

# MEETING DATES

## 2024

<b>PARISH COUNCIL MEETINGS all at TATTINGSTONE VILLAGE HALL</b>
08 January 2024, 7.30pm
05 February 2024, 7.30pm
04 March 2024, 7.30pm
01 April 2024, 7.30pm
06 May 2024, 7.30pm – ANNUAL PARISH COUNCIL MEETING
03 June 2024, 7.30pm
01 July 2024, 7.30pm
02 September 2024, 7.30pm
07 October 2024, 7.30pm
04 November 2024, 7.30pm
02 December 2024, 7.30pm

<b>PARISH MEETINGS at TATTINGSTONE VILLAGE HALL</b> (must take place between 01 March and 01 June)
<b>TO BE CONFIRMED</b>

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***

<b>Payee</b>	<b>Detail</b>	<b>Method</b>	<b>NETT</b>	<b>VAT</b>	<b>TOTAL</b>
S. Keys	Clerk/RFO September Salary	Bank Transfer	477.50		477.50
S. Keys	Clerk’s Expenses	Bank Transfer	70.65		70.65
D. Childs	Playing Field Grounds Maintenance (inv. 1767)	Bank Transfer	100.00		100.00
Leiston Press Ltd	Tattler Printing (inv. 60622)	Bank Transfer	268.00	3.00	271.00
Business Services at CAS	10 Email mailboxes	Bank Transfer	240.00		240.00
	Refund of incorrect payment	Bank Transfer	32.00		32.00
Tattingstone Village Hall	Hall Hire for Neighbourhood Plan	Bank Transfer	16.00		16.00
Wybone	4 x Grit bins	Bank Transfer	887.95	147.99	887.95

***Receipts allocated***

	<b>Detail</b>	<b>Method</b>	<b>TOTAL</b>
Groundwork UK	Neighbourhood Plan Grant	BACS	5172.00
Lloyds Bank	Bank Interest	BACS	8.57

**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 2023 Annual Meeting that it met the eligibility conditions, and this continues right through until the next relevant annual meeting which will be May 2027. 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.**

SUBJECT TO ADDITIONS

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.

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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.

				<b>INCOME</b>	<b>EXPENDITURE</b>	<b>BALANCE</b>
<b>Balance in restricted funds brought forward on 01 April 2023</b>				<b>0.00</b>		<b>0.00</b>
<b>TPC 2023-24 Budget allocation for Tattler</b>				<b>400.00</b>		<b>400.00</b>
<b>MONTH</b>	<b>WHO</b>	<b>DETAIL</b>	<b>METHOD</b>	<b>INCOME</b>	<b>EXPENDITURE</b>	<b>BALANCE</b>
April 2023	Leiston Press	Tattler Printing (inv. 57773)	CHQ - 101443		268.00	132.00
June 2023	Leiston Press	Tattler Printing (inv. 58707)	CHQ - 101458		268.00	-136.00
June 2023	Anonymous	Donations	CHQ deposit	300.00		164.00
October 2023	Leiston Press	Tattler Printing (inv. 60137)	Bank Transfer		268.00	-104.00
October 2023	Essex & Suffolk Pest Control	Tattler Advert	Bank Transfer	100.00		-4.00
October 2023	Mrs L Riddell	Tattler Advert	Bank Transfer	20.00		16.00
<b>TOTALS</b>				<b>820.00</b>	<b>804.00</b>	<b>16.00</b>

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 2023 Annual Meeting that it met the eligibility conditions, and this continues right through until the next relevant annual meeting which will be May 2027. 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.

### **PAPER 3 – Tattler print costs**

**From:** Denise Hawes <denise.hawes@hotmail.com>

**Sent:** Friday, October 20, 2023 4:56 PM

**To:** tatt.pc@gmail.com; Andrea Mendel <andrea.mendel@me.com>

**Subject:** The Tattler

Hi there,

I have contacted the printer to get a fresh quote for a further 25 copies of The Tattler as we are getting a bit thin on the ground since the development of the new housing. If we increase the run to 275 instead of 250 the cost would increase by £7. So instead of £271 it would be £278. Please advise if you wish to proceed with the increase for the December edition.

