



### MINUTES

#### TATTINGSTONE PARISH COUNCIL MEETING

Monday 03 April 2023, 7.30pm held at Tattlingstone Village Hall

**PRESENT:** Cllrs D Clarke, D Hawes, A Mendel, S Page, B Stennett, P Wills

**CHAIRPERSON:** Cllr D Wood

**IN ATTENDANCE:** S Keys (Clerk), County Cllr Simon Harley, District Councillor Jane Gould 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 G Mark. Cllr Wood proposed that these apologies were approved, this was seconded by Cllr Medel and aif.

#### 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 Stennett 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 MEETING MINUTES

a) To consider and approve the minutes of the previous Parish Council meeting on 06 March 2023 – Cllr Mendel proposed that these minutes were approved, this was seconded by Cllr Hwes and aif

#### 05. CLERK'S REPORT

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

- Update the H&S Policy and the Staff Appraisal Policy – completed
- Purchase Coronation mugs for school children – The Chair confirmed that these had been purchased. The Council agreed that Cllr Wood and Page would attend the local primary school to distribute these with Jane Connell-Smith.
- Source three quotes to weather proof the village bus shelters – underway.

b) To receive a report on any other issues from the Clerk – the Clerk informed the Council that she had been made aware of some anti- Ukraine graffiti on the bus stop by the Wheatsheaf. Cllr Stennett offered to clean this off. The Clerk informed the Council that the following concerns/issues had been raised by a local resident:

- Dog litter bin opposite the Chapel overflowing. The Clerk confirmed she had reported this to BDC and queried whether a larger bin for this location would be appropriate. Following discussion it was agreed that quotes for a larger bin should be sought. **ACTION** – Get quotes for larger dog litter bin.
- Potholes in Tattlingstone. Following discussion it was agreed that these should be reported on the SCC reporting tool again. **ACTION** – Clerk to report potholes to SCC
- An advert for the local fete was included in the Tattler in a smaller way than hoped. The Clerk confirmed that she had responded stating that this is an editorial decision and not appropriate for review at Parish Council meetings.

#### 06. PUBLIC SESSION

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

- SCC pledge for Net Zero
- Suffragette flag to mark International Women's Day
- Gender pay gap closed by 0.5%
- SEND work following assessment showing improvement
- Home placements for those displaced by the war in Ukraine

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



- Reminder that Voter ID is needed at the Ballot Box

### At 7.47pm Cllr Wills joined the meeting.

The following comments were received from members of the public:

- The dog litter bin opposite The Chapel is becoming full because residents are using it for dog waste from home. The Chair stated that the Parish Council had no power to police this.
- Thanks were extended to District Councillor Gould for her work as District Councillor and to Cllr Wood for his many years of service on the Parish Council.

### 07. FINANCE REPORT

- To note and approve the balance of accounts as at 30 March 2023:  
Community Account - £47,560.14  
Premium Account - £3190.60  
Cllr Mendel proposed that the balance of accounts was approved, this was seconded by Cllr Hawes and aif.
- 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 Stennett proposed that the updated Appendix A circulated by the Clerk and amended in the meeting to reflect the payment to Cllr Wood for commemorative mugs was approved by the Council, this was seconded by Cllr Mendel and aif.
- To note and approve the Budget to Actual Statement to 31 March 2023 – Cllr Wood proposed that the Budget to Actual Report was approved, this was seconded by Cllr Mendel and aif.
- To consider and receive the Bank Reconciliation for the period ending 31 March 2023 – the Council reviewed and approved the bank reconciliation as at 31 March 2023 as circulated by the Clerk. This was duly signed by the Chair.
- To receive the Annual CIL Report for the year ending 31 March 2023 – Cllr Mendel proposed that this report was approved by the Council, this was seconded by Cllr Page and aif.
- To note the Clerk as RFO has set the period for the exercise of public rights for the inspection of the accounting records for the year ending 31 March 2023 to take place between Monday 05 June – Friday 14 July 2023 inclusive. The Council noted and approved these dates.

