



### MINUTES

#### TATTINGSTONE PARISH COUNCIL MEETING

Monday 06 March 2023, 7.30pm held at Tattingstone Village Hall

**PRESENT:** Cllrs D Clarke, G Mark, A Mendel, S Page, B Stennett

**CHAIRPERSON:** Cllr D Wood

**IN ATTENDANCE:** S Keys (Clerk), County Cllr Simon Harley and five members of the public

#### 01. WELCOME AND OPENING STATEMENT

The Chair welcomed Councillors and public to the meeting. The Chair read a statement that outlined procedures for filming or recording during the meeting.

#### 02. APOLOGIES FOR ABSENCE

The Council noted and approved the apologies received from Cllr P Wills and District Councillor J Gould. These apologies were approved.

#### 03. DECLARATION OF INTEREST AND LOCAL NON-PECUNIARY INTERESTS

a) To receive declaration of pecuniary and local non-pecuniary interest(s) in items on the agenda and their nature inc. gifts of hospitality exceeding £25 – Cllr Mendel noted a non-pecuniary interest in agenda item 9 and agreed not to vote on this issue.

b) To receive requests for dispensations – none received.

#### 04. PARISH COUNCIL VACANCIES

a) To note the resignations received from Cllrs Clark and Hawes – the Council noted the resignations received. Cllr Wood confirmed that the Parish Council now has 3 vacancies.

b) To consider/approve any applications for co-option to the Council – the Chair informed the Council that an application for co-option to the Council had been received from Denise Hawes who had reconsidered her previous resignation. Cllr Wood proposed that Denise Hawes be co-opted to the Council, this was seconded by Cllr Mendel. Five councillors voted in favour of the motion, 1 councillor abstained from the vote. The motion was therefore carried. Cllr Hawes signed her Declaration of Acceptance of Office and joined the meeting.

c) To consider/agree next steps as necessary – Cllr Wood confirmed that there are currently two vacancies on the Parish Council which can be filled either by co-option to the Council or at the next election on 04 May 2023.

#### 05. PARISH COUNCIL MEETING MINUTES

a) To consider and approve the minutes of the previous Parish Council meeting on 09 January 2023 – Cllr Stennett proposed that the minutes of the last meeting held on 09 January 2023 were approved, this was seconded by Cllr Mark and aif. Cllr Hawes abstained from the vote. The minutes were duly signed by the Chair.

#### 06. CLERK'S REPORT

a) To receive an update on actions from the last meeting:

- Highlight the overflowing bottle and clothing bins with the VH Committee – this has been done and these have now been emptied.

b) To receive a report on any other issues from the Clerk – None.

#### 07. PUBLIC SESSION

A written report had been submitted from Cllr. Harley (available as Appendix C). Cllr Harley updated the Council on the following issues:

- Home placements for those displaced by the war in Ukraine
- New Highways contract with Milestone Infrastructure

A written report had been submitted from Cllr Gould (available as Appendix D).

There were no questions or comments received from the public.

#### 08. FINANCE REPORT

a) To note and approve the balance of accounts as at 30 January 2023:

Community Account - £48,524.94

Premium Account - £3,186.64

Cllr Stennett proposed that the balance of accounts was approved, this was seconded by Cllr Mendel and aif.



- b) To note and approve the accounts awaiting payment, the accounts paid since the last meeting and the receipts allocated since the last meeting as circulated in Appendix A. Cllr Wood proposed that Appendix A was approved by the Council, this was seconded by Cllr Mark and aif.
- c) To note and approve the Budget to Actual Statement to 30 December 2022 – Cllr Page proposed that the Budget to Actual statement was approved by the Council, this was seconded by Cllr Mendel and aif.
- d) To note and approve the Bank Reconciliation to 30 December 2022 – Cllr Page proposed that the Bank Reconciliation was approved by the Council, this was seconded by Cllr Mark and aif. The bank reconciliation was duly signed by the Chair.

