

TUDDENHAM ST MARY PARISH COUNCIL


Chairman: Councillor Claire Unwin

Clerk: Tina Newell

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Minutes of the Parish Council meeting held on Monday 18 September 2023 In The Village Hall, Tuddenham St Mary.

Councillors Present: Claire Unwin (CW) (Chairman), Amanda Spence (AS) (Vice Chairman), Kim Burt (KB), Maria Carpenter (MC), Sharon Garnett (SG) and Andrew Long (AL).

Others in attendance: Tina Newell (Clerk) and nine members of the public.

180923/01 All Councillors resolved to appoint Tina Newell as Clerk for the meeting.

Apologies for absence:

180923/02 Councillor Carron Bignall (CB) offered apologies for absence prior to the meeting.

180923/03 All Councillors accepted apologies for absence from CB.

180923/04 Colin Noble (CN) (County Councillor) and David Taylor (DT) (District Councillor) tendered apologies for absence prior to the meeting.

180923/05 **Declarations of Interest:** No declarations of interest were declared.

180923/06 **Dispensation:** Councillors noted no requests for dispensations had been received and none were requested at the meeting.

180923/07 **Minutes of previous meeting:** All Councillors resolved to accept the minutes of the Parish Council meeting held on 3 July 2023 as a true reflection of the decisions made and authorised CU as Chairman to sign the minutes (reference 030701/030711 inclusive).

Public Forum:

180923/08 All Councillors noted no report was available prior to the meeting from David Taylor (DT) District Councillor.

180923/09 No report was received prior to the meeting from Colin Noble (CT) County Councillor.

- 180923/10 A resident, as the land owner spoke in support of a planning application being considered later in the meeting; Councilors were invited to attend the site prior to tonight's meeting but declined due to the invitation being so close to the meeting date. The resident confirmed the business would be relocated to another position on the site to protect the employment of its current 15 employees.
- 180923/11 A number of residents expressed concern regarding the overgrown hedges and trees on a section of the A11 along with concern at the lack of slip road entering the A11 from Tuddenham via the Worlington Road.
- 180923/12 A member of the public requested further information on agenda item 20 and was informed no further information could be given as the business being considered would be prejudicial to the public interest.
- 180923/13 A member of the public confirmed the base of a memorial on The Green requires sealing.
- 180923/14 A member of the public expressed concern regarding loose and missing bricks on the entrance wall to the playing field.
- 180923/15 A resident asked for confirmation a comprehensive safety test had been undertaken on the bridge near Tuddenham Mill; the increased weight capacity of lorries travelling over that specific bridge is of concern.
- Planning:** Councillors considered the following applications made to the Local Planning Authority (WSC) since the last meeting relating to Tuddenham
- 180923/16 DC/23/1269/PIP Permission in principle – five dwellings (following removal of existing nursery/garden centre)
Land at 3 High Street, Tuddenham.
- Noting the site is outside of the settlement boundary and in breach of West Suffolk Joint Development Management Policy DM5 'Development in the Countryside' Councillors considered the site to be one of brownfield. After much discussion CU proposed to support the application; seconded by AS with AL and MC supporting the proposal, SG and KB making no comment, it was resolved to **SUPPORT** this application.
- 180923/17 DC/23/1275/VAR Planning application variation of condition 2 of DC/20/1412/FUL to allow use of amended plans for two storey building for workshop and storage

facility with office space on the first floor (following demolition of existing agriculture steel frame shelter)

Office at Nethercroft Farm, Sandy Drove, Tuddenham.

Councillors noted this is the second application to vary the condition reducing the size of the already granted development and agreed to **SUPPORT** this application.

180923/18 DC/23/1195/HH Householder planning application – raise pitch of garage roof
2 Chapel Lane, Tuddenham IP28 6SP,

Councillors noted a neighbours objections to this application and after reviewing the documents and noting a similar application had been approved for another property in Chapel Lane all Councillors resolved to make **NO COMMENT**.

