

## TUDDENHAM ST MARY PARISH COUNCIL

Minutes of the Extra Ordinary Parish Council meeting held on  
Thursday 12 October 2023 in Tuddenham Village Hall

**Councillors Present:** Claire Unwin (CU) (Chairman), Amanda Spence (AS) (Vice Chairman), Carron Bignall (CB), Kim Burt (KB) and Maria Carpenter (MC)

**In Attendance :** District Councillor David Taylor (DT), Tina Newell (TN) (Clerk) and fourteen members of public.

121023/01      **Apologies for absence:** Councillor Sharon Garnett (SG) tendered apologies for absence prior to the meeting.

121023/02      All Councillors resolved to accept apologies from SG.

121023/03      Colin Noble (CN) County Councillor offered apologies for absence prior to the meeting.

121023/04      **Declarations of Interest:** No declarations of interest were received prior to, or at the meeting.

121023/05      **Dispensation:** There were no requests for dispensations to consider.

121023/06      **Minutes of previous meeting:** All Councillors confirmed receipt of the draft minutes from the meeting held on 18 September 2023 prior to the meeting and resolved to accept these as a true record of the decisions made. CU signed the minutes from reference 180923/01 to 180923/79).

### **Public Forum:**

121023/07      All Councilors received a verbal report from David Taylor (DT) District Council; DT will support the Parish Councils quest to improve the mobile phone signal in the Parish; streetlights can be replaced to LED using grant funding that can be applied for from the District Council; Speed Indicator Devices are not something DT can fund from his locality grant; the proposed £120million Western Way leisure complex at Bury St Edmunds has been stopped; potential change in bin waste collections to allow more recycling in being considered; DT suggested the Parish Council wait to replace any bins in the Parish; a group is being formed to consider the effect Stone Curlews are having on delivering the housing requirements from Government.

Signed: *Claire Unwin*

Dated: *16 11 2023*

1

- 121023/08 Councilors confirmed a report had been sent from Colin Noble County Councillor but had not been received by the Clerk.
- 121023/09 A member of the public asked if the streetlights currently owned by the Parish Council will be taken over by Suffolk County Council (SCC) to which DT replied no.
- 121023/10 A resident informed all present of the finding of six 'fastgas' canisters found on Cavenham Heath.
- 121023/11 Residents expressed great concern over the proposed development off 'Cherry Hill' currently being advertised in a local paper; DT understood these concerns and committed to arranging a meeting with the land agent and Parish Council's where this will have most impact.
- Planning:**
- 121023/12 All Councillor's noted there were no planning applications relating to Tuddenham to consider.
- 121023/13 All Councilors noted the following decision, relating to Tuddenham, made by the District Council since the last Parish Council meeting:  
DC/23/1195/HH 2 Chapel Lane, Tuddenham  
WSDC: GRANTED TPC: No comment
- 121023/14 All Councillors noted the Bowls Club confirmed the proposed new storage facility is able to be sited under permitted development and therefore agreed to permit one new storage facility following removal of current buildings within the curtilage of the current Bowls Green.
- 121023/15 All Councilors agreed to look at the title deeds and plans of the playing field at the next meeting and consider the impact, if any, on believed boundaries.
- Finance:**
- 121023/16 **Bank Reconciliations:** All Councilors received the bank reconciliation for the period ended 30 September 2023 and agreed the bank reconciliations as presented agreed to the bank statements showing a balance of £18,824.51.
- 121023/17 **Budget to Actual:** Councilors noted this will be available for the November meeting.
- 121023/18 **Reserves:** All Councillors noted the general reserve account remains at 74% of the precept and noted this is within the accepted recommendation with regards to the

appropriate minimum level of a Small Authority's General Reserve (should be maintained at between three and twelve months net revenue expenditure)

121023/19 Councillors noted there had been one receipt since the last meeting from Lloyds bank for £1.74 interest.

Payments: All Councillors ratified the following payments made outside of a meeting, in accordance with schedule 4.5 of the Financial Regulations:

|           | Payee         | Details      | Gross £  |
|-----------|---------------|--------------|----------|
| 121023/20 | Freethought   | Email set up | 193.50   |
| 121023/21 | L P Tree Care | Tree work    | 1,200.00 |

All Councillors approved the following gross payments to be made by internet banking confirming a full schedule, supported by invoices had been received prior to the meeting:

|           | Payee             | Details                          | Gross £ |
|-----------|-------------------|----------------------------------|---------|
| 121023/22 | Artisan Structure | Additional work to the play area | 600.00  |
| 121023/23 | WSC               | Uncontested election             | 81.91   |

121023/24 **Bank mandate:** It was noted TN has been added to the bank mandate for administration access only however the update is still to be actioned by Lloyds Bank. All Councilors agreed that AS and AL require a card reader as without this they cannot authorise any on line payments and as CU is currently the only Councillor with full access it was agreed TN would chase the mandate change and the sending of card readers.

121023/25 **Insurance renewal:** Councilors noted delegation was given to TN and SG and will be renewed on 18 October 2023 once all quotes have been received and reviewed.

121023/26 TN confirmed the previous County Councillor is unable to offer financial support to purchase poppy wreaths. One poppy wreath was ordered prior to TN's appointment and it was resolved to order a further red poppy wreath from The Royal British Legion at a cost of £24.99 and to accept the complimentary knitted purple poppies from 'War Horse Memorial' from which TN will make a wreath.

121023/27 Councilors resolved to ask the residents if they would like a new village sign at a reduced cost of £3,900 or to have the current sign refurbished at a cost of £500. After much discussion it was agreed this should be opened to the public to make comments and agreed to include this in the next edition of the Umbrella magazine and at the next 'Village Voice' open morning.