### 09. PLANNING APPLICATIONS

- a) To review planning applications received and to agree a response from TPC  
DC/23/00519  
Chedworth Place, Tattingstone, Suffolk  
Application for Listed Building Consent – Replacement of roof windows to 32no. listed properties  
Cllr Mendel gave an overview of the proposed plans and the reasons for their replacements. She confirmed that all residents are in favour of this application.  
Cllr Clarke proposed that the Parish Council made no comment on this application, this was seconded by Cllr Stennett. 2 Councillors abstained from the vote. The motion was carried.
- b) To note any planning decisions received:  
DC/22/03710  
DC/22/05668  
Land South of Coxhall Road, Tattingstones, IP9 2NU  
Construction and operation of an urban reserve energy storage facility and associated equipment.  
PLANNING PERMISSION APPROVED

### 10. CORRESPONDENCE

- a) The Clerk reviewed the correspondence that had been received in December 2022 (copies had been circulated to Councillors prior to the meeting). Councillors noted the following:
- An email from a local resident requesting a copy of a letter sent to the residents at Park Cottage. The Clerk confirmed that she had sent a copy of the text of the letter without revealing personal details of the residents
  - An email from a local resident with queries about a local dog walking service – the Clerk confirmed she had responded with details.
  - An email from SCC with details of the ANPR rota for information
  - An email from a local resident re: night time diversion from A12 to A137. The Council confirmed that representations had already been sent on this issue.
  - An email from Cllr Harley re: night time diversion from A12 to A137 for information
  - An email requesting support from the PC for a memorial to be placed at Alton Water. The Clerk confirmed that she had sent the request on and this was now being dealt with by Alton Water.
- b) To consider/agree any next steps as necessary – none.

### 11. REVIEW OF STATUTORY DOCUMENTS

- a) To review the following documents – the Council reviewed the latest version of the Tattingstone Standing Orders, Internal Control Statement, Risk Register and Asset Register.
- b) To consider/agree any amendments/updates necessary – following discussion Cllr Wood proposed that the Council should approve these documents without further amendments, this was seconded by Cllr Mendel and aif.

### 12. POLICY DOCUMENT REVIEW

- a) To review the Tattingstone PC Policies – the Council reviewed the Complaints Policy, Health and Safety Policy and the Staff Appraisal and Review Policy.
- b) To consider/agree next steps as necessary – The Council agreed that the Complaints Policy should be approved and published but that the Clerk should update the Health and Safety Policy and the Staff Appraisal and Review Policies and bring them to the next meeting for approval. **ACTION** – Clerk to update policies and add to the agenda of the next meeting.

### 13. NEIGHBOURHOOD PLAN

- a) To receive an update on progress of the Tattingstone neighbourhood plan – Cllr Mendel informed the Council that a Neighbourhood Plan meeting had been held on 04 March 2023. 74 residents attended and an update was provided. The comments from that meeting will be fed back to the consultants.



Cllr Mendel confirmed that the copies of the displays will be added to the village website. There will be another meeting following the review of the feedback received.

b) To consider/agree any next steps as necessary – none.

#### 14. PLAYING FIELD & VH COMMITTEE UPDATE

a) To receive an update from the Playing Field and VH Committee representative – Cllr Stennett provided the following report:

##### PLAYING FIELD:

Meeting held with Babergh's CIL team to look into possibility of CIL funding for new equipment.

£750 paid for repairs to the pavilion roof.

Tennis courts in good condition

Football club remain undefeated in league and at the top of the division. The team would like to upgrade the facilities or replace the pavilion so that they can play at home. This will be discussed by the Committee.

Broken staves on the picket fence will be replaced.

The group are preparing plans to run a village fete on 24 June 2023 with live music etc.

##### VILLAGE HALL:

The village hall has had a survey completed on the roof and will be looking to obtain more detailed quotes with a view to sourcing funding for external sources. This will require significant capital investment and may include the installation of solar panels

b) To consider/agree next steps as necessary – none.

#### 15. COMMUNITY EMERGENCY PLAN

a) To receive an update on any current Community Emergency Plan – Cllrs Page and Mark have reviewed the document and made amendments. Cllr Page confirmed that if the document is approved there may be a requirement to fund an emergency box at the Village Hall.

b) To consider/agree proposals to create/update the CEP as necessary – The current version will be sent to the Council for additional comments.

#### 16. VERGE CUTTING

a) To consider the emails on this issue and any proposals for verge cutting going forward – the Council reviewed the emails circulated and confirmed that there was currently no funding available from the Parish Council for verge cutting.

b) To agree next steps as necessary – Clerk to respond to local farmer as appropriate.

