



MINUTES of the PARISH COUNCIL MEETING held on Tuesday 05 June 2023 commencing at 7.30pm held at Tattingstone Village Hall.

LIST OF ABBREVIATIONS USED INCLUDED AT APPENDIX B

PRESENT: Cllrs D Clarke, D Hawes, J Lee, G Mark, A Mendel, S Page, B Plumbly and B Stennett.

Also in attendance: S Keys (Clerk), SCC Councillor Harley, BDC Councillor Potter and 6 members of the public.

01. WELCOME AND OPENING STATEMENT

Cllr Mendel declared the meeting open at 7.30pm and thanked all for attending. A statement was read out 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. APOLOGIES FOR ABSENCE

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

03. 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 – Cllr Stennett stated that he had been appointed as a trustee for the Village Hall Committee.
- b) To receive notification of gifts of hospitality exceeding £50 – there were none received.
- c) To receive requests for dispensations – none had been received prior to the meeting.

04. PRESENTATION TO DAVE WOOD

- a) To formally record thanks to Dave Wood for his service to Tattingstone and Tattingstone Parish Council – Cllr Mendel informed the Council that Dave Wood was unable to attend tonight and that members of the public had requested to attend any presentation made therefore this would take place in a public location at another time.

05. MINUTES

- a) To approve the minutes of the meeting on 09 May 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**, 7 Cllrs in favour, 1 Cllr abstained from the vote.

06. 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 has been sourced and will be discussed in Minute no. 10
 - Letter of condolence sent to previous Cllr
 - .gov.uk email addresses added to the IA Action Plan
- b) To receive an updated from the Clerk on any other Council issues – the Clerk reported that the contract for maintenance of the Playing Field is now in place. There have been some initial communication and scheduling difficulties but it is hoped that these will resolve moving forward.

07. 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: revision of the energy infrastructure ref. water, procurement for street lighting, benefits claiming, active travel schemes and road improvements.
- b) Babergh District Councillor Daniel Potter gave an overview of progress made by the green party in the area, offered thanks to his predecessor Jane Gould. Cllr Potter agreed to circulate a full report following the meeting (available as Appendix D).

08. PUBLIC FORUM



- a) To receive questions and matters of concern from members of the public in attendance on the agenda submitted – Billy Richmond provided an overview of the planning application at Folly Farm to the Council and offered Councillors the opportunity for a site visit. Following discussion **the Council agreed that an extension to the deadline for responses should be requested so that Councillors could consider the application following a site visit.** (ACTION – Clerk)
- b) To receive comments or questions relating to Tattingstone in particular – none.
- c) To receive questions and comments submitted in writing/email for future consideration by the Council – none.

09. STATUTORY BUSINESS

- a) Council to note and approve the Parish Clerk/RFO contract – **Cllr Lee proposed that the Contract should be approved and signed, this was seconded by Cllr Mark and aif.**
- b) To consider and sign up to the Civility and Respect Pledge as per the paper circulated by the Clerk – **the Council agreed to answer the statements on the paper circulated in the affirmative and thereby approved the resolution to sign up to the civility and respect pledge. Delegated power was given to the Clerk to sign the pledge on behalf of the Council.** (ACTION – Clerk)
- c) To receive an updated on progress against the Internal Audit Report Action Plan as drawn up by the RFO (Clerk) – the Clerk gave an overview of the progress made to date and noted that the signing of the Clerk's contract meant that the only two items remaining were the reporting of confidential minutes and setting up of .gov.uk email addresses.
- d) To note and approve the update to the TPC Finance Regulations in Section 11 (contracts) – **Cllr Stennett proposed that the updated Finance Regulations should be approved by the Council, this was seconded by Cllr Mark and aif.**

