed the declaration of office of Vice Chairman for the year 2021-2022 and this was witnessed and countersigned by the Clerk.</p>	

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21/05/6	<p><u>To Receive the Declarations of Office by Members:</u></p> <p>All other members signed their declaration of office of Councillor for the year 2021-2022 and these were witnessed and countersigned by the Clerk.</p>
21/05/7	<p><u>Members Declaration of Interest (for items on the agenda) – LGA 2000 Part III:</u></p> <p>Cllr. C. Unwin & Cllr. A. Spence declared a Personal Interest in Item 20 (vii).</p> <p>All Councillors are to update and complete, as necessary, their Register of Interests Form.</p>
21/05/8	<p><u>Appointment of Councillor Responsibilities & Representatives on Outside Bodies:</u></p> <p><u>Resolved 21/05/8.01</u></p> <p>The following was agreed;</p> <p>Playing Field Committee Representative – Cllr. N. Crockford</p> <p>Village Hall Committee Representative – Cllr. M. Fitzjohn</p> <p>FHDC Parish Forums – To decide as needed</p> <p>SALC – Clerk.</p> <p>Quarry – Cllr. C. Unwin, as needed.</p> <p>Minerals & Waste Local Plan – Cllr. Long, Cllr. Unwin & Clerk</p> <p>Play Area Project – Cllr. Unwin & Cllr. Spence</p> <p>Highways & Footpaths – Cllr. Soons.</p>
21/05/9	<p><u>Appointment of the Responsible Financial Officer:</u></p> <p><u>Resolved 21/05/09.01</u></p> <p>It was agreed by full Council that the Clerk would continue in the role as Responsible Financial Officer for the year 2021-2022.</p>
21/05/10	<p><u>Adoption of the Annual Governance Statement and Internal Audit Report for 2020-21:</u></p> <p><u>Resolved 21/05/10.01</u></p> <p>The AGAR for 2020-21 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 (AL) and the RFO.</p> <p><u>Resolved 21/05/10.02</u></p> <p>The Internal Audit was reviewed and adopted by Full Council. All items were deemed High or Substantial Level of Assurance. No issues highlighted for attention or action.</p>
21/05/11	<p><u>To Approve the Final Accounts for the Financial Year ended 31st March 2021:</u></p> <p>The Income for 2020/21 was £12,800.30, the Expenditure was £11,574.18. The balance of 2020/21 carried forward £21,114.37.</p> <p><u>Resolved 21/05/11.01</u></p> <p>The final accounts and Bank Reconciliations for the financial year ended 31st March 2021 were scrutinised and approved by all Councillor's. The accounts were signed as a true statement by the Chairman of the meeting (AL) & the RFO.</p>

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Resolved 21/05/11.02

Section 2 Accounting Statements 2020/21 of the AGAR were approved and accepted by all Councillor's and signed as such by the Chairman of the meeting (AL) & the RFO.

Resolved 21/05/11.03

The Certificate of Exemption for the financial year 2020/21 was approved and adopted and signed by the Chair and the RFO.

21/05/12

To Review & Adopt the Budget for 2021/22:

The Clerk presented the Budget to Actual Report and the projected Budget for 2021/22. The only change was to the Clerk's Office Allowance figures.

Resolved 21/05/12.01

The projected budget for 2021/22 was scrutinised and approved and signed by the Chairman of the meeting (AL).

21/05/13

Review & Adoption of Financial Risk Assessment 2021/2022:

Resolved 21/05/13.01

The Financial Risk Assessment for the financial year 2021/22 was reviewed and adopted by the Full Council and signed by the Chairman of the meeting (AL).

21/05/14

Review Effectiveness of Internal Audit Procedure:

Resolved 21/05/14.01

The Internal Audit Procedure was fully reviewed and it was agreed to continue with the current Internal Auditor, Mijan Ltd for the financial year 2021/22.

21/05/15

Approval & Authorisation of Annual Standing Payments & Direct Debits

Resolved 21/05/15.01

Mrs V Bright	Clerks Monthly Salary	Local Government Act 1972ss. 101, 111 and 112	SO	PCM	£356.44
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