#### 17. KINGS CORONATION

a) To consider any plans/proposals for the King's Coronation in 2023 – the Council considered the possibility of providing commemorative mugs for the children at Tattingstone Primary School. The Council noted that the VH Committee would be hosting an event at the Village Hall to show the coronation on the big screen for those who want to attend. Volunteers for the event are welcome.

b) To agree next steps as necessary - Following discussion Cllr Clarke proposed that Cllr Wood should purchase enough mugs for all children at the school (up to a maximum of £400) to be reimbursed by the Council, this was seconded by Cllr Mendel and aif. **ACTION** – Cllr Wood to purchase mugs

#### 17. VILLAGE BUS SHELTERS

a) To consider any improvements needed for the village bus shelters – Cllr Wood stated that in his opinion all of the village bus shelters needed weather proofing.

b) To agree next steps as necessary – following discussion it was agreed that three quotes for this work should be sourced. **ACTION** – Clerk to arrange three quotes

#### 18. ANY OTHER URGENT VILLAGE MATTERS

c) To consider any other urgent village matters

- Cllr Page highlighted an email about hedging materials. The Clerk agreed to send a response.
- Cllr Stennett noted that Collins Skiphire have been undertaking litter picking along the A137 which is appreciated.

#### 15. DATE OF NEXT MEETING

Monday 05 April 2023, 7.30pm at Tattingstone Village Hall



**Meeting closed to the public at 8.38pm**

SIGNED.....DATED.....



## ACTIONS

MINUTE NO.	ACTION	WHO
12.	Update the H&S Policy and the Staff Appraisal Policy and bring to the next meeting for review	Clerk
17	Purchase coronation mugs for school children	DW
18	Source three quotes to weather proof the village bus shelters	Clerk



### Appendix A – Finance Report

<b>ACCOUNTS TO BE AGREED FOR PAYMENT</b>	<b>Chq no.</b>	<b>NET</b>	<b>VAT</b>	<b>TOTAL</b>	<b>Powers Used</b>
S. Keys (February 2023 salary - £320.50 February 2023 expenses - £9.00)	101439	£329.70		£329.70	LGA 1972
Tattlingstone Village Hall (Hire of hall for Neighbourhood Plan event)	101440	£25.00		£25.00	LGA 1972, s.111
<b>ACCOUNTS PAID IN THE INTERIM</b>	<b>Chq no.</b>	<b>NET</b>	<b>VAT</b>	<b>TOTAL</b>	<b>Powers Used</b>
S. Keys (January 2023 salary - £320.50 January 2023 expenses - £16.60)	101435	£337.10		£337.10	LGA 1972
SLCC Annual Membership (50%)	101436	£111.00		£111.00	LGA 1972, s.111
Tattlingstone Village Hall (Hall hire for steering group meeting – Nov 2022)	101437	£16.00		£16.00	Localism Act 2011, sch.9
Leiston Press Ltd (Inv. 57143)	101438	£268.00	£3.00	£271.00	General Power of Competence, Localism Act

<b>RECEIPTS RECEIVED SINCE THE LAST MEETING</b>	<b>TOTAL</b>
Bank interest	£1.78
Allotment income	£67.61

**Appendix B - Glossary of Common Abbreviations used**

<b>Aif</b>	<b>All in favour</b>
<b>AGAR</b>	<b>Annual Governance and Accountability Return</b>
<b>APM</b>	<b>Annual Parish Meeting</b>
<b>ASB</b>	<b>Anti-social Behaviour</b>
<b>BACS</b>	<b>Bankers Automated Clearing Services</b>
<b>BDC</b>	<b>Babergh District Council</b>
<b>BMSDC</b>	<b>Babergh &amp; Mid Suffolk District Council</b>
<b>CAS</b>	<b>Community Action Suffolk</b>
<b>Chq</b>	<b>Cheque</b>
<b>Cllr</b>	<b>Councillor</b>
<b>Cttee</b>	<b>Committee</b>
<b>DC</b>	<b>District Council</b>
<b>DCLG</b>	<b>Department of Communities and Local Government</b>
<b>FOI</b>	<b>Freedom of Information</b>
<b>FR</b>	<b>Financial Regulations</b>
<b>GPoC</b>	<b>General Power of Competence</b>
<b>HMRC</b>	<b>Her Majesty's Revenue and Customs</b>
<b>LAIS (from SALC)</b>	<b>Local Association's Information Services</b>
<b>LPA</b>	<b>Local Planning Authority</b>
<b>NHS</b>	<b>National Health Service</b>
<b>NDP</b>	<b>Neighbourhood Development Plan</b>
<b>NP</b>	<b>Neighbourhood Plan</b>
<b>PC</b>	<b>Parish Council</b>
<b>PCSO</b>	<b>Police Community Support Officer</b>
<b>Rec</b>	<b>Recreation</b>
<b>RFO</b>	<b>Responsible Finance Officer</b>
<b>SALC</b>	<b>Suffolk Association of Local Councils</b>
<b>SCC</b>	<b>Suffolk County Council</b>
<b>SID</b>	<b>Speed Indicator Device</b>
<b>SLA</b>	<b>Service Level Agreement</b>
<b>SNT</b>	<b>Safer Neighbourhood Team</b>
<b>SO</b>	<b>Standing Order</b>
<b>TPC</b>	<b>Tattinstone Parish Council</b>
<b>TPF</b>	<b>Tattinstone Playing Field</b>
<b>TVH</b>	<b>Tattinstone Village Hall</b>
<b>TPO</b>	<b>Tree Preservation Order</b>
<b>VAS</b>	<b>Vehicle Activated Sign</b>
<b>VCSE</b>	<b>Voluntary, Community and Social Enterprise Organisations</b>