10. FINANCE

- a) To note the balance of accounts as at 30 May 2023 – Current Account, £40,299.46 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 Lee proposed that the meeting approved those as submitted under Paper 1 for payment as seen at Appendix A, this was seconded by Cllr Plumbly and aif.**
- c) To note the accounting spot check undertaken by Cllr Page prior to the meeting – to be completed.
- d) To consider and receive the Bank Reconciliation for the period ending 30.05.23 – the Council noted the Bank Reconciliation as circulated.
- e) To note the Budget to Actual Position including variances to 30.05.23 – the Council noted the Budget to Actual position as circulated by the RFO.
- f) To note the CIL report for June 2023 including nominal sums for potential CIL expenditure – the Council noted the report circulated by the RFO and the nominal sums included in the report.
- g) To review and approve the purchase of an extra-large dog litter bin for opposite The Chapel – The Council noted the details of the 60L bin circulated with the agenda for the meeting at a cost of £263.99 (excl. VAT and delivery). **Cllr Mendel proposed that this bin should be purchased using CIL funding to do so. This was approved by the Council.** (ACTION – Clerk)
- h) To review and approve the quote received from Scribe for the accounting package – the Council considered the quote of £327 for the Scribe accounting package. This includes an annual accounts subscription fee of £228 per annum and a one-off onboarding fee of £99. Following discussion **the Council agreed that this accounting package should be purchased, aif.** (ACTION – Clerk)

11. PLANNING MATTERS

- a) To consider and agree response to the following planning matters relating to Tattingstone:
SCC/0125/22B/VOC
Folly Farm, Tattingstone, Ipswich, Suffolk, IP9 2NY
Proposal: Variation of Conditions 3 and 33 attached to planning permission reference SCC/0125/22B to allow for the continuance of permitted developments.
SCC\0209\17B\VOC
Folly Farm, Tattingstone, Ipswich, Suffolk, IP9 2NY
Proposal: Variation of Condition 2 attached to planning permission reference SCC\0209\17B to allow for the continuance of permitted development



SCC/0024/23B

Land at Folly Farm, Tattingstone, Ipswich, Suffolk, IP9 2DB

An eastern extension to Folly Farm Quarry for the extraction, processing, sale and distribution of sand and gravel and subsequent restoration using inert materials

As per earlier discussion this discussion will be carried forward to the July 2023 meeting.

b) To note the following decisions received:

DC/23/01314 - Tattingstone Village Hall, Lemons Hill, Tattingstone, Ipswich Suffolk 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.

PRIOR APPROVAL GRANTED

DC/23/01626 - Chedworth Place, Tattingstone, IP92ND,

Application for Listed Building Consent - Replacement throughout the development of the existing roof windows with Velux Heritage Conservation Roof Window.

PLANNING PERMISSION GRANTED

12. VILLAGE PLAYING FIELD UPDATE PROJECT

- a) To receive an update on the project to improve facilities at the Village Playing Field – the Council reviewed the letter received from the Playing Field Committee outlining the support requested from the Committee. Playing Field Committee Chair David Brown outlined that an application would be made to Babergh District Council for support for this project of 75% of project costs. 25% of project costs (£6406.00) were therefore being requested from the Parish Council.
- b) To review the preferred quote for the project as circulated by the Village Playing Field Committee – the Council reviewed the quote received. Cllr Mendel questioned the warranty for the equipment outlined.
- c) To formally review and approve a contribution from Tattingstone Parish Council towards the project – **Cllr Mark proposed that Tattingstone Parish Council provide £6406 from its CIL funding towards the cost of this project, this was seconded by Cllr Lee. 7 Cllrs voted in favour of the proposal, 1 Cllr abstained from the vote. The motion was carried.**

13. TREE/FOOTPATH WARDEN

- a) To consider the proposal to establish a Tree/Footpath warden for Tattingstone – Cllr Mendel informed the Council that the current Tattingstone tree warden is now elderly and in poor health and would like to hand over this responsibility.
- b) To consider/agree next steps - Following discussion **the Council agreed that this vacancy should be advertised.**
(ACTION – Clerk)

14. CORRESPONDENCE TO NOTE/ACTION

1. The Council noted an email from a local resident re: recycling at Tattingstone Village Hall – the Clerk confirmed that she had passed this email to the Village Hall Committee.

