

TUDDENHAM ST MARY PARISH COUNCIL

Minutes of the Meeting of Tuddenham St Mary Parish Council
Held via Zoom, on Monday 12th April 2021 at 7:30pm

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

Present: Clerk – Vicky Bright. Andrew Garnett – Mill House Homes.

ITEM	<u>Public Forum – LGA 1972, Section 100(1):</u>
	Two members of public were in attendance.
21/04/1	<p>The Clerk was asked to report several highways issues;</p> <ul style="list-style-type: none">• Flooding at North end (Jubilee Barns).• Road markings worn away by the Pub/Café.• Environmental Health Issue ref: dust caused by HGV traffic. <p>The Clerk/Chairman reiterated that the SID was placed after the pub as Highways would not approve another location further up near the village entrance, due to the unsuitability of the bend in the road. The Clerk also confirmed that Highways had previously turned down a 40mph Buffer Zone entering from Mildenhall end, due to the location not meeting the criteria needed.</p> <p><u>Accepted Apologies for absence – LGA 1972, Section 85(1) and (2):</u></p> <p>None.</p> <p><u>Absent:</u></p> <p>None.</p>
21/04/2	<p><u>Members Declaration of Interest (for items on the agenda) – LGA 2000 Part III:</u></p> <p>None.</p>
21/04/3	<p><u>Update on Councillor Vacancy Elections</u></p> <p>The Clerk confirmed that no candidates had stood for the Election and therefore the Poll could not proceed on 6th May. WSC Elections Team have advised that as the Election was called by the Electorate, we cannot co-opt to fill the vacancy and elections will have to be held again in 65 days. If no candidates stand again, then the Elections will continue to roll and be held every 65 days. The Clerk is liaising with Ben Smith, regarding the cost implications of each uncontested election. She is also meeting with the Elections Team to inspect the Election Request forms, to see which residents requested the election, following Rona Burt's resignation in 2019.</p>
21/04/4	<p><u>Reports from Outside Bodies:</u></p>
i)	<p>SCC – County Councillor – Cllr. Colin Noble gave apologies and the following report was presented. See <i>Appendix 1</i></p>
ii)	<p>WSC – District Councillor – Cllr. Brian Harvey gave apologies and the following report was presented. See <i>Appendix 2</i></p>

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21/04/5	<p><u>To Approve the Minutes of the Parish Council Meeting held on 15th March 2021</u></p> <p><u>Resolved 21/04/5.01</u></p> <p>The minutes of the meeting held on 15th March 2021 were adopted as true statements and signed by the Chairman of the meeting (AL).</p>
21/04/6 i)	<p><u>Highways Matters:</u></p> <p>Update on Outstanding Highways Issues SCC;</p> <ul style="list-style-type: none">• Temple Bridge <p>No update on Mounting blocks; Clerk to chase Claire Dickson, PROW.</p> <p>With regards to the surface nothing has moved forward on this. The difficulty is technically this isn't recorded as a right of way across the river at this point, as Elveden Estates had agreed a temporary diversion and SCC legal have been in discussions over a permanent creation of a bridleway at this point. Elveden are also looking at other diversions of routes to tie in with this as part of a deal, and are just resolving the final technicalities of the creation order as this has taken a lot longer than anticipated.</p> <ul style="list-style-type: none">• High Street / Higham Road Schemes Update <p>It was agreed that a Working Party walk the village and document any outstanding or new Highways issues and defects and each item is to be reported online and then the report is to be sent to Highways, Cllr. Noble, and the Cabinet Member for Roads & Transport for acknowledgement and a meeting to discuss.</p>
ii)	<p>Highways England Outstanding Issues</p> <p>There was an issue with setting up the traffic management when the crew went out previously to replace the No U-turn sign. The job has been re-scheduled for the end of the month.</p> <p>The damaged directional sign on A14 Jnc. 40 (Higham Road) has been confirmed as SCC Highways responsibility, and the Clerk is to report it online.</p>
iii)	<p>Highways gates</p> <p>The Clerk is to liaise with Cllr. Noble regarding replacing the gates on the Mildenhall entrance (The Mill) and getting a set installed at the Cavenham Road entrance, under his Locality Budget for the new financial year 21/22, in April.</p>
iv)	<p>Village Lorry Survey (AS)</p> <p>It was agreed that a Working Party to monitor and record HGV traffic through the village was not practical due to safety. The Clerk is to enquire with Westcotec, as to whether there is a unit that can be added to the SID to monitor HGV traffic movements. The Clerk is also to enquire with SCC regarding the Lorry Watch Scheme.</p>