### 08. BANKING ARRANGEMENTS

- To consider proposals for new banking arrangements going forward – Cllr Mendel highlighted that over the last year Barclays had been very hard to work with and that it would be preferable to bank elsewhere. Cllr Mendel suggested that a decision on this should be delayed for the next Council.
- To agree next steps as necessary – see above.

### 09. CLERK APPRAISAL

- To receive an update from the Chair re: Clerk's annual appraisal – the Chair reviewed the meeting held between himself and the Clerk as per the remit of the Appraisal Policy.
- To receive/agree recommendations from the Chair – as a result of the Appraisal the Chair recommended:
  - A full assessment of the Clerk's salary is undertaken by the new Council
  - Consideration is taken to changing bank accounts
  - Staff Appraisal Policy is reviewed and updated
  - A financial payment to Brantham Parish Council is considered to acknowledge shared resources. The Clerk confirmed that this has been discussed by BPC who did not wish to receive a payment but would welcome financial support with equipment purchase should it be necessary in the future.
  - Reporting from Playing Field and VH rep to take place at each Parish Council meeting to enable stronger links and collaborative working between the Parish Council and these committees.
  - The agenda item Any Other Village Matters will be removed from future agendas
  - Consideration should be given to the Scribe Financial accounting system as used by the Clerk at Brantham Parish Council.
  - Regular meetings to be held between the Clerk and the new Chair.

### 10. PLANNING APPLICATIONS

- To review planning applications received and to agree a response from TPC  
DC/23/01314  
Tattingstone Village Hall, Lemons Hill, Tattingstone, Ipswich, IP9 2NJ  
Application for prior approval for a proposed installation, alteration or replacement of other Solar Photovoltaics (PV) equipment on the roofs of non-domestic buildings - The Town and Country Planning (General Permitted Development) Order 2015 (As Amended) - Schedule 2, Part 14, Class J - Installation of solar panels.



Cllr Wood proposed that Tattingstone Parish Council should support this application, this was seconded by Cllr Hawes. Cllr Stennett abstained from the vote. All other Cllrs voted in favour and the motion was therefore carried.

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/23/00519

Chedworth Place, Tattingstone, Suffolk

Application for Listed Building Consent – Replacement of roof windows to 32no. listed properties

PLANNING PERMISSION REFUSED

The Clerk informed the Council that she had received notification from Collins Skiphire of their intention to submit a planning application to Suffolk County Council.

**11. CORRESPONDENCE**

a) The Clerk reviewed the correspondence that had been received in March 2023 (copies had been circulated to Councillors prior to the meeting). Councillors noted the following:

- An email from Tattingstone Good Neighbour Scheme requesting support from the Parish Council to lobby Connecting Communities to request that they provide transport into Ipswich. Following discussion it was agreed to ask TGNS to gather a view of the interest from local people and if this is sufficient the Parish Council would work with them to try to get the policy changed.

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

**12. POLICY DOCUMENT REVIEW**

a) To review the following amended Tattingstone Parish Council Policies as presented by the Clerk – the Council reviewed the Health and Safety Policy and the Staff Appraisal Policy that had been circulated prior to the meeting. The Clerk noted that Cllr Page had highlighted a number of grammatical errors that would be amended prior to publication.

b) To consider/agree any amendments/updates necessary – Cllr Stennett proposed that the Staff Appraisal Policy should be adopted by the Council, this was seconded by Cllr Page and aif. Cllr Page proposed that the Health and Safety Policy should be adopted by the Council, this was seconded by Cllr Hawes and aif. **ACTION** – Clerk to add policies to the website.