15. MISCELLANEOUS CORRESPONDENCE

Cllr Page highlighted the email received from Hana Richardson re: musical workshops and informed the Council that he had forwarded this email to the Good Neighbour Scheme in the village for them to take forward.

16. VILLAGE MATTERS

- a) To receive an updated from the Village Hall and Playing Field Representative if appropriate – Cllr Hawes gave an update on the following:
Playing Field Committee
- Football team has played some matches at Bourne Vale due to inadequate changing facilities. Quotes for improvements have been received. A “standalone” portacabin costs approximately £40-£50k. Planning permission will be sought.
 - Cricket team has had a successful year and tennis courts have been well-used.
 - Tree surgeon undertaken work to low hanging branches that had caused damage to men’s urinals.
 - CIL funding application for play equipment has been submitted.
 - Play area fence has been repaired.



- Summer fete will take place on 24 June 2023.
- Quotes for gates at the entrance to the playing field are being sought.

Village Hall Committee

- Chair elected at last meeting (David Brown)
 - Trustees appointed; Sheila Tweedy, Councillor Abbott, Councillor Stennett, David Brown and Jane Connell-Smith.
 - Hire rates remain the same this year
 - Quotes for a roof replacement are being sought. A specialist company has undertaken a structural survey due to the presence of asbestos.
 - Management trustees now hold a licence for alcohol, live music and showing of films in the Village Hall
 - There were a number of successful events in 2022; Queen’s Jubilee, 100 year VH celebration.
- b) To receive an update on matters relating to the Tattlingstone Tattler if appropriate – Cllr Hawes stated that levels of content were increasing which sometimes meant that difficult decisions would have to be made in terms of inclusion.
- c) To receive an update on matters relating to the Neighbourhood Plan if appropriate – Cllr Mendel informed the Council that there will be another meeting soon. Date to be confirmed.
- d) To review progress of the Tattlingstone CEP if appropriate – Cllr Page informed the Council that suggestions from Councillors have now been incorporated into the next draft of the CEP and that there are two areas that still need attention; the list of skills/resources needed in an emergency and the suggested items needed. Cllr Page informed the Council that feedback/input would be appreciated for the list. Councillors should contact Cllr Page with ideas/offers of help (*ACTION – Cllrs*)

17. DATE OF NEXT MEETING

Monday 03 July 2023, 7.30pm at Tattlingstone Village Hall.

18. IN CAMERA ITEM – CLERK’S SALARY REVIEW

Cllr Mark proposed that as per section 1(2) of the Public Bodies (Admission to meetings) Act 1960 the meeting should be closed to the public due to the confidential nature of the business to be transacted. This was seconded by Cllr Mendel and aif.

The meeting closed to the public at 9.07pm

- a) To review recommendations from the Chair ref. the SCP for the Tattlingstone Clerk/RFO in line with SLCC guidance using the job evaluation tool circulated – Cllr Mendel provided the Council with an overview of her pay and hours review meeting with the Clerk/RFO including the use of the SLCC spreadsheet which provides a model for evaluating the SCP rate for the role.
- b) To review recommendations from the Chair ref. weekly hours worked by the Clerk/RFO – Cllr Mendel recommended that the Clerk’s hours should be increased from 7 per week to 9 per week to fully reflect the hours worked and the fact that the RFO role is no longer done by an external volunteer.
- c) To review and approve any changes to the Clerk/RFO’s salary and hours worked – **Cllr Mendel proposed that the Clerk’s hours should be increased from 7 – 9 per week and that the Clerk/RFO Spinal Column Point should be increased from 14 – 22 as per the SLCC recommendation that takes into account role and experience of the Clerk, aif.** Clerk to inform SALC payroll service of these changes. (*ACTION – Clerk*)

