

TUDDENHAM ST MARY PARISH COUNCIL

Chairman: Councillor Claire Unwin

Clerk: Tina Newell

25 Shakespeare Road, Stowmarket,
Suffolk IP14 1TU.

parishclerk@tuddenham-pc.gov.uk

07767 163706

Minutes of the Parish Council meeting held on Thursday 4 January 2024 In The Village Hall, Tuddenham St Mary.

Councillors Present: Amanda Spence (AS) (Vice Chairman), Carron Bignall (CB), Kim Burt (MB) and Maria Carpenter (MC)

Others in attendance: David Taylor (DT) District Councillor, Police Constable Day (Community Policing Team), Tina Newell (Clerk) and eight members of the public.

Apologies for absence:

040124/01 In the absence of Claire Unwin Amanda Spence as Vice Chairman took the role as Chairman for the meeting.

040124/02 Councillor's Claire Unwin (CU), Sharon Garnett (SG) and Andrew Long (AL) offered apologies for absence prior to the meeting.

040124/03 All Councillors accepted apologies for absence from CU, SG and AL.

040124/04 Colin Noble (CN) (County Councillor) tendered apologies for absence prior to the meeting.

040124/05 **Declarations of Interest:** MC declared an interest in planning application DC/23/1991/FUL being considered later in the meeting.

040124/06 **Dispensation:** Councillors noted there had been no requests for dispensations prior to the meeting and no requests were forthcoming at the meeting.

040124/07 **Minutes of previous meeting:** All Councillors resolved to accept the minutes of the Parish Council meeting held on 7 December 2023 as a true reflection of the decisions made and authorised AS to sign the minutes (reference 071223/01-55 inclusive).

Public Forum:

040124/08 DT apologised for not having a full report available confirming there was a full month of Council meetings to attend; it is intended to form a group of interested parties to look at why West Suffolk Council planners had not been more prepared

to challenge the current legislation regarding protecting Stone Curlews; TN has been liaising with an officer at WSC regarding a new litter bin; an application for locality funding requires confirmation of the ongoing benefit and the need for a new device. DT asked Councillors and residents what they would like from him in his role as communicator between the Parish and District Council.

040124/09 DT asked to be kept up to date with funding for the war memorial.

040124/10 A resident informed all present of an incident on Icklingham Road where a dog was hit; PC Day from the Community Policing Team confirmed this, and all incidents, need to be reported as evidence is key to prosecutions. It was agreed to publicise the need for people to report any incident to help make changes in the Parish.

040124/11 PC Day, as the representative from the new Community Policing Team introduced in brief the structure of the new policing model confirming there is a team of one Sergeant and three PC's covering Newmarket, Red Lodge, Exning, Manor and surrounding villages; Tuddenham's PC is PC 181 Harper. PC Day was pleased to inform all present there have been no reported serious crimes or incidents in Tuddenham in the past month and suggested there may be a twice yearly report available to show any crimes or incidents that have occurred.

040124/12 DT left the meeting.

040124/13 CN sent a report which was circulated prior to the meeting; whilst CN supports a 20 mph speed restriction at school sites he is not in support of a blanket restriction he actively support speed signs; full Council will meet in February to set the Council tax for 2024/25 financial year; highways teams have now switched their main focus to ensuring the County's roads are treated and kept free from snow and ice. CN's full report is appended to these minutes.

040124/14 A resident expressed concern regarding the ditch on the playing field and it was agreed TN will make contact with SCC to arrange a meeting on site to consider what work needs to be done. A resident kindly offered to clear the ditch should there be no known blockage under the road and the owner/s of the ditch be in agreement; all Councillors agreed to accept the offer in accordance with the terms expressed.

