



MINUTES of the ANNUAL PARISH COUNCIL MEETING held on Monday 13 May 2024 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 (Chair), S Page, B Plumbly and B Stennett

Also in attendance: C Greenan (Clerk), District Councillor D Potter and 7 members of the public.

**01 OPENING**

Cllr Mendel declared the meeting open at 7.30pm and thanked all for attending. A statement was read out by the Chair 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 Page nominated Cllr Mendel as Chair of the Parish Council, this was seconded by Cllr Lee. 4 Councillors voted in favour of Cllr Mendel, 4 Councillors abstained from voting. 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**

Cllr Page indicated that he would be happy to act as Vice Chair for the Parish Council. All 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**

There were no apologies for absence.

**05 DECLARATIONS OF INTEREST**

- a) To receive declarations of disclosable pecuniary interests and other registerable interests as detailed in Appendix B of the LGA Model Code of Conduct – Cllrs Abbott and Stennett declared an interest in Agenda Item 14.
- b) To receive notifications of gifts of hospitality exceeding £50 – there were none submitted.
- c) To note the determination of requests for dispensations for items on the agenda under discussion – none requested.

**06 MINUTES**

- a) To consider and approve the minutes of the previous Parish Council meeting on 08 April 2024 – **The Chair proposed that Council approve the minutes as a true and accurate record of the proceedings that took place, this was approved by the Council, aif.** The Chair signed the minutes as approved.

**07 CLERK'S REPORT**

- a) To review actions from the previous meeting, the Clerk gave the following updates:
  - Provide quote for three noticeboards for next meeting – completed (see Agenda Item 11)
  - Provide copy for Tattler re. dog fouling and create a dog litter bin map for local residents – copy for Tattler completed but a dog litter bin map does not exist at present. **Cllr Stennett will research and complete a map, aif.** (ACTION – Cllr Stennett)
  - Write an article for Tattler re. daffodil bulb planting – completed
  - Send a letter asking residents to cut down their hedge - completed
- b) To receive the reports of items actioned under delegated powers:



- Met with Dave Brown, Playing Field Committee Chair to review concerns around grass cutting on Tattingstone Playing Field (Agenda Item 14)
- Submitted copy for Tattingstone Tattler
- c) To receive items of correspondence:
  - Email from local resident regarding the Village Plan
  - Email from District Cllr Harley regarding his concerns about potholes on the A137 and the response from Suffolk Highways. He requested that councillors and members of the public keep reporting the potholes.
- d) To receive an update from the Clerk on other council issues – none.

## **08 REPORTS FOR INFORMATION**

- a) A written report had been submitted from Cllr. Harley (available as Appendix C).
- b) A written report from BDC had been circulated by District Cllr Potter (available as Appendix D) Cllr Potter outlined his report.

## **09 PUBLIC FORUM**

- a) To receive questions and matters of concern from members of the public in attendance on items on the agenda submitted:
  - A member of the public explained that they would not be able to cut their hedge as requested as there are birds nesting in there. They also felt unhappy that they had received a letter through the Parish Council rather than a friendly visit from the person who complained about the hedge. Cllr Abbott felt that the member of the public may still need to cut back their hedge.
  - A member of the public highlighted that there were no longer any school signs in the village and they would like them to be reinstated. The member of the public was particularly concerned about the drop in school numbers. Cllr Stennett confirmed that the School Governors would appreciate support from TPC.
  - Members of the public and the Parish Council agreed that they would like a 20mph limit in the village between where the old school signs used to be, due to the amount of on street parking and pedestrians.
  - A member of the public highlighted that the hedge at the entrance of Chedworth Place has come further into the road. **Cllr Page volunteered to speak to the Wildlife Working Group about this hedge, aif. (ACTION Cllr Page)**
  - There were then various reports of hedges, trees and verges impeding the vision of vehicles at the triangle and at the Wheatsheaf crossroads.
  - **The Clerk will write to Suffolk Highways regarding the potholes on the A137, the school signs, the potential for a 20mph zone in the village, and about the hedges, verges and TPO oak tree impeding vehicle drivers' vision, aif. (ACTION CLERK)**

## **10 STATUTORY BUSINESS**

- a) Council to note that, in accordance with s151 of the 1972 Act, the Parish Clerk is appointed as the Council's Responsible Finance Officer as part of her contract of employment. **This was noted.**
- b) Councillors to reconfirm appointments outside bodies and parish appointed positions. **Cllr Page volunteered to continue as Village Hall and Playing Field Committee representative, this was proposed, seconded and aif. The current bank signatories agreed to continue, aif.**
- c) To review and adopt the latest version of Standing Orders for Tattingstone Parish Council, **aif**
- d) To review and adopt the latest version of Financial Regulations for Tattingstone Parish Council, **aif**