Many thanks in advance.

Denise 😊



## 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	
	<i>Committed</i>	<b>£7270.00</b>	£10,789.86	Balance after committed funds
<b>Totals</b>	<b>£18,323.85</b>	<b>£263.99</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	Dog litter bin ordered

### 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)	<b>£6406.00</b>	Once BDC CIL Funding approved	Funding request to BDC CIL underway
Grit bin update	None allocated	£864.00	None	<b>£864.00</b>	October 2023	Bins on order

**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)		

**TPC ANNUAL BUDGET 2024-25**

VERSION 1

DATE OF ADOPTION: TBC

MINUTE NO. TBC

CATEGORY	BUDGET	BUDGET	BUDGET	BUDGET	* current rate of inflation
	2023-24	2024-25 SAME	2024-25 +2%	2024-25 +5%	
<b>INCOME</b>					
Precept	15,500	15,500.00	15,808.49	16,274.77	16,538.48
Bank Interest	5.00	50.00	50.00	50.00	50.00
Allotments					
CIL	500.00	500.00	500.00	500.00	500.00
<b>TOTAL INCOME</b>	<b>16,005.00</b>	<b>16,050.00</b>	<b>16,358.49</b>	<b>16,824.77</b>	<b>17,088.48</b>
<b>EXPENDITURE</b>					
<u>Salaries</u>					
Clerk/RFO	4,200.00	6,000.00	6,000.00	6,000.00	6,000.00
Clerk's expenses	220.00	220.00	220.00	220.00	220.00
HMRC		1,500.00	1,500.00	1,500.00	1,500.00
Payroll costs	110.00	120.00	120.00	120.00	120.00
<b>TOTAL</b>	<b>4,530.00</b>	<b>7,840.00</b>	<b>7,840.00</b>	<b>7,840.00</b>	<b>7,840.00</b>

Increased hours and rate of pay

See above



### Administration

Audit	350.00	500.00	500.00	500.00	500.00	Increased to cover current rates
Hall Hire	250.00	250.00	250.00	250.00	250.00	
Insurance	550.00	560.00	560.00	560.00	560.00	
Website/Email	100.00	300.00	300.00	300.00	300.00	Increased to cover email provision
Training	200.00	200.00	200.00	200.00	200.00	
GDPR costs	40.00	40.00	40.00	40.00	40.00	
Miscellaneous						
Stationary		100.00	100.00	100.00	100.00	
Postage		20.00	20.00	20.00	20.00	
Staff recruitment						
Accounting software		250.00	250.00	250.00	250.00	
Election costs	1,000.00	200.00	200.00	200.00	200.00	Hopefully this will be unnecessary
<b>TOTAL</b>	<b>2,490.00</b>	<b>2,420.00</b>	<b>2,420.00</b>	<b>2,420.00</b>	<b>2,420.00</b>	

### Subscriptions/Grants, Donations

SALC Subscription	237.00	275.00	275.00	275.00	275.00	Based on this year's fees
SLCC Subscription	100.00	115.00	115.00	115.00	115.00	Based on this year's fees (shared with BPC)
Donations/Project support	800.00		308.49	774.77	1,038.48	For local groups/projects
VH Donation		1,000.00	1,000.00	1,000.00	1,000.00	Based on recent request from VH Committee
Church support	800.00	800.00	800.00	800.00	800.00	Based on this year's figure
Tattler support	400.00	500.00	500.00	500.00	500.00	Increased due to increase print number
<b>TOTAL</b>	<b>2,337.00</b>	<b>2,690.00</b>	<b>2,998.49</b>	<b>3,464.77</b>	<b>3,728.48</b>	