- 040124/15 A resident confirmed they have once again experienced flooding and KB agreed the flood and ditch working party will include this within their remit. TN sent the resident a link to SCC's online reporting tool and will publicise this elsewhere to.
- 040124/16 A member of the public left the meeting.
Planning: Councillors considered the following planning applications made to the Local Planning Authority (WSC) relating to the Parish:
- 040124/17 DC/23/1991/FUL One single fixed cricket practice net
Playing Field, Cricket Club, The Green, Tuddenham IP28 6SB
Due to a potential conflict of interest all Councillors noted this application only.
- 040124/18 NMA(A)22/0554 Non material amendment to DC/22/0554/FUL to allow re-positioning of two rear dormers, change in pitch of rear roof place, removal of ground floor side window and addition of roof lantern to rear flat roof.
Tuddenham Village Hall, High Street, Tuddenham IP28 6SA
Councillors noted the amendments proposed have no detrimental material impact on the neighbouring properties and agreed to **SUPPORT** this application.
- 040124/19 DC/23/1968/FUL retention of ti-pi tent for a further temporary period of 3 years
Tuddenham Mill, High Street, Tuddenham IP28 6SQ.
During discussion all Councillors noted the various noise and trading hour complaints received since the original application despite conditions of the original application being to install a sound limiter and a restriction on hours of use from 12 noon – 11pm; all Councillors agreed that the structure was only temporary over 'COVID 19' and agreed to ask the planning officer to **REFUSE** this application.
- 040124/20 DC/23/1955/HH Single and two storey rear extensions
Mulberry Cottage, 15 High Street, Tuddenham IP28 6SQ.
Councillors noted this application will not adversely impact the neighbouring properties and resolved to **SUPPORT** this application.
- 040124/21 All Councillors noted planning application SCC/0102/21F (Cavenham Quarry) was considered by the Development and Regulation Committee at West Suffolk District Council on 19 December 2023 who resolved to grant consent.
- 040124/22 Councillors noted the base for the new storage facility at the Bowls Club has been completed and the bricks to commence building are on site.

040124/23 Councillors noted the application for first registration of land known as Tuddenham Playing Field has been placed with Land Registry.

040124/24 The Village Green is registered with SCC as a Village Green which includes the frontages of the properties on the north side of the Green and is alluded to in a Statutory Declaration; Bendall & Sons solicitors have agreed to see if there are deeds for the Village Green including the frontages.

Finance:

040124/25 All Councillors confirmed receipt of the finance report for the period ended 31 December 2023 at the meeting.

040124/26 **Bank Reconciliation:** In the absence of Sharon Garnett all Councillors confirmed the bank reconciliation as presented agrees to the bank statements with cash available of £12,265.09; £10,391.26 in the Treasurer account and £1,873.83 in the Instant account. Councillors noted there are payments of £2,885.33 yet to be processed and refunds of £1,256.48 yet to be received. It was agreed CB would confirm this if SG is absent in the future.

040124/27 **Budget to Actual:** All Councillors confirmed receipt of this report prior to the meeting. With no questions all Councillors accepted this report as a true reflection of receipts and payments against the budget.

040124/28 **Reserves:** All Councillors confirmed the reserves account reconciles to the bank statements and all Councillors present accepted the general reserve is 35.39% of the precept; TN confirmed this is adequate to meet the needs of the Parish Council.

Receipts: Councillors noted there had been one receipt since the last meeting:

040124/29	Lloyds	Interest	2.13
-----------	--------	----------	------

Payments:

All Councillors resolved to approve the following gross payments by internet banking confirming a full schedule, supported by invoices and receipts, had been received prior to the meeting:

	Payee	Details	£
040124/30	Tina Newell	Salary and re-imbursments	472.56
040124/31	Tuddenham Village hall	Hall Hire	30.00
040124/32	SALC	Payroll (prior to TN appointment)	54.00

- 040124/33 TN confirmed West Suffolk Council are in receipt of the Precept request for 2024/25 of £15,070 (noting the Council can only accept full pounds and the precept request was for £15,070.16).
- 040124/34 All Councillors noted TN has received, today, information to access on line banking with Lloyds Bank.
- 040124/35 All Councillors received a quotation of £140.00 from Artisan Structures to carry our remedial works to the new play structures and resolved to monitor the wear; TN will inform Artisan Structures of the decision.
- 040123/36 Councillors considered two quotes from WSC for replacement bins: £454.80 plus installation and delivery for a metal floor mounted combined litter and dog bin with an annual cost to empty the waste of circa £190.00 and £403.20 plus delivery for a lock down wheelie bin frame with restrictor of £403.20 plus delivery with no installation or annual costs. Councillors noted there are currently six bins with annual charges – two on/near The Green, two on the Playing field and two on Icklingham Road. After consideration all Councillors resolved to purchase one lock down wheelie bin frame with restrictor at a cost of £403.20 plus VAT to be installed near the bridge at the entrance to the playing field.
- 040123/37 After consideration all Councillors resolved to accept a quote from SCC for to replace missing streetlight 15 on Higham Road agreeing this is the priority light and to defer the repair of unit 18 on The Green (requires a new column + LED lantern at £1,497.04) until such time as a grant for streetlight from WSC becomes available.
- 040123/38 Councillors noted a brown directional sign will take considerable time to have approved and agreed to proceed with a white sign. TN will process this request.
- 040123/39 All Councillors noted the estimate from M. Wiseman to repair the brick wall on the entrance to the playing field has increased from £450 to £560 due to a rise in material costs. After discussion it was agreed to source an alternative quote.