180923/19 Councillors noted planning application SCC/0102/21F Quarry extension SCC is due to come back to the Parish Council for consultation as it is believed an agreement has been reached with the Quarry and Natural England to mitigate the effect of the development on the Stone Curlews both in the short and long term.

180923/20 Councillors noted the following planning determinations relating to the Parish since the last meeting: DC/23/0810/HH Mulberry Cottage, 15 High Street, Tuddenham

WSC: **Approved** PC: No comment/no objection.

180923/21 Councillors received a request prior to the meeting from Tuddenham Bowls Club to demolish and erect a new block store to the rear of its current pavilion under permitted development (pd) . After discussion all Councillors agreed to this request in principle but to ask for confirmation this can be done under pd from the authorising authority prior to giving formal approval.

180923/22 Since the sketch of the aforementioned block store an issue with the boundary with the adjacent dwelling has been raised; it was agreed for TN to look into this and report back at the next meeting.

Finance:

180923/23 All Councillors confirmed receipt of the finance report for the year ended 31 March 2023 prior to the meeting and agreed to accept the figures as presented.

180923/24 All Councillors confirmed receipt of the finance report for the period ended 31 August 2023 prior to the meeting. TN explained the presentation and method

by which this reconciliation had been prepared. All Councillors agreed the bank reconciliation as presented agreed to the bank statements and noted the Parish Council have cash available of £18,882.77; £1,866.18 in the treasurer account and £17,016.59 in the Instant account.

180923/25 Budget to Actual: All Councillors noted there was no budget vs actual report available for this meeting; CU agreed to forward the budget to TN for a report to be circulated soon after this meeting.

180923/26 Reserves: All Councillors reviewed the reserves account line by line and resolved to approve the report noting the general reserve is 74.9% of the precept (this represents the cash flow and contingency funds to cover unexpected inflation, unforeseen events and unusual circumstances; the generally accepted recommendation is that this should be maintained at between 3-12 months of net revenue expenditure).

180923/27 Assets: All Councillors confirmed receipt of the asset register prior to the meeting and with a number of deletions and additions agreed all Councillors resolved to accept the amended schedule as representing fairly the assets owned by the Parish Council.

180923/28 Receipts: Councillors noted the following receipts since the beginning of the new reporting year:

| | From | Details | Date | £ |
|-----------|----------------------|------------------------|----------|-----------|
| 180923/29 | West Suffolk Council | CU will look into this | 17 04 23 | 249.00 |
| 180923/30 | West Suffolk Council | Precept | 27 04 23 | 14,310.00 |
| 180923/31 | Lloyds Bank | Interest | Monthly | 6.08 |

180923/32 All Councillors noted there were no payments to approve.

180923/33 Councillors noted the insurance is due for renewal on 18 10 2023. As the next meeting is not scheduled until November it was resolved to delegate authority to SG and TN to review and renew the insurance.

180923/34 Councillors agreed to purchase two poppy wreaths for Remembrance day at a cost of upto £40.00 each. It was agreed to ask Karen Soons if she would support the purchase of a further purple wreath and to ask a child in the village to lay this one; any child interested will be entered into a hat and the

winning name pulled out at the next youth club. KB will lay the two traditional wreaths.

180923/35 Councillors noted quotes to refurbishing and/or replace the village sign were still awaited and agreed to bring these to the next meeting.

180923/36 After discussion all Councillors resolved to set up and correspond using official Parish Council email accounts. It was agreed for Freethought Internet Ltd to register a Tuddenham-pc.gov.uk account at a cost of £213.75 paid every two years. TN would set up and inform Councillors of their official email accounts.

Governance:

180923/37 All Councillors agreed to adopt the Local Government Association Model Councillor Code of Conduct.