Meeting closed at 9.30pm

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



ACTIONS

MONTH	MINUTE NO.	ACTION	WHO
March	18	Source three quotes to weather proof the village bus shelters	Clerk
June	08	Request an extension to the deadline for responses to the Folly Farm Planning Application	Clerk
June	09	Sign the Civility and Respect Pledge on behalf of the Council	Clerk
June	10	Purchase extra large dog litter bin for opposite The Chapel	Clerk
June	10	Set up Scribe accounting system	Clerk
June	13	Advertise vacancy for a tree/footpath warden	Clerk
June	16	Contact Cllr Page with input for resources/skills/necessary items for the CEP	Cllrs
June	18	Inform SALC of changes to SCP and hours worked	Clerk



Appendix A – Finance Report

Accounts submitted for payment – Current Account

Payee	Detail	Method	NETT	VAT	TOTAL
S. Keys	Clerk/RFO Salary	CHQ – 101456	320.70		320.70
S. Keys	Clerk's Expenses	CHQ - 101456	9.00		9.00
S. Fisher	Email domain registration	CHQ – 101457	130.00		130.00
Leiston Press Ltd	Tattler Printing	CHQ – 101458	268.00	3.00	271.00

Receipts allocated

Who	Detail	Method	TOTAL
HMRC	VAT reclaim	BACS	768.60
Babergh District Council	Precept 1 of 2	BACS	7750.00

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

Revision of Suffolk County Council's Energy Infrastructure Policy

The decision to adopt the Energy Infrastructure Policy by the Cabinet in February 2021 required that a review of the Policy was undertaken after two years, and this was discussed at Cabinet on 16 May. The following changes were proposed: to expand the scope of the policy to cover water resource infrastructure, including, but not limited to reservoirs, pipelines, and desalination plants, and to make modifications to the policy wording to ensure that it is up to date and robust. The policy was also renamed the Energy and Climate Adaptive Infrastructure Policy.

Water Resources East stated, with the launch of their regional plan consultation in November 2022, that, "Unless action is taken, increasing water scarcity will constrain agricultural production and curtail economic and housing development, impacting the region's future prosperity and endangering the east's iconic chalk rivers, peatlands and wetlands".

The emerging issues of water stress are illustrated by the proposal, in Essex & Suffolk Water's Water Resource Management Plan (WRMP) 2024 consultation, for a moratorium on mains connections for new non-domestic supply until 2032, in the Hartismere Water Resource Zone (WRZ).

The Council has supported innovation and adaptation, having worked closely with the Environment Agency, the University of East Anglia, and Felixstowe Hydrocycle, to construct and run demonstration sites for the use of alternative water resources. Demonstration sites include a system for the storage and distribution of storm water, and a pilot installation for managed aquifer recharge near Felixstowe.

Procurement of Street Lighting Services

The current Highways Services Contract with Kier Integrated Services Limited, which includes provision for Street Lighting Services, comes to an end on 30 September 2023, having been extended to its full 10-year term.

The Cabinet report for 16 May set out the process and timeline for the new procurement, with reference to the Scrutiny Committee report 'The Procurement of a new Highways Services Contract' from 15 February 2022, which set out lessons learned from the last procurement and how these would be incorporated in the procurement process and new contract to ensure a more rigorous procurement and selection process, and delivery of high quality and sustainable street lighting services for the county.

Final tender submissions were due to be received on 19 May 2023 and will be evaluated and scored during the following two weeks with a view to awarding the new contract in June 2023.

Supporting Suffolk Residents to Access Benefits

Feedback from VCSE organisations shows that many people are not benefiting from the support they are eligible for. Whilst recognising the good work done by council officers and the voluntary sector to support those in need as cost-of-living pressures continue, our group proposed a motion to put in place an additional programme of communication, to improve the take up of benefits and support available.

According to a recent Financial Times article, an estimated seven million people nationally are not accessing benefits they are entitled to claim, with around £15bn of unclaimed support. Many Suffolk residents may be unaware that they are eligible for a carers allowance, or attendance allowance, and may need signposting or support with the application forms for these benefits. So there are around 6,000 people in Suffolk not getting their correct benefits, who we aim to help.

