



MINUTES of the PARISH COUNCIL MEETING held on Tuesday 09 May 2023 commencing at 7.30pm held at Tattingstone Village Hall.

LIST OF ABBREVIATIONS USED INCLUDED AT APPENDIX B

PRESENT: Cllrs R Abbott, D Clarke, D Hawes, J Lee, G Mark, A Mendel, S Page, B Plumbly

Also in attendance: S Keys (Clerk), SCC Councillor Harley, Babergh District Councillor Potter and 12 members of the public.

01. WELCOME AND OPENING STATEMENT

Dave Wood declared the meeting open at 7.30pm and thanked all for attending. A statement was read out by the indicating that, in accordance with legislation, the public and councillors were permitted to film, record, photograph or use social media in order to report on the proceedings of the meeting. A full transcript is on the Council's website.

02. ELECTION OF CHAIR

Cllr Hawes nominated Cllr Mendel as Chair of the Parish Council, this was seconded by Cllr Mark. Cllr Clarke nominated Cllr Stennett as Chair of the Parish Council, this was seconded by Cllr Abbott. 4 Councillors voted in favour of Cllr Mendel, 3 Councillors voted in favour of Cllr Stennett. **Cllr Mendel was duly elected as Chair of the Parish Council and signed the Declaration of Acceptance of Office which was countersigned by the Clerk** as Proper Officer and will be retained in the Parish Council records.

03. ELECTION OF VICE- CHAIR

Cllrs Hawes and Page indicated that they would be happy to act as Vice Chair for the Parish Council. 3 Councillors voted in favour of Cllr Hawes and 4 Councillors voted in favour of Cllr Page. **Cllr Page was duly elected as Vice-Chair of the Parish Council and signed the Declaration of Acceptance of Office which was countersigned by the Clerk** as Proper Officer and will be retained in the Parish Council records.

04. APOLOGIES FOR ABSENCE

- a) Apologies were received from Cllr Stennett
- b) Council agreed to approve the apologies submitted, aif.

05. DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTEREST FROM COUNCILLORS INCLUDING GIFTS OF HOSPITALITY EXCEEDING £25

- a) To receive declarations of disclosable pecuniary interests, other registerable interests and non-registerable interests as detailed in Appendix B of the LGA Model Code of Conduct - there were no declarations declared.
- b) To receive notification of gifts of hospitality exceeding 350 – there were none received.
- c) To receive requests for dispensations – none had been received prior to the meeting.

10. STATUTORY BUSINESS *(item moved forward by agreement of the Council)*

- a) To receive signed Declaration of Acceptance of Office forms from all Councillors – Council noted confirmation from the Clerk that she had received signed DoAO forms from all Tattingstone Parish Councillors and had countersigned them accordingly.
- b) To receive nominations for the unfilled posts of Councillor following the uncontested Parish Council Election on 04 May 2024 – the Council noted the applications received from Steve Hammond and Janice Lee. 4 Councillors voted to co-opt Janice Lee, 3 Councillors voted to co-opt Steve Hammond. **Janice Lee was duly elected and signed the Declaration of Acceptance of Office which was countersigned by the Clerk as Proper Officer and will be retained in the Parish Council records.** Cllr Lee joined the meeting. The Clerk thanked Steve Hammond for his application.
- c) Council to confirm that it fulfils the eligibility criteria to use the General Power of Competence for the next four years. **Cllr Mark proposed that use of the GPoC was approved by the Council, this was seconded by Cllr Hawes and aif.**
- d) Councillors to re-confirm adoption of the LGA Councillor Code of Conduct 2020 (Appendix A of the Tattingstone Standing Orders) – **Cllr Lee proposed that the LGA Councillor Code of Conduct 2020 was adopted, this was seconded by Cllr Hawes and aif.**



- e) Councillors to approve Tattingstone Standing Orders, Internal Controls Statement, Finance Regulations and Risk Register – **Cllr Mark proposed that these statutory documents were approved by the Council, aif.**
- f) Councillors to consider and approve Parish Council Representation on outside bodies (Village Hall and Playing Fields Committee) – Cllr Page proposed that Cllr Hawes act as the Parish Council representative on the Village Hall and Playing Fields Committee, this was seconded by Cllr Mark. 4 Cllrs voted in favour of the proposal, 2 Cllrs voted against. 1 Cllr abstained from the vote. **Cllr Hawes was duly appointed as the Playing Fields and Village Hall representative for the Parish Council.**
- g) Councillors to consider nominations to Parish Appointed Positions (Bank Signatories) - **approval was given for Cllr Mendel to continue as bank signatory and Cllrs. Lee and Mark to become bank signatories, aif.**
- h) Council to note that, in accordance with s151 of the 1972 Act, the Parish Clerk is appointed as the Council's Responsible Financial Officer for the Council – all noted that the Clerk was the s151 Officer for the Parish Council

At 7.47pm Cllr Hawes left the meeting.

