



# TATTINGSTONE

## Parish Council

34 Sycamore Way  
Brantham  
CO11 1TL

Sarah Keys  
Clerk to the Council

07807 799480  
clerk@tattingstoneparishcouncil.gov.uk

Paper submitted by the Clerk to the Council at the Parish Council meeting on 08 April 2024

### Parish Clerk's Report – April 2024

#### a) To review actions from the previous meeting

MONTH	MINUTE NO.	ACTION	WHO
March	06	Email resident re: decision not to request a name change for The Wonder <i>Completed</i>	Dismissed
March	06	Invite Suffolk Wildlife Trust to make a presentation to the Parish Council about Increasing biodiversity in Tattingstone <i>Completed</i>	Dismissed
March	06	Purchase two additional signs for the Playing Field Committee <i>Completed</i>	Dismissed
March	08	Invite local resident to next Neighbourhood Plan meeting To be completed by Cllr Lee/NP working group	Ongoing

#### b) To receive the reports of items actioned under delegated powers

- Installed signs in village play area
- Advertised Clerk/RFO role on Social media and SALC website

#### c) To receive items of correspondence

##### ITEM ONE – For information

**From:** Simon Harley (SCC Councillor) <Simon.Harley@suffolk.gov.uk>

**Sent:** Wednesday, March 13, 2024 10:42 AM

**To:** Brantham Parish Council <clerk@branthamparishcouncil.co.uk>; Mal Bridgeman

<mal.bridgeman@branthamparishcouncil.co.uk>; Tattingstone Parish Council

<clerk@tattingstoneparishcouncil.gov.uk>; andrea.mendel@tattingstoneparishcouncil.gov.uk

**Subject:** FW: Road surface along A137 454936

Dear Brantham and Tattingstone Parish Councils,

Please see the reply below to the query about funds from National Highways to mitigate the effects of the diversions of the last 2 years.

I do believe that we are right in feeling aggrieved about this and that SCC has missed an opportunity to gain useful additional funding.

I am sorry not to have got a more helpful response.

Yours,

Simon Harley (SCC Councillor)

**From:** Councillor Highways Support <  
**Sent:** Wednesday, March 13, 2024 9:56 AM  
**To:** Simon Harley (SCC Councillor) <[Simon.Harley@suffolk.gov.uk](mailto:Simon.Harley@suffolk.gov.uk)>  
**Subject:** RE: Road surface along A137 454936

Good Morning Councillor Harley,

Thank you for your enquiry regarding Ipswich Road, Brantham.

Currently no additional funds have been made available in relation to the National Highways Scheme within Suffolk County Council (SCC) by National Highways. Costs for repair through additional traffic volumes would therefore need to be funded from within the current maintenance budgets held with SCC.

There are two significant National Highways improvement schemes currently underway within Suffolk (the A12 and A14), both SCC and Suffolk Highways have requested financial support for increased consequential damage, however this is not within the budget constraints of National Highways either. Suffolk Highways will continue to undertake routine Safety Inspections in accordance with our Highway Maintenance Operational Plan (HMOP) and any defects that meet the intervention levels defined within (HMOP) will be raised and repaired within the specified timescales.

Kind regards

**Michelle Cook**  
Asett Support Technician (Carriageways, Road Markings & Signage)

The integrity of the Council’s finances is to be protected by two of the three signatories checking and reviewing the invoices for payment for which they will have seen an original copy.

Within the Council’s Financial Regulations (4.1) – expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget or where prior approval has been given for such expenditure to be incurred (i.e. under contractual agreements)

Such authority is to be evidenced by a Minute or by an authorisation slip duly signed by the Clerk and where necessary also by the appropriate Chair. Invoices will only be processed for payment by the Parish Clerk once she is satisfied that the payment sums match the invoices produced.