<b>Services</b>					
BDC Litter bin emptying	350.00	350.00	350.00	350.00	350.00
Litter purchases	300.00				
Playground Inspection	100.00	100.00	100.00	100.00	100.00
General Village Maintenance	200.00	500.00	500.00	500.00	500.00
Play areas grass cutting	2,000.00	1,600.00	1,600.00	1,600.00	1,600.00
SCC Street Light contract Mainten	550.00	550.00	550.00	550.00	550.00
<b>TOTAL</b>	<b>3,500.00</b>	<b>3,100.00</b>	<b>3,100.00</b>	<b>3,100.00</b>	<b>3,100.00</b>

Removed - future bin purchases through CIL

ie. installation of new benches and bins

<b>Other items</b>					
Purchases/Assets	548.00				
Miscellaneous/Project support	2,600.00				
<b>TOTAL</b>	<b>3,148.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

<b>TOTAL EXPENDITURE</b>	<b>16,005.00</b>	<b>16,050.00</b>	<b>16,358.49</b>	<b>16,824.77</b>	<b>17,088.48</b>
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### COUNCIL TAX BASE FIGURES 2022-23

**COUNCIL TAX BASE** **241.72** NB: Final Council Tax Base figures are not

**BAND D COUNCIL TAX** **64.12** yet known therefore may change

Council tax base Calculations	SAME	+2% pp	+5% pp	+inflation
Council tax base 2023-24	241.72	241.72	241.72	241.72
increase	64.1238	65.40	67.33	68.42
TPC Precept Request	15,500.00	15,808.49	16,274.77	16,538.48

**PAPER 6 - AGENDA ITEM – 09 (h)**

From: davyred@aol.com <davyred@aol.com>  
Sent: Wednesday, October 25, 2023 10:54 PM  
To: tatt.pc@gmail.com  
Subject: Funding for Village Hall

Dear Sarah,

I am writing as at the last Parish Council meeting on 2nd October, I requested on behalf of the Village Hall Committee that a payment of £1,000 annually be included in the next precept. This money to help with the rising maintenance costs of the hall.

Please find this our written confirmation of my request at the meeting.

Kind Regards

David Brown

Chairman  
Tattingstone Village Hall Committee

-



Tattingstone Parish Council

C/O [tatt.pc@gmail.com](mailto:tatt.pc@gmail.com)

Our Ref: TATT/131023/JM

Friday, 13 October 2023

Dear Councillor's of the Tattingstone Parish Council,

Representatives of Regis met with Members of the Council in 2018 in relation to our landholdings shown on the attached plan. There have been some recent developments in relation to our land which we understand have caught the attention of village residents. We therefore thought it would be worthwhile re-establishing communication with the Parish Council as we understand the importance of keeping people informed.

Our land has been subject to an adverse possession claim and we are taking the necessary steps to ensure that it is appropriately protected. This includes installation of a 1m fence on the eastern boundary. A similar fence is also to be installed on the western boundary in due course.

In addition to the above, Regis have been giving some thought to the long-term future of our land holding and we would welcome an open conversation with you about this.

One option that we would consider is to pursue an application for the site's redevelopment as a 'rural exception site' to provide affordable housing for those that live locally.

We would be happy to set up an online meeting with you at your convenience. We look forward to hearing from you in due course.