Cllr Plumbly left the meeting

## **10 FINANCE REPORT**

- a) To note and approve the balance of accounts as at 30 April 2024: Lloyds Account: £46,741.44 Barclays Current account: £5.60 Barclays Deposit Account: £3229.01. **Noted, approved and aif.**
- b) To note any accounting spot check undertaken by Cllr Page – completed in April 2024. **Noted**



- c) To approve the accounts paid since the last meeting, the accounts awaiting payment including those coming forth and the receipts allocated since the last meeting (PAPER 2). **The Council approved the accounts awaiting payment, aif.**
- d) To note the CIL report for April 2024 including nominal sums for potential CIL expenditure for the coming year (PAPER 3). **Noted and approved, aif.**
- e) To receive the Bank Reconciliation for the period ending 31.03.24 (PAPER 4). **Received and approved, aif.**
- f) To receive and approve the Asset Register for the year ending 31 March 2024. **Received and approved, aif.**
- g) To consider and approve the completion of the Annual Governance Statement (section 1) for the year ending 31 March 2024 as per the Annual Governance and Accountability Return (AGAR) – (PAPER 5). **Considered, approved and aif.**
- h) To consider and approve the Accounting Statements for the year ending 31 March 2024 as transposed onto the AGAR – (PAPER 6). **Considered, approved and aif.**
- i) To receive the list of payments which arise on a regular basis as the result of a continuing contract, statutory duty or obligation and regular maintenance contracts for the year 2024-25 (PAPER 7). **Received and aif.**
- j) Council to confirm, in accordance with FR 6.9 & 6.10 its acceptance for the use of BACS (Bank transfer) for the settlement of its invoices/requests for payments, provided that such payments are authorised by two bank signatories, and the evidence of such authorisation is retained, and any payments are report to the Council has having been made. **Confirmed, aif.**
- k) To review the quote for 3x Noticeboards for Village bus shelters (included in Clerk's Report). **Councillors reviewed the quote and agreed to the purchase of the noticeboard, aif.**

## **12 PLANNING MATTERS**

- a) To consider and agree response to the following planning matters relating to Tattingstone. None.
- b) To note the following decision notices received: SCC/0105/22BS Brockley Wood Land off A12 Belstead Suffolk IP8 3JS Extraction, processing and sale of sand and gravel, processing of inert waste materials with associated plant and related sales, access works, phased restoration using inert recovered materials and aftercare plan APPROVED. Cllr Mendel outlined that there would be a Judicial Review in relation to this application.

## **13 VILLAGE MATTERS**

- a) To report village matters of concern to the Clerk. None.
- b) To receive items for information only from parish council appointed representatives on outside bodies / groups:
  - Neighbourhood Plan: Cllr Mendel outlined that all landowners have been written to, that the Wheatsheaf's letter went missing, but they have now received an email version of the letter and they will respond.
  - Village Hall and Playing Fields Committee: Cllr Page updated the meeting on the Playing Field Fete and Music Festival and noted the grant received. Cllr Page highlighted that Tattingstone Football Club won the League Cup Final. **He proposed that a letter of congratulations is sent to the Football Club, this was aif.** (ACTION Cllr Clarke to send Cllr Mendel contact details and Cllr Mendel to write letter of congratulations). Cllr Page updated that the committee is still waiting for a response from BDC CIL board regarding the play area update. This may go to the board in June, but may be pushed back until September.

## **14 GRASS CUTTING AT PLAYING FIELD**

- a) To receive paper (PAPER 8) and recommendations from the Clerk ref. grass cutting contract in Tattingstone. Paper received and Cllr Page provided a background.
- b) To consider/agree next steps as necessary. **Cllrs considered the Clerk's recommendations and aif.**
- c) To approve payment of grass cutting funds directly to Playing Field Committee. **This was proposed by Cllr Page and aif.**

## **15 DATE OF NEXT MEETING**

Parish Council meeting – Monday 03 June 2024, 7.30pm  
Cllrs Mark and Mendel gave apologies for this meeting.



16 To resolve that under the Public Bodies (Admission to Meetings) Act 1960, the public be excluded from the meeting due to the confidential nature of the business to be discussed. **Resolved, aif and meeting closed to the public at 8.28pm.**

- a) To receive an update on the process to recruit a new Clerk/RFO. The employment committee updated the meeting that there had been one potential candidate interviewed, but they had been unsuitable. The Clerk continues to network for a replacement, there is an advert with SALC and in the Tattler.