**Accounts submitted for payment – Current Account**

Payee	Detail	Method	NETT	VAT	TOTAL
S. Keys	Clerk/RFO Marc 24 Salary	Bank Transfer	508.50		508.50
S. Keys	Clerk’s Expenses – March 2024	Bank Transfer	9.00		9.00
SALC	6 Months Payroll provision (inv. 28388)	Bank transfer	45.00	9.00	54.00
Suffolk County Council	Street lighting and Maintenance (inv. 9542868)	Bank Transfer	307.67	61.54	369.21
HMRC	P30 Q4	Bank Transfer	381.40		381.40
Marktek	Village Signs x2 for playing field	Bank Transfer	84.37	16.88	101.25
Playing Field Committee	Donation to Village Fete	Bank Transfer	500.00		500.00
D. Childs	Playing Field Grounds Maintenance (inv. TBC)	Bank Transfer	15.00		15.00
SALC	Membership subscription 2024-25 (inv. 28741)	Bank Transfer	280.69		280.69

**Receipts allocated**

	Detail	Method	TOTAL
Barclays Bank	Bank Interest	BACS	12.03

Presented by:..... Sarah Keys, Responsible Finance Officer

Countersigned by:..... Chair to the Parish Council

All payments authorised under The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012

Note: Council resolved at the 2019 Annual Meeting that it met the eligibility conditions, and this continues right through until the next relevant annual meeting which will be May 2023. This is regardless of whether the Council continues to meet those conditions for the duration, (para 7.12 of the Explanatory Memorandum to The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 refers.



## Neighbourhood CIL Expenditure Report

Town or Parish Council: Tattingstone  
1 April 2023 to 31 March 2024

<b>A</b>	<b>Total CIL income balance carried over from previous year</b>	<b>£ 18,323.85</b>
<b>B</b>	<b>Total CIL income received in reporting year (receipts received in April and October)</b>	<b>£0</b>
<b>C</b>	<b>Total CIL spent within reporting year (expenditure, net amount if VAT recoverable)</b>	<b>£2446.77</b>
<b>D</b>	<b>Total CIL retained at year end (A+B-C)</b>	<b>£15,877.08</b>

### Neighbourhood CIL Expenditure – Details of Spent Funds

Items to which CIL funds have been spent:	(Net amount if VAT recoverable)
New dog litter bin	263.99
Update of village grit bins	887.95
Update of parish benches	1245.00
Replacement play area sign	49.83
<b>Total spent</b>	<b>£2446.77</b>

### Neighbourhood CIL – Details of Allocated Funds (not yet spent)

Items to which CIL funds have been allocated but not yet spent:	(Net amount if VAT recoverable)
Additional play area signs	100.00
New play equipment in playing field	6406.00
<b>Total Allocated</b>	<b>£6506.00</b>

Has the expenditure report been uploaded onto the Parish's website: (Y)

This form needs to be signed by two representatives of the Parish/Town Council (electronic signatures are not acceptable)

Signed: .....

Position: .....

Verified: .....

Position: .....

Please scan and email this form to the following email address

[infrastructure@babberghmidsuffolk.gov.uk](mailto:infrastructure@babberghmidsuffolk.gov.uk)



## CIL SPENDING REVIEW – April 2023 for the year ending 31 March 2024

Neighbourhood CIL is governed by the CIL Regulations and the rate at which it is paid is set out in national legislation. For those Parish Councils with a made Neighbourhood Plan it is 25% (with no CAPO and for Parishes where there is no made Neighbourhood Plan it is 15% subject to a cap which is set out nationally (in legislation). *The cap is worked out at £100 index linked per occupied property within the parish. The cap rate is set for the year and changes on the 1<sup>st</sup> January each year.*

### 1. CIL Resources available

CIL funding currently stands at:

Financial Year	Income	Expenditure	CIL running Total	Timescales
2021-22	£7,485.48		£7485.48	06.10.26
2022-23	£10,838.85		18,323.85	07.04.27
2023-24		£263.99	£18,059.86	
		£887.95	£17,171.91	
		£1245.00	£15926.91	
		£49.83	£15,877.08	
<i>Committed</i>		<b>£6506.00</b>	£9371.08	Balance after committed funds
<b>Totals</b>	<b>£18,323.85</b>	<b>£8952.77</b>		

### 2. Projects completed as bids against the Neighbourhood CIL Pot

*The following projects having been previously approved as valid projects for the Neighbourhood CIL pot are now completed with monies being fully paid out*