06. MINUTES

- a) To approve the minutes of the meeting on 03 April 2023 – **approval of the minutes as previously circulated was given along with consent for the Chair to sign the minutes as a true and accurate record of the proceedings that took place, 4 Cllrs in favour, 3 Cllrs abstained from the vote.**

07. CLERK'S REPORT

- a) To review actions from the previous meeting – the Clerk confirmed that quotes to weather-proof the village bus shelters was still being sought. A quote for a larger dog litter bin would be circulated after the meeting and added to the agenda of the next meeting for consideration. All potholes had been reported on the SCC reporting tool.
- b) To receive an updated from the Clerk on any other Council issues – none.

08. REPORTS FOR INFORMATION

- a) A written report had been submitted from Cllr. Harley (available as Appendix C). Cllr Harley updated the Council on the following issues: highways reporting, locality budget, appointment of Deputy Chief Executive Officer and the local election results
- b) An introduction was received from District Councillor Daniel Potter who provided an update on the outcome of the recent elections and his aspirations for the coming four years.

09. PUBLIC FORUM

- a) To receive questions and matters of concern from members of the public in attendance on the agenda submitted – none received
- b) To receive comments or questions relating to Tattingstone in particular – Dave Wood informed the Council that he and Jane Connell-Smith had presented the Coronation mugs to local school children and the local toddler group. He noted that a number of mugs were left and he requested the approval of the Council to sell these mugs and donate the funds to charity. **The Council agreed that the mugs could be sold and all funds be donated to charity, aif.**

A member of the public informed the Council that the husband of a previous Parish Councillor had recently passed away. **The Council agreed to send a letter of condolence to the parishioner, aif. (ACTION – Clerk)**

11. FINANCE

- a) To note the balance of accounts as at 28 April 2023 – Current Account, £41,546.53 and Deposit Account £3,190.60.
- b) To approve the accounts awaiting payment including those coming forth and the receipts allocated since the last meeting – the items awaiting payment were verified and explanations given where appropriate. **Cllr Abbott proposed that the meeting approved those as submitted under Paper 1 for payment as seen at Appendix A, this was seconded by Cllr Lee and aif.**
- c) To consider and receive the Bank Reconciliation for the period ending 31.03.22– **Cllr Mark proposed that the meeting approved the Bank Reconciliation as submitted under Paper 2 - 09.05.23, this was seconded by Cllr Clarke and aif.**
- d) To note, approve and sign the Neighbourhood CIL expenditure Report for return to Babergh District Council - **Cllr Page proposed that the Council approved and signed the CIL expenditure Report, this was seconded by Cllr**



Abbott and aif. The Paper was duly signed by the Clerk and will be returned to Babergh District Council (*ACTION – Clerk*)

- e) To receive an update on the monies held under the CIL Reserve and monies expended to date or coming forth as a bid against the CIL reserve – the Clerk provided an overview of Paper 4 - 09.05.23 and Council noted that the balance of forthcoming projects such as upgrades to the village playing field are currently unknown. Therefore, the available CIL balance is £18,323.85.
- f) To receive and adopt the Annual Internal Audit Report for the year ending 31 March 2023 as produced by the Council's appointed Internal Auditor (Paper 5 – 09.05.23) – all noted the report received from SALC and the recommendations included.
- g) To note and approve the Internal Audit Report Action Plan as drawn up by the RFO (Clerk) (Paper 6 – 09.05.23) – the Council reviewed the Internal Audit Action plan and noted the actions to update the Council Finance Regulations, to adopt the General Power of Competence (completed), to draw up a contract for the Clerk/RFO, to improve banking arrangements to enable reporting of bank balances at each meeting and the minuting requirements recommended in terms of In Camera minutes. Cllr Page noted that the recommendation for the Council to have .gov.uk email addresses should be added to the Plan (*ACTION – Clerk*) Following review of the actions **Cllr Clarke proposed that the Action Plan was should be approved by the Council, this was seconded by Cllr Mark and aif.**
- h) To receive and approve the Asset Register for the year ending 31st March 2022 (Paper 7 – 09.05.23) – Council received the Asset Register. **Cllr Clarke proposed that the Asset Register in the sum of £78,810.00 as at 31st March 2023 was a true and accurate reflection of the assets held by the Council at that point in time, this was seconded by Cllr Abbott aif.**
- i) To approve the Statement of Accounts for Tattingstone Parish Council for the year ending 31 March 2023 (Paper 8 – 09.05.23). **Cllr Mark proposed that the accounts for the year should be approved by the Council, this was seconded by Cllr Abbott and aif.**
- j) To consider and approve the completion of the Annual Governance Statement (Section 1) for the year ending 31 March 2023 as per the Annual Governance and Accountability Return (AGAR) - Council authorized the Chair to sign the Annual Governance Statement (Section 1), aif.
- k) To consider and approve the Accounting Statements for the year ending 31st March 2023 as transposed onto the AGAR (Paper 10 – 09.05.22) – **the Council approved the Accounting Statements as written, which were a summary of the Statement of Accounts as approved under 11i, and reflected the Council's overall financial position. The Council agreed that these were adopted as such and that the Chair be authorized to sign the Accounting Statements as written, aif.**
- l) To note the Budget to Actual position including variances for the year ending 31st March 2023 (Paper 11 – 09.05.22) – **Cllr Plumbly proposed that the Budget to Actual Position for year ending 31 March 2023 should be approved by the Council, this was seconded by Cllr Clarke, aif.**
- m) To note that the RFO (Clerk) has set the period for the Public Rights of the Unaudited Annual Governance and Accountability Return and advertised them along with associated documentation – the meeting noted that the dates that had been set and advertised were 05 June to 14 July 2023.