APPENDIX C



**Report for March 2023 to the Parish Councils of  
Peninsula Division from Simon Harley (SCC Councillor)**

**Homes for Ukraine: One Year Anniversary of War**

The 24<sup>th</sup> February marked the one-year anniversary since Russia’s illegal and immoral invasion of Ukraine. Suffolk continues to do its part through the Homes for Ukraine programme – hosting refugees fleeing the war.

In total, 1256 Ukrainian refugees have arrived in Suffolk through the programme. Currently, we have around 330 host families, supporting 750 Ukrainians – with others in private accommodation.

Suffolk is in need of new hosts, to continue to offer a safe haven for Ukrainian refugees who are not yet ready to enter private accommodation. Based on numbers, Suffolk needs 50 new hosts in the coming months.

If you think you can help, please visit [www.suffolk.gov.uk/Ukraine](http://www.suffolk.gov.uk/Ukraine).

Hosts are entitled to £350 per month, which increases to £500 after 12 months.

**New Highways Services: Contract Agreed**

Milestone Infrastructure, part of M Group Services, has been awarded SCC’s new highways services contract. The contract, worth between £800m-£1bn, will begin 1<sup>st</sup> October 2023 and will last up to 20 years. The service will provide maintenance of roads, pavement, Rights of Way, drainage, hedges, construction of new roads, and snow clearing – this is not an exhaustive list.

Our Group campaigned last year for Suffolk Highways maintenance to be brought back in-house. This was due to the extortionate prices the previous provider, Kier, gave for simple jobs such as tree cutting and speed bump designs (i.e., £5,000 for a pair of dropped kerbs, £7,500 to cut down a single tree, £10,000 to design four humps in a road).

Our Group has been given reassurance from Suffolk Highways that the contract is more robust, and will provide better performance and value for money.

**SCC Financial Budget**

At the beginning of February, the Council’s budget for 2023/24 was voted in. The Conservative budget will now increase tax by 3.99% - broken down into a 2% rise in the Social Care Precept and a 1.99% increase in general tax.

Our Group’s amendment which was voted down included a Carbon Budget Officer, to help develop a stronger pathway towards Net Zero. In addition, we proposed to facilitate a review into Suffolk’s speed limits, in the hope to provide residents with a clearer path to more appropriate travel in their communities.

We proposed using £1m to actively recruit, retain and reward frontline staff in adult social care, as well as providing more for Suffolk Libraries to help maintain services through the cost-of-living crisis. In addition, we wanted to invest £1m in providing wider capacity of community transport to be used to help achieve Net Zero through EV vehicle usage.





### SCC Cabinet Meeting

The Cabinet met in February to discuss the forecasts for the Council's current budget. The latest forecasts show that SCC is having to use more Reserves than anticipated to cover additional costs in running its services. Our Group are concerned with the long-term effects of the Council's financial strategy, especially when the Conservatives voted against our amendments to create extra revenue and additional income generation.

In addition, the Cabinet agreed to move the West Suffolk Archives in Bury St Edmunds to a new location in the town on Western Way. Our Group were concerned about the lack of sufficient public transport access to the new location – being far from the train station with an irregular bus service.

Finally, the Cabinet discussed the Fire & Rescue Service's new risk management plan. The plan outlines all foreseeable risks in Suffolk and indicates the service's priorities and proposals to improve the service. Currently, the service suffers from low recruitment, poor retainment of officers, unmet response targets, and an increase in demand through extreme heatwaves caused by climate change. Our Group support the plan, hoping more investment can now be provided to the essential and increasingly ever-needed service.

### Household Support Fund: Extension Granted by Government

The Government has agreed to extend the Household Support Fund, meaning local authorities will continue to receive funding to help residents through the current cost-of-living crisis. The grant is distributed through small payments to support vulnerable household meet daily needs such as food, clothing, and utilities.