Project	Budget	Predicted Cost	Sources of External Funding	Neighbourhood CIL (Parish) Funding	Start date	Current Position
Purchase of new dog litter bin	Parish CIL funding	£263.99	None	£263.99	July 2023	Completed
Grit bin update	None allocated	£864.00	None	£887.95	October 2023	Completed
Parish Benches update	None allocated	£2000.00	None	£1245.00	March 2024	Completed
Playing field sign	None Allocated	£50.00	None	£49.83	March 2024	completed

### 3. Projects identified as potential bids against the Neighbourhood CIL Pot

*The following projects have been identified as valid bids against the Neighbourhood CIL Pot, have approval and are awaiting completion with monies being fully allocated and therefore committed:*

Project	Budget	Predicted Cost	Sources of External Funding	Neighbourhood CIL (Parish) Funding	Start date	Current Position
Play area updates	None allocated	£20,000	Neighbourhood CIL (BDC)	£6406.00	Once BDC CIL Funding approved	Funding request to BDC CIL underway
Replacement Playing Field signs	None Allocated	£100.00	None	£100.00	Payment April 2024	Signs purchased, payment to be made

**4. The following projects may be identified or submitted as potential discussion bids and will provide the basis for infrastructure spending as developments come online**

*Items highlighted in GRAY will be identified on an “as and when demand” as the parish continues to grow*

Project	Budget	Predicted Cost	Sources of External Funding	Neighbourhood CIL (Parish) Funding	Additional consultation required	Further information
New Grit Bins	On as an when basis			Neighbourhood CIL (Parish)		
New Waste Bins	On as and when basis			Neighbourhood CIL (Parish)		
New Parish Benches	On as and when basis			Neighbourhood CIL (Parish)		





## Summary of Receipts and Payments

All Cost Centres and Codes

## Administration

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
8	Payroll costs				110.00	45.00	65.00	65.00 (59%)
9	Audit				350.00	210.00	140.00	140.00 (40%)
10	Hall Hire				250.00	265.00	-15.00	-15.00 (-6%)
11	Website/email				100.00	420.80	-320.80	-320.80 (-320%)
12	Insurance				550.00	532.29	17.71	17.71 (3%)
13	Training				200.00	275.00	-75.00	-75.00 (-37%)
14	GDPR Costs				40.00		40.00	40.00 (100%)
15	Miscellaneous					522.00	-522.00	-522.00 (N/A)
16	Staff recruitment							(N/A)
17	Election costs				1,000.00	142.23	857.77	857.77 (85%)
35	Tax & NI					1,355.78	-1,355.78	-1,355.78 (N/A)
<b>SUB TOTAL</b>					<b>2,600.00</b>	<b>3,768.10</b>	<b>-1,168.10</b>	<b>-1,168.10 (-44%)</b>

## CIL

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
5	CIL income	500.00		-500.00				-500.00 (-100%)
31	CIL expenditure					2,299.78	-2,299.78	-2,299.78 (N/A)
<b>SUB TOTAL</b>		<b>500.00</b>		<b>-500.00</b>		<b>2,299.78</b>	<b>-2,299.78</b>	<b>-2,799.78 (-559%)</b>

## Income

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Precept	15,500.00	15,500.00					(0%)
2	Bank interest	5.00	38.41	33.41				33.41 (668%)
3	Allotments		128.68	128.68				128.68 (N/A)
34	VAT reclaim		768.60	768.60				768.60 (N/A)
<b>SUB TOTAL</b>		<b>15,505.00</b>	<b>16,435.69</b>	<b>930.69</b>				<b>930.69 (6%)</b>

## Neighbourhood Plan

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
32	Neighbourhood Plan Income		5,172.00	5,172.00				5,172.00 (N/A)
33	Neighbourhood Plan expenditure					13,538.00	-13,538.00	-13,538.00 (N/A)
<b>SUB TOTAL</b>			<b>5,172.00</b>	<b>5,172.00</b>		<b>13,538.00</b>	<b>-13,538.00</b>	<b>-8,366.00 (N/A)</b>

## Other items

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
29	Purchases/assets				548.00	483.26	64.74	64.74 (11%)