12. PLANNING MATTERS

- a) DC/23/01723 – Erection of three bay cart lodge/garage at Lyndhurst, School Road, Tattingstone, IP9 2NJ. Council considered the Planning application received. Council noted concerns about the size of this structure and its location in terms of other properties in the area. Following discussion, **it was proposed that the Council should respond to BDC recommending refusal of this planning application due to its size and location out of line with neighbouring properties, aif.**
- b) Council noted BDC approval of the Application for a Non-Material Amendment relating to DC/22/04355 – Relocation of garage a further 1m away from northern boundary at 17 The Close, Tattingstone, IP9 2 PD.

13. CORRESPONDENCE TO NOTE/ACTION

None received

14. MISCELLANEOUS CORRESPONDENCE

None.

15. VILLAGE PLAYING FIELD



- a) To receive tenders for the 2-year contract to cut the Village Playing Field (Paper entitled Playing Field Tenders 2023) – the Council noted receipt of three anonymous tenders; Tender 1 - £1200 per annum, Tender 2 - £1600 per annum and Tender 3 - £2880 per annum. Following discussion **the Council agreed that Tender Two of £1600 per annum should be approved, aif.**

16. VILLAGE MATTERS

- a) To receive an update on matters relating to the Tattingstone Tattler if appropriate – none received.
- b) To receive an update on matters relating to the Neighbourhood Plan if appropriate – Cllr Mendel informed the Council that there will be another meeting in 6 weeks time and it is hoped that the plan will be complete by the end of the year.
- c) To review progress of the Tattingstone CEP if appropriate – Cllr Page informed the Council that he is currently reviewing the comments received and updating the document as appropriate.

17. COUNCILLOR REPORTS

- a) To report village matters of concern to the Clerk – none received.

18. DATE OF NEXT MEETING

Monday 05 June 2023, 7.30pm at Tattingstone Village Hall.

Meeting closed to the public at 8.48pm

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



ACTIONS

MONTH	MINUTE NO.	ACTION	WHO
March	18	Source three quotes to weather proof the village bus shelters	Clerk
May	07	Add purchase of dog litter bin to next agenda for approval	Clerk
May	09	Send a letter of condolence to previous Cllr	Clerk
May	11	Add recommendation for Council to use .gov.uk email addresses to IA Action Plan	Clerk



Appendix A – Finance Report

Accounts submitted for payment – 09 May 2023

Payee	Detail	Method	NETT	VAT	TOTAL
Suffolk County Council	Street lighting Energy & Maintenance 22-23	CHQ – 101450	343.63	68.72	412.35
S. Keys	Salary	CHQ – 101451	320.70		320.70
S. Keys	Clerk's Expenses	CHQ – 101451	9.00		9.00
SALC	Membership subscription 2023-24	CHQ – 101452	273.77		273.77
Tattlingstone Village Hall	Hire for steering gp 27.04.23 & PC hire 2023	CHQ – 101453	224.00		224.00
Paul Gallington	Cut of Village Playing Field	CHQ – 101454	170.00		170.00
Babergh District Council	Litter & Dog bin emptying 2023-24	CHQ – 101455	279.18	55.84	335.02

Receipts allocated since 01 April 2023

Who	Detail	Method	Amount
Babergh District Council	Precept 1 of 2	BACS	£7,750.00
HMRC	VAT Reclaim	BACS	£768.60
Lloyds Bank	Bank interest	BACS	£3.96

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

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



APPENDIX C



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

A quiet month in Suffolk County Council due to local elections

This month has been quiet in the County Council due to the District Council elections so there is little to report. I have continued to work on casework though and there have been the usual Highways issues to report and hopefully speed up any action. I am now allowed to take on Locality Budget projects again.

I was on the Interview Panel and Committee to appoint a new Deputy Chief Executive for the County Council and I am pleased to say that we had excellent candidates for this very important job, though am unable to report any more details yet until an announcement is officially made.

Local Election results:

The District Council results for Wards in Peninsula are as follows:

Alastair McCraw (Independent) re-elected for Brantham Ward

Derek Davis (Independent) re-elected for Ganges Ward

Mary McLaren (Independent, was Conservative) re-elected for Stour Ward

Daniel Potter (Green Party) elected for Orwell Ward (was Jane Gould previously)

I hope to continue good working relationships with all the above to best serve the people of Peninsula.

It will be interesting to see what will happen at Babergh District Council now that the Green Party hold the largest number of seats on the Council (10 out of 32) and hopefully a constructive alliance will be built with the other parties involved.

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

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

For information on local support during the Cost-of-Living Crisis, visit: www.suffolk.gov.uk/CostOfLiving

Simon Harley Suffolk County Councillor for Peninsula Division