All Councilors agreed to adopt the following policies noting these were available to view on the website prior to the meeting:

180923/38 Complaints

180923/39 Disciplinary

180923/40 Equal Opportunities

180923/41 Grievance

180923/42 Health and Safety

180923/43 Sickness and Absence

180923/44 Publication scheme – monitoring officer to WS and CU

180923/45 All Councillors resolved to adopt the Standing Orders noting the amendments to suit Tuddenham Parish Council.

180923/46 All Councillors agreed to adopt the Financial Regulations.

180923/47 Councillors noted the Clerk has completed a re-declaration of compliance with the Pensions Regulator noting the Parish Council has one employee.

180923/48 TN confirmed a community emergency plan will be given to CU at the next meeting as there is only one password which CU is aware of already.

180923/49 All Councillors agreed to accept the Internal Auditor's report for the year ended 31 March 2023 noting the following recommendations:

- Council is advised at the earliest opportunity to adopt the Model Standing Orders produced by NALC 2018

- Council is advised at the earliest opportunity should seek to adopt the NALC Model Financial Regulations from 2019 noting the amendments to procurement levels
- S137 is a power of last resort and should be used only when no other power is available.
- In accordance with the Accounts and Audit Regulations 2015, regulation 6 a formal review of the effectiveness of the Parish Councils system of internal control to ensure that it has mitigation measures in place to address the risks associated with the management of public finances should be undertaken in the form of an Internal Control Statement.
- In accordance with proper practise Councillors should review the actual spend against the budget regularly as this would provide the Council with an early warning against any shortfalls or surplus and enable action to be taken.
- Councillors should understand the process in calculating a budget and a precept.
- Council to have a detailed schedule of insurance annually
- As the accounts are operated under payment and receipts only payments and receipts made/received in the year (01 04 to 31 03) should be included in the accounts and the AGAR
- Council should comply with the Accounts and Audit Regulations 2015 when receipts and payments do not exceed £25k (as was the case in 2022) ensuring all relevant documents are available on the website.
- To ensure a review and approval of the year end position of the asset register to correlate with that on the AGAR.

180923/50 Councillors answered the Annual Governance Statements (section one of the Annual Governance Accountability Return (AGAR)) in turn for the year ended 31 March 2023 and resolved for CU and TN to sign section one of the AGAR.

180923/51 All Councillors approved the Accounting Statements for 2022/23 as transposed on Section 2 of the AGAR in turn confirming the statements

presented fairly the position of Tuddenham St Mary Parish Council for the year ended 31 03 2023. CU signed section 2 of the AGAR noting TN acting as Clerk & RFO had signed section 2 prior to the meeting.

- 180923/52 All Councillors noted the Parish Council are subject to a limited assurance review for the year ended 31 March 2023 as the total receipts and payments exceed £25k. It was agreed for TN to prepare and send all the relevant information to the external auditors (PKF Littlejohn) noting TN had successfully negotiated an extension of time for these to be received.
- 180923/53 Inspection of public accounts – all Councillors noted these are available anytime by application to the Clerk and a notice will be displayed on line and on the Parish noticeboard advising residents.
- 180923/54 **War Memorial:** KB confirmed the project may now be eligible for funding and has been asked to submit a grant application.
- Playing field:**
- 180923/55 All present noted SCC had agreed to take future responsibility for the drain at the entrance to the playing field although a formal contract has yet to be received.
- 180923/56 TN confirmed the annual inspection reported only low risks but agreed there were some notes the Parish Council should address. It was resolved for TN and MC to meet on site and agree a plan to address these known issues.
- 180923/57 There was no report from the playing field committee.
- 180923/58 CU and AS attended the recent playing field committee meeting when thoughts on extending the current play area to include provision for picnic benches as a 'well being area' was well received. It was agreed to include this idea at the Village Open Surgery on 30 09 2023 and bring back to the next meeting with quotations.
- 180923/59 All Councillors resolved to relocate the bin in the play area and to ask someone local to move it.
- 180923/60 It was agreed for TN and MC to look at the wording for a new sign for the entrance to the play area and bring quotations to the next meeting.
- 180923/61 Councillors were informed prior to the meeting of an enforcement case relating to the new tower on the play equipment. After considering all the

available options and noting one neighbouring residents concerns over the height all Councillors agreed to instruct Artisan Structures to reduce the height with a budget up to £500 plus VAT. If the reduction in height was to be more than £500 plus VAT Councillors all agreed to apply for planning permission at the current height only.