Summary of Receipts and Payments

All Cost Centres and Codes

30 Miscellaneous/project support		2,600.00		2,600.00	2,600.00 (100%)
<b>SUB TOTAL</b>		<b>3,148.00</b>	<b>483.26</b>	<b>2,664.74</b>	<b>2,664.74 (84%)</b>

Salaries

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
6 Clerk/RFO Salary				4,200.00	5,694.84	-1,494.84	-1,494.84 (-35%)
7 Clerk/RFO expenses				220.00	181.80	38.20	38.20 (17%)
<b>SUB TOTAL</b>				<b>4,420.00</b>	<b>5,876.64</b>	<b>-1,456.64</b>	<b>-1,456.64 (-32%)</b>

Services

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
23 Bin emptying				350.00	279.18	70.82	70.82 (20%)
24 Litter bin purchases				300.00		300.00	300.00 (100%)
25 Playground inspection				100.00		100.00	100.00 (100%)
26 General Village Maintenance				200.00	300.00	-100.00	-100.00 (-50%)
27 Play area grass cutting				2,000.00	2,307.50	-307.50	-307.50 (-15%)
28 Street lighting				550.00	343.63	206.37	206.37 (37%)
<b>SUB TOTAL</b>				<b>3,500.00</b>	<b>3,230.31</b>	<b>269.69</b>	<b>269.69 (7%)</b>

Subscriptions/grants/Donator

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
18 SALC Subscription				237.00	273.77	-36.77	-36.77 (-15%)
19 SLCC Subscription				100.00	144.00	-44.00	-44.00 (-44%)
20 Donations				800.00	550.00	250.00	250.00 (31%)
21 Church Support				800.00	800.00		(0%)
<b>SUB TOTAL</b>				<b>1,937.00</b>	<b>1,767.77</b>	<b>169.23</b>	<b>169.23 (8%)</b>

Tattingstone Tattler

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4 Tattingstone Tattler Income		452.00	452.00				452.00 (N/A)
22 Tattingstone Tattler Expenditure				400.00	1,144.00	-744.00	-744.00 (-186%)
<b>SUB TOTAL</b>		<b>452.00</b>	<b>452.00</b>	<b>400.00</b>	<b>1,144.00</b>	<b>-744.00</b>	<b>-292.00 (-73%)</b>

Summary of Receipts and Payments

All Cost Centres and Codes

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Summary

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NET TOTAL	16,005.00	22,059.69	6,054.69	16,005.00	32,107.86	-16,102.86	-10,048.17 (-31%)
V.A.T.		2,561.46			3,684.82		
GROSS TOTAL		24,621.15			35,792.68		

**Tattingstone Parish Council**

**Donations for the year ending 31 March 2025 using the General Power of Competence\***

Recipient	Reason for request	Amount Requested	Actioned	Minute no.
Tattingstone Fete Commi	Contribution to village fete	£500	£500	March 10(G)

Subtotal of expenditure incurred to date	£500
Donations budget for 2024-25	£800
Funding carried over from 2023-24	£250
Donations over/underspend for 2024-25	£550

\* The General Power of Competence (GPC) was introduced by the Localism Act 2011 and took effect in February 2012. At its Annual Parish Council Meeting of 10 May 2023 the Parish Council resolved that it fulfilled the eligibility criteria set by the SoS (Localism Act 2011 s8) and that it was enabled to use the General Power of Competence (GPC)

PAPER 8

**From:**

**Date:** 1 April 2024 at 15:15:27 BST

**To:** Andrea Mendel <[andrea.mendel@me.com](mailto:andrea.mendel@me.com)>

**Subject:** Parish Council/Bus stop noticeboards

Dear Councillor Mendel,

I am writing to you as you are the Chairperson of the Parish Council and the Parish Clerk has resigned.

I would like to ask the Parish Council to consider purchasing larger noticeboards in all of the village bus stops. The existing noticeboards are inadequate for the volume of notices. New noticeboards would provide space for more notices and prevent the village looking less like a litter bin as residents are resorting to displaying notices outside of the bus stops.

Thank you for your consideration.

Kind regards,