Yours Sincerely,

Jamie Milne  
[jmilne@regisplc.com](mailto:jmilne@regisplc.com)

1 Mount Street Mews, Mayfair, London W1K 2LF

+44 (0) 207 629 8181

[info@regisplc.com](mailto:info@regisplc.com) [www.regisplc.com](http://www.regisplc.com)

# H.M. LAND REGISTRY

TITLE NUMBER

## SK 127351

ORDNANCE SURVEY  
PLAN REFERENCE

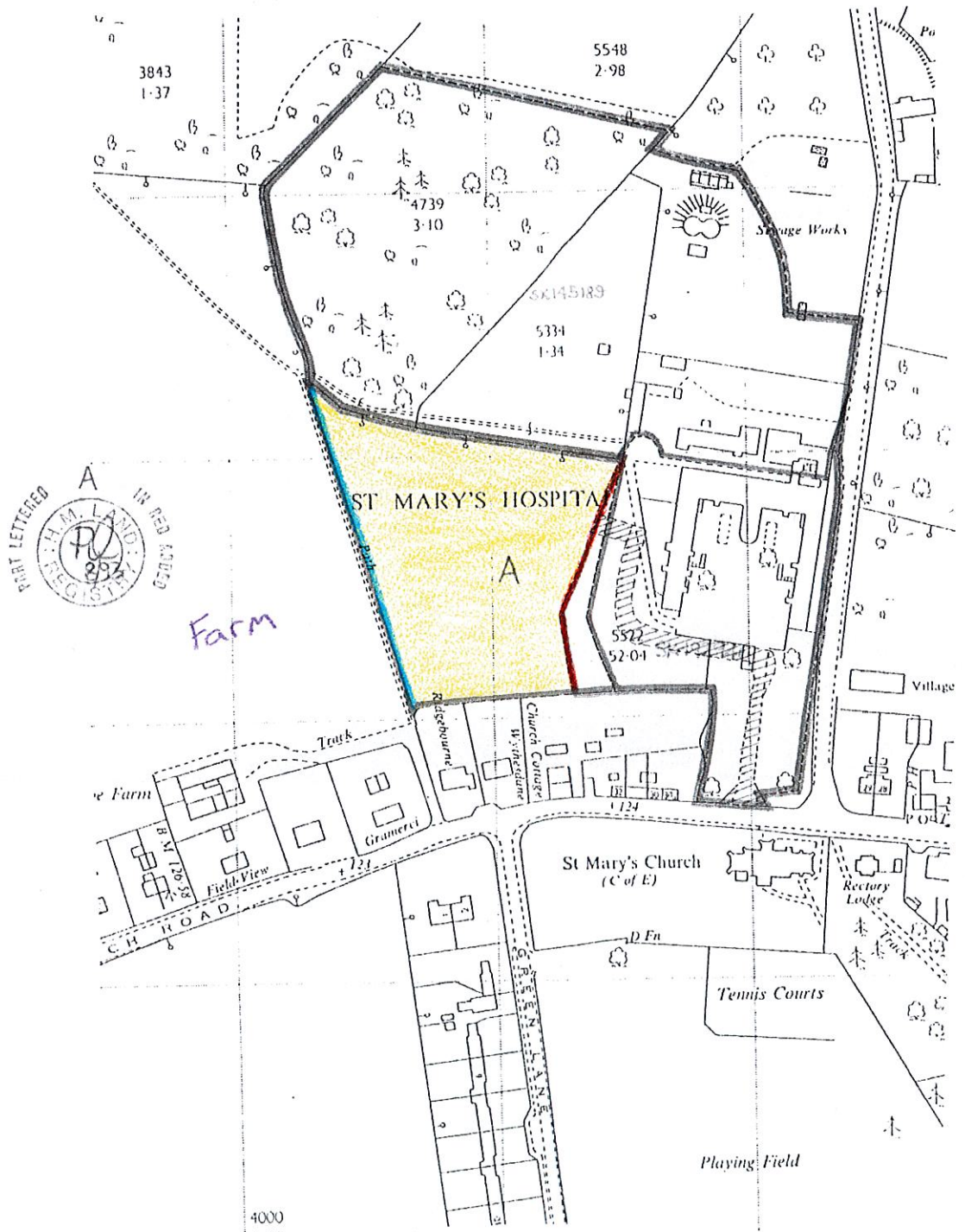
TM 1337

Scale  
1/250

COUNTY SUFFOLK

DISTRICT BABERGH

© Crown copy



## **PAPER 8 – CORRESPONDENCE TO NOTE**

**ITEM ONE: (For Consideration/agreement of next steps)**

Dear Andrea,

### **Invitation to a collaborative meeting re developments on the Shotley Peninsula**

I hope this letter finds you well.