Road Safety

- 180923/62 TN has chased the Community Liaison Officer at SCC for the new village road sign.
- 180923/63 AS is waiting on the Community Liaison Officer at SCC before any further action can be agreed.
- 180923/64 The replacement bollards at the Higham Road junction have been installed and no further action is required.
- 180923/65 A member of the public gave an update on the '20's plenty' campaign and confirmed no further action is required at the present time. MC confirmed if the village is successful in achieving a 20mph speed limit the police will not carry out speed watch in the parish as a 20mph speed limit is not enforceable
- 180923/66 All Councillors noted an on-line meeting with Matt Hancock, as the local MP, has been arranged for 26 September at 7pm and agreed to invite Council representatives from Red Lodge, Icklingham and Barton Mills Parish Councils along with a representative from Mildenhall Town Council. It was agreed for any questions to be sent to TN who will produce an agenda ahead of the meeting.

Street Lighting:

- 180923/67 AS has carried out an audit of street lights and is awaiting confirmation from Suffolk Highways of ownership. AS expressed concern relating to a missing streetlight at Higham Road (number 15) and reported no 16 is faulty. It was agreed TN will report both and request number 15 is replaced under the maintenance contract with Suffolk Highways for which the Parish Council pay.
- 180923/68 Councillors were hoping to receive an update on funding for replacement LED bulbs at tonights meeting from DT however as DT was not in attendance it was resolved for TN to contact him directly for an update.

- 180923/69 **Correspondence:** All Councillors agreed for TN to pursue the loan of a Thermal imaging Camera.
- Working Together:**
- 180923/70 CU and AS recently visited 'Breedens' who were very receptive to the idea of working with the Parish Council and confirmed if there is a lorry issue with any lorry entering or egressing the site to note the time and date and contact the weigh bridge who will put into place procedures for dealing with such incidents. CU and AS also visited 'SRC' who again expressed agreement to work with the Parish Council and offered to put a road sweeper on the roads annually.
- 180923/71 All Councilors agreed for the first public 'working together' event to be held on 30 September in the village hall from 10am-12noon and to focus the event on the meeting with Matt Hancock and the Well Being area; it was agreed to invite both District and County Councillors.
- 180923/72 **Dates of forthcoming meetings:** It was agreed for future meetings to commence at 7pm in the Village Hall unless otherwise stated and agreed dates as: 16 November, 7 December, 11 January, 14 March and 16 May (May will be both the Annual meeting of the Parish and the Annual Parish Council meeting and will commence at 6.30pm).
- 180923/73 **Items to note of for inclusion in future agenda:** traffic speed, insurance, update following the meeting with Matt Hancock, bridge near The Mill, white lines along Higham Road, street lights.
- 180923/74 **Councillors are asked to resolve that under the Public Bodies (Admission to Meetings) Act 1960 the public and press be excluded from the meeting due to the commercially sensitive and confidential nature of the business to be discussed regarding the permanent employment of a Parish Clerk & Responsible Financial Officer and the future of a local amenity:** Councillors resolved to exclude the Press and Public to discuss the employment of a permanent Clerk and Responsible Financial Officer and the future of a local amenity.
- 180923/75 All members of the public left the meeting.

- 180923/76 All Councillors resolved to appoint TN as the permanent Clerk and Responsible Financial Officer on the terms and conditions set out in the Contract of employment.
- 180923/77 All Councillors noted the options available to the Parish Council regarding a local amenity and agreed not to pursue any option at the current time.
- 180923/78 Councillors noted there were no members of the press or public waiting to be re-admitted.
- 180923/79 The Chairman closed the meeting at 10.11pm