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21/05/16	<p><u>To Consider any Annual Donations:</u></p> <p><u>Resolved 21/05/16.01</u></p> <p>The following donations were agreed;</p> <p>Umbrella Newsletter = £150.00</p>
21/05/17	<p>ORDINARY COUNCIL BUSINESS</p> <p><u>Minutes of the meeting held on 12th April 2021- LGA 1972, Schedule 12, para 41(2):</u></p> <p><u>Resolved 21/05/17.01</u></p> <p>The minutes of the meeting held on 12th April 2021 were adopted as true statements and signed by the Chairman of the meeting (AL).</p>
21/05/18	
i)	<p><u>Highways:</u></p> <p>Update on Temple Bridge at Nature Reserve</p> <p>No Update.</p>
ii)	<p>Update on SCC Highways Issues Report and Complaint</p> <p>The Clerk is still logging each individual Highways issues onto the SCC Highways Reporting Tool, in order to have each issue assigned a Reference Number. Once this process is complete, the Clerk will send the full report with an accompanying letter of complaint to Highways, Chief Executive of SCC, District Councillor, Suffolk County Councillor, Cabinet Member for Roads & transport and our MP. The Clerk is to include details of the recent fatal RTC on Higham Road, which involved overtaking, and our historical concerns with overtaking on this road.</p>
iii)	<p>Highway Gates & Funding</p> <p>The gates at The Mill have been reported online and removed and stored for safety. The Clerk is liaising with Cllr. Colin Noble, SCC regarding an application for Locality funding for new gates, and a second set at the Cavenham Road end.</p>
iv)	<p>Update on Highways England Outstanding Issues</p> <p>No Update.</p>
v)	<p>VAS Data / Update on Post Site Location Application</p> <p>The Clerk confirmed that the new proposed location had been approved and that a date for installation was pending. The current post has been raised to be moved ASAP, no date given yet.</p>
vi)	<p>Lorry Watch and VAS Data Upgrade (For HGV Survey)</p> <p>The Clerk reported that Swarco had confirmed that there was no way for the SID Unit to monitor and record HGV vehicle movements. Cllr. Spence is to put an article in the Umbrella encouraging residents of the village to report lorries travelling through the village i.e., Reg No. & Company, time & date. It was agreed that traffic from Tarmac and Safe Pac are an issue, as well as the Quarry, it was suggested by Cllr. Brian Harvey, WSC, to look into their Travel Plans and look for any breach of conditions!</p>

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- vii) **Quiet Lanes Update (Rob Gray)**
Rob Gray confirmed the Icklingham Road application had been approved. The Parish Council extended its thanks to Rob Gray, Claire Unwin and Nicola Crockford for their hard work, the Clerk is to formally send thanks to Rob Gray in writing. The signage is on order and should be installed soon.
- viii) **Unofficial Footpath at the bottom of Sandy Lane – Discuss Permissive Rights Application**
Cllr. Spence explained that at the bottom of Sandy Drove, if you turn right there is a track/footpath across the field into the Nature Reserve/Wood; the field is to be sold and as it is unknown if the track is a definitive PROW, should the Parish Council look into Permissive Rights? It was confirmed that the land has not been cultivated for the last 10 years and has never been closed off in the last 25 years. Cllr. Spence is to approach Chris Hainsworth from Nature England to ask if they have any information and the PC is also to contact PROW, SCC.
- 21/05/19
i) **Planning Matters:**
DC/21/0481/VAR - Variation of condition three of DC/13/0404/FUL to amend permitted opening hours for a. restaurant/coffee Shop to 08:00 to 22:00 Monday to Sunday, including bank holidays b. garden centre 08:00 to 22:00 Monday to Saturday 10am to 4pm Sunday and bank holidays Location: Tillbrook's Landscape Gardeners, 3 High Street, Tuddenham IP28 6SQ
Firstly, the Clerk explained that she had received no response from the Planning Officer regarding the Parish Council's query for clarification on what, if any, change had occurred in relevance to Condition 3 of the last approved application for amended hours.
A statement was read out from the Planning Applicant. The applicant confirmed that their current alcohol license is 9am-10pm. The concerns raised by the Pub is that although the applicant states that they have no intention to open 7 nights a week, the application itself does allow for this to happen, if approved, thus having a detrimental effect on other local businesses. Cllr. Brian Harvey, WSC advised he would meet with the Planning Officer to discuss our concerns and get back to the Clerk. The Clerk is to advise the Planning Officer and request an extension to our comments until we have heard from them.
- ii) **DC/21/0739/HH - a. single storey side and rear extension b. two storey rear extension (following demolition of existing outbuilding and conservatory) Location: 51 High Street, Tuddenham IP28 6SA**
Resolved 21/05/19.01
Formal Resolution of No Objections submitted 10th May 2021.
- iii) **DC/21/0699/VAR - Variation of condition (2) of DC/20/1412/FUL to enable amended design for the two storey building for workshop and storage facility with office space on the first floor (following demolition of existing agricultural steel frame shelter) Location: Office Nethercroft Farm, Sandy Drove, Tuddenham IP28 6TD**
Resolved 21/05/19.02
Formal Resolution of No Objections submitted 14th May 2021.
- 21/05/20
i) **Parish Matters:**
Play Area Project Funding Update

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The Clerk confirmed that the John Cockerton Trust had agreed a donation of £30,000 towards the Play Area, the Clerk explained that this is just under half of the quote for the Play Area. She also explained that the Trust had decided to consider a grant for the outdoor gym equipment separately at a different date, dependent upon support for the project by the village.

ii) **Discuss Trees Maintenance & Road Improvements at Playing Field (TPFMC) +/- Donation to be Agreed**

The Clerk confirmed that she was still waiting for the information from TPFMC.

iii) **Village Sign Plinth Repair/ Bench Maintenance /Bus Shelter Roof Quotes Update**

The Clerk presented two quotes for the works.