This GLI motion was passed by the full Council at the Annual General Meeting on 25 May.



Suffolk County Council receives £7.8m for Active Travel Schemes

The government's scheme Active Travel England aims to boost local economies and transform the school run for thousands of children, generating up to 16 million extra walking and cycling trips a year across the country.

The council received £7.8m from the government which it will spend on seven projects around the county, encouraging cycling and walking via cycle lanes, shared use paths and improved road crossings. Unfortunately, none of those chosen are on the Peninsula which I highlighted in a speech to Council about this, and the disappointment this will cause. Many other, mostly rural, areas have also missed out.

There will be a period of consultation with Suffolk residents during 2023, with work starting on all schemes in 2024.

Investment of £10m announced for potholes on minor roads

The Council confirmed that £10m would be set aside to be spent over the next 20 months on the surfaces of smaller, local roads where people live, in partnership with Milestone, the new highways contractor. I will be pressing for some of this funding to come to fix the roads of the Peninsula.

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

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



APPENDIX D

Report for June 2023 from Daniel Potter (BDC Councillor)

Following a successful reelection for the Green Party in Orwell and the addition of a further 9 newly elected Councillors spread across Babergh this campaign, this was a tremendous result for the party breaking new ground in South Suffolk and represents a significant shift from more traditional parties and a faith bestowed upon candidates to be closely in touch with issues on the ground with a sense of working hard for the interests of their area.

I was proud to be among the contingent of these elected councillors after winning over 60% of the vote in Orwell, and wish to place on record my appreciation and thanks to my predecessor Jane Gould who served the ward in these last 4 years also having held the cabinet post of Climate, Biodiversity and Sustainable Travel, its fair to add that electing Jane to then serve on Cabinet shows the impactful measure of voting for her and I likewise will hope to make significant impacts myself along the way in this term.

Already I have been busy making myself known to each Parish in the ward of which represent a total of 6 Parishes, I have noted the ongoing casework left by previous Cllr Gould and have listened and responded to their concerns, in one single week I attended three parish council meetings in three consecutive days so this has certainly been a baptism of fire in the first few weeks.

I have provided my first article for the village newsletter The Tattler for the June edition, providing a welcome introduction to myself as a Cllr but also as a Tattlingstone resident, my thoughts on the local election campaign and successful election to BDC and meeting the challenges which lie ahead and to be met for the residents of Orwell.

The amalgamation of Greens, Independents and Liberal Democrats encompassing the whole working administration after Greens won the most seats but no overall party having control of the council is a progressive pact and well negotiated by the three party leaders Leigh Jamieson for the Green Party, Stephen Plumb for the Independents and Lee Parker for the Liberal Democrats.

These were not easy negotiations to make but in the end there's a strong willingness to make the new look administration work and best meet the needs of Babergh residents, and that has been front and centre of what each representative of each party has been thinking about.

There also seems to be a good signal that each cabinet brings a quality of level of strategic thinking and structural balance to his and hers particular role.

Leadership was agreed to run on a rotational basis, so for the first year David Busby from the Liberal Democrats will lead and for years 2 and 4 the Greens will select a leader where the Independents will have a leader put forward for year 3.

On Cabinet the Greens had 4 seats out of 8 with the Independents with 3 and the Liberal Democrats with 1 post, I am happy to say although it has already been circulated by the local media I will hold the portfolio of Environment for Cabinet and will have a fellow Green Councillor Tim Register who has offered to be sub in this role.

I was also elected by councillors at the recent AGM to be on the committee for Western Suffolk Community Safety Partnership, also I will sit on two other committees, Licencing and Regulatory Practices and Shared Revenue Partnership.



TATTILINGSTONE

Parish Council

These additional council roles and respective duties allied to the work I will undertake in the ward will no doubt occupy much of my time but I am more than happy to be met and contacted by residents.

My new contact email address for council business and enquiries is: Daniel.Potter@babergh.gov.uk.