121023/28 Councilors agreed for AS to purchase wood stain for up to a maximum cost of £50 and agreed to hold a ‘Stain, tidy and plant’ day on Sunday 29 October 2023 meeting on The Green at 10.30am – TN will publicise.

**Governance:**

121023/29 Councilors noted the official Parish Council email addresses are set up; each Councillor had their new email address, login details and password prior to the meeting. TN confirmed a Teams meeting will be arranged to assist any Councillors to activate these and all Councilors agreed to converse using their official email address from 19 October 2023.

121023/30 Councilors noted there is currently no need for a Contingency Emergency Plan as all documents are uploaded onto the website and the Council has an official Clerk email address which the Chairman can access should the need arise.

121023/31 Councilors noted TN had answered additional questions from the external auditor relating to the limited assurance review and it is hoped that the conclusion of audit will be available at the next meeting.

All Councilors resolved to accept the following policies noting they have been available on the website in draft form:

|           |                                  |
|-----------|----------------------------------|
| 121023/32 | Electronic Communications        |
| 121023/33 | Data Breach                      |
| 121023/34 | Freedom of Information           |
| 121023/35 | General Privacy Notice           |
| 121023/36 | Subject Access Request           |
| 121023/37 | Lawful Basis for Processing Data |
| 121023/38 | Document Retention               |
| 121023/39 | Data Protection                  |
| 121023/40 | Internet Banking                 |

**The Green:**

121023/41 KB advised all Councilors the grant application is being worked on and will be submitted before the closing date (31 October 2023). Whilst it is hoped full funding will be granted Councilors noted DT has offered to make up any shortfall from his locality grant.

- 121023/42 All Councilors resolved to plant the Memorial Oak on the Playing field noting this is a site without limitations for its growth and agreed to consider a plaque marking the tree once established.
- 121023/43 **Thermal Imaging Camera:** Councilors noted all cameras are currently allocated and agreed to apply for one in the future.
- Playingfield:**
- 121023/44 SCC have confirmed they require access to the residential address near to which the flooding occurs to identify the blockage but confirmed the blockage is from the residential dwelling to the pond. SCC recommended not to dig the ditch to the rear of the playingfield until they had completed their investigative work and certainly not until all vegetation had died. SCC also advised not to place a grid on the bridge entrance from the playingfield confirming a sump hole has been dug. All Councilors agreed with the recommendations and advice and agreed to review once SCC have a conclusion to the original blockage.
- 1210123/45 All Councilors agree to defer the monthly inspection report to the next meeting.
- 121023/46 **Report from the playing field committee:** there was no report
- 121023/47 **Relocation of the litter bin in the play area:** It was agreed to defer this until decision on the extension to the play area has been agreed.
- 121023/48 Councilors considered the extension to the play area and resolved for TN and CU to present some options, designs and costs at the next Playing field Committee meeting and Parish Council meeting.
- 121023/49 It was agreed to obtain quotes for replacing the safety fence which currently encloses the play area after receiving information that this is no longer of a height suitable to protect those in the play area.
- 121023/50 TN offered some proposed wording for a new sign for the play area and with the addition of 'what three words' and a change to the wording to include 'adverse weather conditions' it was resolved for TN to obtain quotes and bring to the next meeting.
- 121023/51 All Councilors noted the planning enforcement department has been advised of the reduction to the height of the newly erected tower in the play area. It is hoped the case will be closed.
- Road Safety:**

- 121023/52 All Councilors noted TN has the specification for a new 'Tuddenham' sign and is just waiting on a quote from the recommended supplier Nordis Signs.
- 121023/53 Councilors resolved to order four pole speed surveys at a cost of £980 noting these will prove traffic movements in and out of all entrances/exits to the Parish; these should be sited on posts early in November 2023. It was agreed to vire the funds from the 'village sign', noting the maximum cost of a sign would be £3,900, to a new 'road safety' reserve.
- 121023/54 A meeting with Matt Hancock (MH) was held via Zoom in September. All attendees, including Councilors from some neighbouring parishes, agreed it was successful as MH has offered his full support to not closing the gaps on the A11 now noting there are bigger projects being considered on this road. MH offered to attend or send a representative to all future meetings.
- 121023/55 TN has requested the results of the survey on the bridge near The Mill from Suffolk County Council and for a date when this will be retested.
- 121023/56 TN is awaiting a quote for the missing streetlight and the one faulty light; the missing streetlight was on a UK Power Network pole that was replaced and the faulty bulb will need to be replaced to an LED lantern; the delay is due to Kier demobilising and the new contractor starting. All Councilors agreed to apply for funding from the District Council to replace these and all bulbs on Parish Council owned streetlights noting the County Council lights have been changed to LED.
- 121023/57 **Mobile Phone Signal:** In a recent email CN confirmed this is not a County Council issue. TN has raised a complaint with Ofcom who confirmed the enforcement team are unlikely to take further action therefore an email has been sent to Matt Hancock asking for advice and support.
- 121023/58 **Correspondence:** Nothing to consider that hasn't been raised previously in the meeting.
- 121023/59 **Any other matters for information, to be noted, or for inclusion on a future agenda:** insurance renewal, budget and precept, signage for The Green 'turn your engines off', reports from village hall and playing field, SID's, grounds maintenance (including churchyard), brick wall at the playing field.
- 121023/60 The Chairman closed the meeting at 9.06pm.

The date of the next meeting is Thursday 16 November 2023.

Signed: *Claire Unwin*

Dated: *16 11 2023*

6