**13. PLAYING FIELD & VH COMMITTEE UPDATE**

a) To receive an updated from BS re Playing Field and VH – Cllr Stennett circulated a Playing Field report by email which updated on the following issues:

- Play area – Issues highlighted by the inspection report will be addressed through the planned refurbishment. A CIL application is ready to submit to Babergh District Council but the Committee is currently awaiting final quotes.
- Football - Team is currently at the top of the league with six games left in the season. Formal quotes for facilities upgrades range from 50K to 60K. The team cannot afford to apply for a planning application now, but they will consider upgrading the toilet facilities in the future.
- Cricket - Winter nets are ending soon, but ground preparations are being hampered by the wet weather.
- Village Fete – An overview of preparations for the Village fete on 24 June 2023.

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

**14. VILLAGE PLAYING FIELD**

a) To receive tenders for the 2-year contract to cut the Village Playing Field – the Clerk confirmed that to date there had only been one tender submitted. It was agreed to delay awarding a contract until the May Parish Council meeting. David Brown confirmed that he would arrange to have the grass cut in the interim.

b) To consider/agree next steps – see above

**15. VILLAGE LITTER PICK**

a) To receive an update on the village litter pick scheduled for 22 April 2023 – Cllr Mendel confirmed that the Litter Pick would begin at 10am from the Village Hall Car park. All volunteers are welcome.

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

**16. COMMUNITY EMERGENCY PLAN**



- a) To receive an update on any current Community Emergency Plan – Cllr Page informed the Council he had received feedback on the draft plan from Cllrs Stennett and Hawes which he is currently reviewing and incorporating. This will then be re-issued to Council for approval.
- b) To consider/agree next steps as necessary – See above.

**17. ANY OTHER URGENT VILLAGE MATTERS**

- a) To consider any other urgent village matters
  - Cllr Page informed the Council that Heritage Officers have visited Park Cottage and it is likely that a planning application will be submitted in the near future.

**18. DATE OF NEXT MEETING**

Monday 09 May 2023, 7.30pm at Tattingstone Village Hall

**Meeting closed to the public at 8.36pm**

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



## ACTIONS

<b>MONTH</b>	<b>MINUTE NO.</b>	<b>ACTION</b>	<b>WHO</b>
March	18	Source three quotes to weather proof the village bus shelters	Clerk
April	05.	Get quotes for larger dog litter bin	Clerk
April	05.	Report potholes on SCC reporting tool	Clerk



### Appendix A – Finance Report

ACCOUNTS TO BE PAID	Chq no.	NET	VAT	TOTAL	Powers Used
S.Keys (March 2023 salary - £320.50 March 2023 expenses - £13.05)	101441	£333.55		£333.55	LGA 1972, s.111
HMRC (P30 Quarter 4)	101442	£240.40		£240.40	LGA 1972, s.111
Leiston Press (Inv. 57773)	101443	£268.00	£3.00	£271.00	General Power of Competence, Localism Act
SALC (Inv.no. 26836, 6 months payroll)	101444	£45.00	£9.00	£54.00	LGA 1972, s.111
Places4People Ltd (Neighbourhood Plan Support)	101445	£1620.00	£324.00	£1944.00	Town and Country Planning act 1990, sch.1, para 8 and ss. 61E – 61Q and Sch.4B, 4C
Alison Farmer Associates	101446	£8350.00	£1670.00	£10020.00	Town and Country Planning act 1990, sch.1, para 8 and ss. 61E – 61Q and Sch.4B, 4C
Suffolk County Council (Street lighting energy & maintenance 22-23)	101447	£343.63	£68.72	£412.35	Parish Councils Act 1957, s.3
TGC (Grass cutting at Playing Field)	101448	£1012.50	£202.50	£1215.00	Public Health Act 1936, s. 164
Dave Wood (Re-imbusement for purchase of Coronation mugs)	101449	£483.26		£483.26	General Power of Competence, Localism Act

RECEIPTS RECEIVED SINCE THE LAST MEETING	TOTAL
Anonymous donations for The Tattler	£200.00
Alton Broadband	£100.00
Bank Interest	£3.96

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

#### **GLI Motion Voted In: New Chamber Recommit to Net Zero by 2030**

At Full Council, the GLI Group proposed a motion for SCC to recommit to its declaration to be Net Zero by 2030. The original declaration, made in 2019, occurred during a different wave of Cllrs. Since then, we have had an election which means 31 Cllrs have yet to formally commit themselves to Net Zero by 2030.