To apply for help, visit Suffolk's Cost-of-Living support leaflet at: <https://suffolk.pagetiger.com/cost-of-living-support/scc1>

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**Facebook** - Search 'Suffolk GLI - Green, Liberal Democrat & Independent Group'

**Website** - [Suffolk Green, Liberal Democrat and Independent Group – The GLI Group at Suffolk County Council \(suffolkgli.wordpress.com\)](#)

**Simon Harley    Suffolk County Councillor for Peninsula Division**



## APPENDIX D

### **Help us promote our digital skills sessions**

Do you know residents in your community and local network who'd like some help using the internet or a device like an iPad, smartphone or laptop? They can book a session with our digital skills team. Bookable sessions are now scheduled for March at libraries in Needham Market, Stowmarket, Sudbury and Hadleigh, with full details available on our website. All you need to do is call on 0300 1234000 to book.

### **Introducing the People & Place Plan pilot scheme**

Babergh and Mid Suffolk are among only six authorities across the country to be part of a Government-funded pilot, aiming to get more communities shaping the places they live with a new approach to planning. Through the pilot we are helping community groups develop People and Place Plans, which are simpler and more accessible ways for our residents to highlight their local planning priorities. These Plans are being proposed as lighter alternatives to developing full Neighbourhood Plans. The team behind the pilot will work with communities to help identify what buildings, areas and characteristics are important to them, and will deliver bespoke workshops and toolkits to help assemble the plans.

If you have any questions, would like to get involved, or know a group that would be interested, please call or email community engagement planning officer, Jo Wood, details are on the website.

### **Suffolk's first Youth Climate Conference**

Save the date - Wednesday 5 July 2023 is the scheduled date for Suffolk's first Youth Climate Conference. The event is being organised by the team behind Creating The Greenest County, in partnership with the Suffolk Climate Change Partnership, which includes our councils, and Suffolk County Council. The intention is to bring together students from secondary schools across the county for a morning of discussions, workshops, networking and mutual-learning about all things climate change and tackling the climate emergency in Suffolk. A venue, timings and full programme will be announced in due course, but, in the meantime, you can find more information on the Green Suffolk website. Or contact Abigail Blake if you have any questions or would like to be directly contacted with further updates over the coming months.

### **Free mental health first aid training**

Do you know volunteer, charity, faith or social enterprise groups that need a Mental Health First Aider? Two accredited MHFA training courses are currently available free of charge to voluntary, community, faith and social enterprise (VCFSE) groups in Babergh and Mid Suffolk. This training is for those in roles such as line managers, team leaders and volunteer coordinators who want to better support the wellbeing of their staff, colleagues and volunteers. Courses are four half-day sessions:

- March intake: 15, 16, 22 & 23 March, 1pm-5pm
- April intake: 18 & 25 April, 2 & 9 May, 1pm-5pm

Contact Bethany Taylor (01449 724881) if you have any further questions.

### **A reminder of local election advice and guidelines**

As you know, the local and parish elections will be held on Thursday 4 May. We have now mailed 90,000 Household Notification letters to all households in the districts on 16 February, which also included information on the new Voter ID requirement. A leaflet will be issued with this year's Council Tax billing letter, which will go out this month (March). This will also include information on what people should do if they do not have an accepted form of identification. Residents without any of the accepted forms of photo ID can apply for a free Voter Authority Certificate, up to 25 April. It is also important that we encourage our



residents to check that they are on the electoral register, and if not to register to vote by 17 April. Following the issue of the Household Notification letters we have received:

- average of 250 new voter registrations per day
- approximately 70 postal vote applications per day
- 60 online and 3 paper Voter Authority Certificate applications

### **Guidelines and restrictions during pre-election period**

Pre-election period starts on March 23, March 16 for parish councils, triggering a number of restrictions. The main restriction is on proactive publicity by the council relating to candidates and other politicians involved directly in the election. The council can still issue media releases on factual matters provided that these do not identify individual councillors or groups of councillors. Councillors are still free to respond to enquiries received from the media in a personal capacity. Individual councillors can issue their own statements, write letters to the local newspapers for publication, contact the media directly or say what they like in a personal capacity, but must not use council resources to do so.

It is still possible for the council to issue statements on behalf of a councillor holding a key political or civic position provided it relates to important events which are outside the council's control and can be shown to justify a member response. These occasions are likely to be rare and to be the exception, rather than the rule. If you have any specific concerns or queries, please contact the monitoring officer.

Please don't hesitate to contact me if you have any issues that you think I can help with and all the very best to you all.

Jane Gould

Babergh District Councillor, Orwell Ward Cabinet Member with portfolio for Climate Change, Biodiversity and Sustainable Travel

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