**The meeting closed at 8.35pm.**

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



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**ACTIONS**

<b>MONTH</b>	<b>MINUTE NO.</b>	<b>ACTION</b>	<b>WHO</b>
May	7a	Complete map of dog litter bins	BS
May	9	Discuss hedge at Chedworth Place with Wildlife Working Group	SP
May	9	Write to SCC re: issues highlighted	Clerk



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**APPENDIX A**

***Accounts submitted for payment – Current Account***

<b>Payee</b>	<b>Detail</b>	<b>Method</b>	<b>NETT</b>	<b>VAT</b>	<b>TOTAL</b>
S. Keys	Clerk/RFO Marc 24 Salary	Bank Transfer	508.70		508.70
S. Keys	Clerk's Expenses – March 2024	Bank Transfer	9.00		9.00
Starboard Systems Ltd	Scribe accounting package (invoice 5943)	Bank Transfer	228.00	45.60	273.60
D. Childs	Playing Field Grounds Maintenance (inv.1872)	Bank Transfer	200.00		200.00
Tattingstone Village Hall	Hall Hire 2023-24	Bank Transfer	208.00		208.00
AHinton	Grass cutting – playing field April 2024	CHQ	30.00		30.00

***Receipts allocated***

	<b>Detail</b>	<b>Method</b>	<b>TOTAL</b>
Babergh District Council	Neighbourhood CIL funding – April 2024	BACS	3454.53
Babergh District Council	Precept 1 of 2	BACS	8098.00
HMRC	VAT reclaim	BACS	1123.36



**APPENDIX B – List 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>APCM</b>	<b>Annual Parish Council 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>BLC</b>	<b>Brantham Leisure Centre</b>
<b>BMCIC</b>	<b>Brantham Management Community Interest Company</b>
<b>BOS</b>	<b>Brantham Open Spaces Group</b>
<b>BMSDC</b>	<b>Babergh &amp; Mid Suffolk District Council</b>
<b>BPC</b>	<b>Brantham Parish Council</b>
<b>CEP</b>	<b>Community Emergency Plan</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>DCLG</b>	<b>Department of Communities and Local Government</b>
<b>FC</b>	<b>Finance Committee</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>LPA</b>	<b>Local Planning Authority</b>
<b>LPF</b>	<b>Lower Playing Field</b>
<b>LSC</b>	<b>Legal Sub Committee</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>RFO</b>	<b>Responsible Finance Officer</b>
<b>RFSC</b>	<b>Recreation, Footpaths and Services Committee</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>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>
<b>HMC</b>	<b>Village Hall Management Committee</b>



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**APPENDIX C**

**Report for May 2024 to the Parish Councils of Peninsula**

**Health Scrutiny**

At Health Scrutiny Committee on 17 April, we heard from colleagues in the NHS about their digital integration work, trying to join up the different IT systems they use and to make information sharing easier between health and care providers. This is especially helpful given the UK's aging population. Also, the committee reviewed an improvement plan produced by James Paget University Hospitals NHS Foundation Trust following the CQC inspection of their maternity services in 2023. Maternity services were found to be inadequate during the inspection, and the report detailed the actions they were taking to address the areas where they needed to improve.

**Strategy for Care Leavers**

On Tuesday 23 April, Cabinet reviewed the Leaving Care Strategy which detailed the ways in which the council wants to improve the service it provides to young people leaving our care. The council acts as a 'corporate parent' to all children taken into care, and must always ask itself with every decision: 'would this be good enough for my child?'. Plans in the new strategy for young people leaving care include help with housing, employment, mentoring and extension of the current council tax exemption scheme for care leavers who are living outside of Suffolk. The Leaving Care service offers support to all young people leaving care up to the age of 25, and care leavers regularly attend meetings at the council to provide feedback and ideas for improvement.

**New Appointments in Children's Services**

As well as the council's new £4.4m investment in additional staff to improve SEND services (detailed in last month's report), two new appointments have been made to leadership. Sarah-Jane Smedmor will be the new permanent Director for Children's Services, with a start date of 8 July. An Independent Chair for the new SEND Improvement Board has also been appointed, Kathryn Boulton, who will start in June and lead the SEND improvement the council needs to deliver following the poor Ofsted/CQC inspection in November 2023. The council submitted an action plan after the report was published which has been approved by Ofsted, CQC and the Department for Education.

**New Government Funding for SEND Schools**

The council will be receiving an additional £10.9million from the Department for Education to create new specialist places for children and young people with special educational needs and disabilities. The Department for Education also announced it was funding a new SEND school in Suffolk sponsored by the Unity Schools Partnership, which will provide 126 new places in Suffolk for pupils aged between three and 16 with severe learning difficulties. Earlier this month, the Chancellor also announced a new Alternative Provision (AP) free school, the SENDAT New AP Suffolk Free School, in West Suffolk. The sites for both schools are yet to be confirmed.