Resolved 21/05/20.01

It was agreed to accept the quote from Rowan Maintenance of £375.

iv) **Telephone Box Update**

It was agreed to remove this item from future agenda's.

v) **Litter Pick Event and Quote for Litter Picking Equipment**

The Litter Pick was confirmed for 11am on 27th June 2021. Cllr. Spence confirmed that the American Relations Team might be able to lend some personnel to help out. The Clerk confirmed that she had managed to get 4 sets of litter picking equipment FOC, to replace the 3 sets that had gone missing from the Village Hall store cupboard.

vi) **Discuss the Dog Bin at the Car Park (Nature Reserve)**

The Clerk presented 3 different options from WSC for the replacement of the damaged bin at the Reserve Car Park, it was discussed that there was a need for a larger bin and also a bin for ordinary rubbish.

Resolved 21/05/20.02

It was agreed to instruct WSC to supply & install a new Hybrid bin, with a slab base option for a cost of £319.99 + VAT for the bin and an extra £65 + VAT for the slab base.

vii) **Village Wildlife Strategy – The Green Proposal**

It was proposed by the Village Wildlife Strategy Group that, after consultation, the most suitable place for wildflower planting is on the triangle of Green, behind the main Green.

Resolved 21/05/21.01

It was agreed to allow the group to plant the wildflower area on this triangle of the Green.

Resolved 21/05/21.02

It was agreed in principal to give a donation of £200.

21/05/21

i) **Correspondence:**
Suffolk Community Restart Fund – SCC

The Suffolk Community Restart fund, funded through Suffolk County Council, is a grant fund totalling £300,000 and each District and Borough Council within Suffolk have been given £75,000 each to offer voluntary, community and social enterprise (VCSE) groups a grant to help them resume their previous activities safely and/or to support them to transition to new ways of working. This scheme offers grant of between £250 and £2,500 to voluntary, community and social enterprise (VCSE) organisations in Suffolk.

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The aim of the fund is to enable VCSE organisations to restart previous activities safely and/or to support them to switch to new ways of working. All VCSE groups are eligible to apply, provided funding requested is for equipment, adaptations or staffing (but these need to be additional and not part of your core costs) to enable an existing/previous activity to resume safely or to enable a new activity/service to be developed/launched.

Key information:

Before applying, please note that this funding is not intended to replace lost income/hardship experienced by VCSE organisations as a result of the pandemic, although it can be used help you to resume activities suspended due to Covid-19. We cannot provide retrospective funding for projects, unless it was something that has had to 'pause' due to COVID-19.

What can be funded/Criteria:

The attached criteria provide examples of the types of activity the fund can be used for:

- **Minor facility alterations** – i.e. Reconfiguration/refurbishment to meet social distancing requirements
- **Service alterations** – i.e. Volunteer training, e.g. health and safety requirements, risk assessments, etc.
- **Operational alterations** - i.e. Signage/floor markings – maintaining social distance and avoiding congestion

Process:

Applicants will first contact Community Action Suffolk by email at vcsesupport@communityactionsuffolk.org.uk or telephone 01473 345400 to discuss their project and to ensure that it meets the attached criteria.

How to apply:

If you would like to access funding through the scheme, please complete the application form online <https://forms.office.com/r/hYXMsYNkrK>

For further information please visit [Suffolk Community Restart - Community Action Suffolk](#)

The Clerk has forwarded the information to the Hall Committee for their information.

ii)

Fly Tipping Campaign 2021/22- WSC

Suffolk's SCRAP fly-tipping campaign will launch next Tuesday the 25th of May and last approximately one year. The campaign we ran in 2020, with your help, we were able to reach hundreds of thousands of people across Suffolk with our messaging against fly-tipping. Unfortunately, fly-tipping remains a serious issue of which I am sure you are aware, so we have developed a second phase of the campaign with funding from the Suffolk Waste Partnership. It will be run the same way as before with Facebook and Twitter posts posted on the 'Suffolk Recycling' Facebook/Twitter pages so please have a look, hit the follow button and share as widely as you are able.

21/05/22

i)

Finance & Policies:

Parish Council Bank Reconciliation from List of Payments/Receipts

The Payments and receipts were scrutinised and approved. The Lloyds account balances were confirmed as £30,254.58 as of 10th May 2021.

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Resolved 21/05/22.01.

That the Bank balances and reconciliation of payments & receipts be received and adopted and initialled as such by the Chairman of the meeting (AL).

ii)

Parish Council Account Cheques for signing and approval

Resolved 21/05/22.02

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.

DM Tree & Landscapes	Replacement Chq Ref: 1057	1062	£1,500.00	
SCC	Replacement Chq Ref: 1056	1063	£751.74	
Mijan Ltd	Audit 2020/21	1064	£79.50	
CHT	Defibrillator Annual Support fee	1065	£151.20	

21/05/23

Items for next Meeting to be held on Monday 5th July 2021 at 7:30pm, in the Village Hall.

Meeting closed at 9:52pm

Signed: *Andrew Long*
Chairman, TSMPC

Date: 5th July 2021