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| v) | <p>VAS Data Report & Update on new posts installation</p> <p>The Clerk is to meet with Mill House Homes to agree a new location for the SID post by the school site, and will arrange the post to be removed ASAP.</p> |
| vi) | <p>Quiet Lanes Scheme Update – Icklingham Road, The Green (Rob Gray)</p> <p>No current updates. Signage locations have been agreed.</p> |
| vii) | <p>Roadside Nature Reserve – Project Review (NC)</p> <p>Cllr. Crockford and Cllr. Spence are to meet with Adam Tilbrook on site to discuss how best to manage the Nature Verge and to look at other verges that can possibly be a Nature verge too.</p> |
| 21/04/7 | <p><u>Planning Matters:</u></p> |
| i) | <p>DC/21/0586/HH - Single storey rear extension Location: 22 The Green, Tuddenham IP28 6SD
<u>Resolved 21/04/7.01</u></p> <p>No objections.</p> |
| ii) | <p>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</p> <p>The Parish Council heard from the Pub Landlord raising concerns that the variation of opening hours could adversely impact on his business, as it would mean 3 businesses in the same area with the same opening hours. It was discussed that Condition 3 of the previous application (DC/19/0404/FUL) had been put in place to protect local amenities. The Council has asked the Clerk to liaise with the Planning Officer to seek clarification on how that Condition 3 has changed.</p> |
| 21/04/8 | <p><u>Councillor & Community Reports:</u></p> |
| i) | <p>Village Hall Committee Report</p> <p>No report available from the VH Committee.</p> <p>Andrew Garnett update the meeting that in 3-weeks the Asbestos will be correctly removed and disposed of, with demolition planned for 3- weeks later. It is estimated it will take approximately 9 weeks to completely clear the site.</p> |
| ii) | <p>Tuddenham Playing Field Committee Report</p> <p>The new fence around the Pavilion has now been erected. The Clerk is still to receive the information from the Committee, on what trees need maintenance and what further improvements are planned for the access road.</p> |
| iii) | <p>The Green – Community Fibre Partnership Update</p> <p>Cllr. Crockford confirmed that OpenReach will restore the site. The date for completion has been moved to late Summer 2021.</p> |

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21/04/9

- Parish Matters:**
- i) Play Area Project Funding Update**
Funding applications are in process. The Clerk is writing to the Cockerton Trust this week to formally request a donation. The Clerk is also to approach the WSC/SCC Locality Team regarding a grant.
The Clerk was asked to clarify the project with the Playing Field Committee again.
- ii) Discuss Trees on Playing Field Maintenance**
Awaiting information from the Playing Field Committee.
- iii) Discuss Road Improvements Proposal at the Playing Field (TPFMC) +/- Discuss Donation**
Awaiting final proposal and plans from Playing Field Committee for consideration.
- iv) Tuddenham Wildlife Strategy & Consultation (AS/CU)**
It was agreed to move forward with the project as a Community Group, and not under the Parish Council umbrella.
- v) Village Sign Plinth Repair/ Bench Maintenance /Bus Shelter Roof Quotes Update**
Quotes deferred to the June meeting.
- Telephone Box (The Green) – To discuss options (AS)**
The Clerk reiterated that BT were not prepared to return or replace the phone kiosk. Andrew Garnett, mentioned he may be able to find a cheap second hand kiosk. The Clerk is to source quotes for installation costs and planning etc. for the June meeting.

21/04/10

Correspondence:
None.

21/04/11

- i) Finance & Policies:**
Parish Council Bank Reconciliation from List of Payments/Receipts
The Payments and receipts were scrutinised and approved. The Lloyds account balance was confirmed as £21,470.81, as of 23rd March 2021.

Resolved 21/04/11.01

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 21/04/11.02

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

Mrs V Bright	Mileage & postage	001058	£14.28	
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Mrs V Bright	Office allowance 21/22	001059	£312.00	
WSC	Waste	001060	£240.27	
SALC	Membership 21/22	--1061	£193.63	

iii)	<p>WCAG 2.1 Website Compliancy Report</p> <p>The Clerk is currently working on the website to ensure it meets the Accessibility guidelines.</p>
iv)	<p>Agree Increase in Clerks Office Allowance in-line with HMRC Guidelines</p> <p><u>Resolved 21/04/11.03</u></p> <p>It was agreed to increase the Clerk's office allowance, for space, heat, lighting and phone/broadband to £6 per week, in-line with the HMRC guidance.</p>
21/04/12	<p><u>Items for next Meeting to be held on Monday 12th April 2021 at 7:30pm, via Zoom.</u></p> <ul style="list-style-type: none"> It was agreed that the Clerks and Councillors roles need to be clarified, to ensure that the Clerks annual leave and hours of office are being observed. <p>Meeting closed at 9:34pm</p> <p>Signed: <i>Andrew Long</i> Date: 24th May 2021 Chair, TSMPC</p>