In January, it was announced in the Carbon Budget that SCC is not on track to achieve Net Zero by 2030. In proposing the motion, Opposition Spokesperson for Achieving Net Zero, Cllr Annette Dunning wanted to ensure the Conservatives would prioritise building a clearer roadmap to protecting our environment.

The motion was passed almost unanimously, with 2 Conservative Cllrs abstaining.

#### **New Woman's Flag up in SCC**

Women's History Month was celebrated throughout March, with International Women's Day being on 8<sup>th</sup> March. Last year, GLI Spokesperson for Women, Cllr Caroline Page, wrote to Suffolk County Council, asking that them to purchase a Suffragette Flag to fly proudly in celebrating a women's story.

Our Group can confirm that the Council listened to us, and the flag has been flying though out the month. It has also been confirmed that this will now be considered best practice in future. This comes as news in March shows Suffolk County Council's mean and median gender pay gaps have reduced in the last year, by 0.5% and 1.0%, respectively.

#### **Cabinet Meeting (21<sup>st</sup> March)**

The Cabinet agreed an additional £32m investment to increase school provision in the county. With the new funding, 11 new schools will be built, as well as further maintenance and expansion of current schools. Our Group welcomes additional support and will ensure there is a thorough process to the development and planning of new infrastructure.

In addition, £10.8m was agreed to help deliver new walking and cycling bridges in Ipswich, as well as providing financial support to the recommendations outlined by the Ipswich Policy Development Panel. Projects include boosting employment opportunities for young people and sustainable travel.

While we welcome additional investment, we have highlighted that there are infrastructure projects throughout the county, such as repair of existing bridges and roads, that need investment urgently and that the Administration needs a more coherent delivery plan to address shortages outside of Ipswich.

#### **SEND Report: Update**

The Government's assessment of the SEND services progress in Suffolk has been described as 'reassuring' after adopting all recommendations given in the Council's damning report back in 2021.

In November 2021, a report into SCC's SEND services found failings and inadequacies linked to a lack of engagement with parents/guardians, a failure to meet targets, and a lack of effective training in staff.





This comes as recent news from SCC said they have hired a Special Advisor for SEND Services, to support existing improvements. We will ensure via the Education Scrutiny Committee that this process is rigorously tested.

### **Homes for Ukraine: SCC Commit to More Money**

Suffolk County Council has announced additional financial support for household homing Ukrainian refugees.

Those who have homed a Ukrainian refugee for a minimum of 6 months will receive an additional £150 per month (in addition to the £350 monthly payment, which will rise to £500 after guests have stayed 12 months).

However, once the £500 monthly payment has been received, the council will stop its additional funding.

For more information, please visit: [www.suffolk.gov.uk/ukraine](http://www.suffolk.gov.uk/ukraine)

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



## APPENDIX D

### News and information from Jane Gould, Babergh District Councillor, to the Parish Councils and residents in Orwell Ward, April 2023

#### Ward news

I hope all of your plans for celebrating the King's Coronation are progressing as you would like, it is encouraging to see how the different parishes are all working to their strengths. We have now entered the pre-election period and candidates will be declaring their intention to run, or not to run, for election to both Babergh and Parish Councils in all wards. I would like to take this opportunity to let you all know that I am not standing again and to thank you all for your support over the last four years. It has been a pleasure meeting the Parish Councils and very interesting to see how you all work differently. I wish you the very best for the future.

#### 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:

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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