**More Suffolk Homes Eligible for Energy Improvements**

More families will be able to secure free assistance to make their houses warmer and more energy efficient using the Warm Homes Suffolk scheme. Residents and landlords of eligible properties can apply for energy efficient measures such as insulation, solar panels or heat pumps, with average funding of £18,000 is available for homeowners, and £12,000 for landlords and their tenants. Warm Homes Suffolk has been funding home energy efficiency improvements for two years, with funding from the Department for Energy Security and Net Zero. To be eligible, the following conditions must be met:

- Homes must have an EPC rating of D, or Homes are not heated by mains gas

And then either of the following conditions:





- Households have a combined pre-tax income of under £36,000
- Homes are in a certain postcode (you can use this [pre-qualified postcode checker](#)), which includes parts of Beccles, Bungay, Bury St. Edmunds, Felixstowe, Great Cornard, Haverhill, Ipswich, Kessingland, Lowestoft, Mildenhall, Newmarket, Rushmere St Andrew, Saxmundham, Sudbury (Shotley Peninsula and Brantham are not included in this..)

### **New Resurfacing Investment Gets Underway**

Residents across Suffolk are set to benefit from 421 newly surfaced roads this year which is almost double the number of roads completed last year. This is a result of the extra £10 million investment by the council into resurfacing roads, which was announced last May immediately after the local election result. 102 roads will be surface dressed, whilst a further 319 sites will benefit from a full machine resurfacing during the year (Brantham has 4 sites included on the list currently in the design stage). Surface dressing and machine resurfacing treatments prolong the life of a road surface, remove potholes and level it out. During the last six months, Suffolk Highways has repaired over 9,000 potholes and resurfaced 41 roads, with a further 278 roads planned for resurfacing in this financial year. Having said this, winter weather always sees an increase in potholes and there is still a lot to do.

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Cost of Living help and advice:

<https://infolink.suffolk.gov.uk/kb5/suffolk/infolink/family.page?familychannel=6>

Benefits advice and support:

<https://infolink.suffolk.gov.uk/kb5/suffolk/infolink/adult.page?adultchannel=0>

Flood preparation advice: <https://www.suffolk.gov.uk/suffolk-fire-and-rescue-service/fire-and-rescue-safety-advice-in-the-community/preparing-for-flooding>

Flood recovery advice and support: <http://www.suffolk.gov.uk/about/flood-recovery-information-for-suffolk>

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



### **APPENDIX D – District Council report, May 2024**

In Cabinet on the 7th May in my final act as Environment Portfolio Holder, I will introduce two agenda items for approval, the first being a policy for Scrap Metals incorporating The Scrap Metal Dealers Act 2013 which would mean those who distribute scrap metal must have their premises inspected to ensure legitimate working practices are in play rather than a rogue traders environment, with so much scrap metal being stolen from drain covers, church roofs and places which incorporate copper etc there is a need to properly licence this practice across Babergh and Mid Suffolk.

The other item is for cabinet is to approve measures we are taking at both Mid Suffolk and Babergh for DEFRA's Simpler Recycling Strategy, it will go across all our other districts in Suffolk as well in the same process for their respective cabinets, the deadline set from DEFRA is to roll out the new strategy for end of March 2026 and preparing new vehicles to handle the waste methods recommended by Govt and operational depots like in West Suffolk and Gt Blakenham will need to induct the changes outlined in that strategy.

I attended Hadleigh HEAT's local energy community event at the Guild Hall on the 20th April, where we shared ideas on harnessing sustainable energy, transport, tackling food waste more effectively and providing carbon reduction for the household with increasing the range of solar panels on roofs for example, I attended as Environment Portfolio Holder and it was well attended by around 35 people from schools, the church, members of HEAT and local councillors from Suffolk CC and Babergh DC.

Yesterday I chaired the 2nd Quarterly Western Suffolk Community Safety Partnership full meeting, with reports on how working groups are collaborating to reduce anti social behaviour, violence against women, gang violence, arson and burglary etc. A Domestic Homicide Review for a case that is pending in Newmarket is due to report it's findings on 3rd May via TEAMS.

Last night was the Chair's celebratory dinner at The Great House in Lavenham, proceeds for the dinner and evening raffle helped raise funds for the Men's Shed at Stour Valley which does very good crafting of wood materials to suit all different requirements and is a worthwhile cause for adults 18 and above interested in accessing a workshop environment whether highly skilled or just beginning to learn the trade.