Governance

- 040123/40 All Councillors received and agreed the Internal Audit Plan.
- 040123/41 Councillors noted SALC carried out the internal audit for 2022/23 year end. TN recommended the Parish Council use Trevor Brown, who is a fully qualified auditor with insurance cover, as the internal auditor for 2024/25. Whilst the fees are approximately 9% more than SALC's TN confirmed Trevor Brown will carry out

and sign the audit off in one day therefore avoiding delays with emails going to and from. All Councillors accepted the Clerks recommendation and resolved to appoint Trevor Brown to carry out the internal audit for 2023/24 year end on the scale of fees as provided.

040123/42 All Councillors agreed for TN to issue a letter of appointment to Trevor Brown.

040123/43 All Councillors agreed to appoint AS to review the Internal Control Statement for 2023/24.

040123/44 All Councillors resolved to appoint MC to review the Parish Councils risk assessments.

Playing field

040124/45 Noting everything identified on the monthly play inspection report is either low risk or very low risk all Councillors agreed no action is required.

040124/46 Following a meeting with representatives of the committee planned for next week it is hoped the requirements for replacement ball stop netting will be agreed and prices and grants will be considered at the next meeting.

040124/47 The repair to the entrance wall was considered within the finance section of the meeting.

040124/48 The playing field committee has agreed to give regular reports to the Parish Council.

Road safety:

040124/49 Payment has yet to be made to allow the replacement 'Tuddenham' sign to be produced. As soon as payment is received it will be made and delivered within 14 days.

040124/50 TN confirmed the three pole speed surveys will be installed and in operation during February 2024. Councillors expressed thanks to CN for funding these.

040124/51 The new Speed Indicator Device from Westcotec should be delivered mid January 2024 with just one set of brackets. It was agreed to consider purchasing additional brackets at the next meeting.

040124/52 Councillors agreed to meet with Matt Hancock Member of Parliament on 2 February 2024 at 1pm for a one hour meeting to discuss the proposed closure of the A11 gaps and if time allows the lack of mobile phone signal; TN is trying to get the manager for Transport Policy and Development at SCC to attend also. All

Councillors agreed to invite DT and CN, National Highways and the other Parish Councils that attended the first meeting.

- 040124/53 All Councillors agreed to defer discussion on 20's plenty to the next meeting.
- 040124/54 **Village Hall:** An update on the directional sign was considered previously in the meeting.
- 040124/55 **Mobile Phone Signal:** Matt Hancock, Member of Parliament for West Suffolk has passed the concerns of the residents and Parish Council to the Department for Science, Innovation and Technology (DIST); TN has sent an email to Sir John Whittingdale Minister of State for the DIST asking for assistance and is waiting on a reply.
- 040124/56 **Grounds maintenance:** Councillors agreed to defer considering the grounds maintenance contract to the next meeting when it is hoped land under the Parish Councils ownership is known.
- 040124/57 **Flooding and Drainage:** It was noted the Parish Council have received a number of reports of flooding along Cavenham, Icklingham and Higham road; the working party agreed to consider these, working with external agencies to bring recommendations to the next meeting with the aim to alleviate flooding in the village.
- 040124/58 **Correspondence:** Councillors noted an email had been received just prior to the meeting confirming the access road to the bridge at the playing field, not including the bridge is owned by a local business who give permissive access to the land for users of the playing field.
- 040124/59 **Working Together:** Councillors noted the date has been changed to 27 January 2024 for the next 'working together' event. It was agreed to ask residents if they are in favour of the proposed gap closures; for their experiences of mobile phone signal; thoughts on an extension to the childrens play area and to ask what it is the residents want from their District Councillor. It was agreed to produce advertising flyers to distribute to all households.
- 040124/60 **Councillors to note any items for inclusion in a future meeting:** white lines along Higham Road, Speed Indicator Device along Icklingham Road, housing needs survey, ditch along playing field, Parish Council owned land, ground maintenance contract, A11 proposed gap closure and mobile phone signal.

040124/61 Councillors noted the date of the next scheduled meeting is 14 March 2024.

040124/62 Chairman closed the meeting at 21.43pm.