As Chairman of Holbrook Parish Council I am writing to invite you and fellow Chairmen from local Parish Councils to join us for a meeting to discuss the rapid increase of housing developments on the peninsula and the subsequent effect of traffic on the B1456, the B1080 and the A137 and the impact this is all having on the local infrastructure. The proposed date of the meeting is Tuesday 28<sup>th</sup> November at Holbrook Village Hall at 7.00 p.m.

I am sure that there are questions within all our communities and it seems sensible to come together to explore possible solutions and to express our shared concerns. Hopefully, by working together, we can more effectively advocate for the well being of our residents, improvements in the infrastructure and the sustainable development of the peninsula.

Proposed Agenda:

1. Welcome and brief overview of the issue
2. Overview of the recent housing developments
3. Impact and safety as a result of the increase in traffic on our roads – in particular impact on areas such as Freston Crossroads
4. Impact on local infrastructure (e.g. schools and surgeries)
5. Exploration of collaborative strategies – potential actions and initiatives

It would be helpful if you could let us know if you are able to attend by emailing [holbrookparishclerk@outlook.com](mailto:holbrookparishclerk@outlook.com). If you are unable to attend, perhaps another member of your council might join us. Clerks are also very welcome.

Hopefully, together we can make a meaningful impact on some of the issues faced.

Regards



John Ambrose  
Chairman – Holbrook Parish Council

**ITEM TWO: (For information)**

From The Wonder.

My Satnav called/spoke the road from Bentley Lane turning left towards the Wonder, as Wonder Lane, (as do many of the maps and internet references).

However there is no road sign. Is it Wonder Lane? Certainly not Church Lane.

Babergh DC were going to look into this back in 2020 with a ref number BMCU255885326.

Is it not time for the sign to be put up.

We still get confusion over deliveries, but more important, emergency services. During darkness, landmarks like the Wonder mean nothing. Ambulances need to have clear road signs.

Wonder Lane will end as it gets up to the entrance to Alton Water just before Tatt Park.

Can you assist please?

**ITEM THREE – For consideration/agreement of next steps**

**From:**

**Sent:** Wednesday, November 1, 2023 11:55 AM

**To:** tatt.pc@gmail.com

**Subject:** Fw: Suffolk County Council Problem Report 00426289

Good morning, Sarah

I received this message yesterday. I note that "an inspection ..... has recently been completed". The sentence that follows unfortunately conveys little meaning to any parish resident whose house is under threat of flooding. I do not wish to be critical of the action that Suffolk Highways have taken with regard to the flooding in question but I hope that I will eventually receive a response which enables me to understand exactly what is going to be done to remedy the current situation.

Please do not hesitate to contact me with any suggestions of ways in which I may be able to help. I am more than willing to play my part.

I have given Simon Page a copy of both the email from Suffolk Highways and this, my response to you.

With kind regards,

Peter Morcom  
Cherry Tree House Church Road Tattingstone IP9 2NA

----- Forwarded message -----

**From:** [noreply@suffolkhighways.org](mailto:noreply@suffolkhighways.org) <[noreply@suffolkhighways.org](mailto:noreply@suffolkhighways.org)>

**To:**

**Sent:** Tuesday, 31 October 2023 at 15:29:25 GMT

**Subject:** Suffolk County Council Problem Report 00426289

Thank you for logging a report.

**Your report reference number is:** 00426289

**PARK LANE, TATTINGSTONE**

**Date reported:** 23/10/2023

**Description:** Drain cannot cope with heavy or persistent rain. The capabilities of nearby drains in relation to their catchment areas need to be urgently re-examined as flooding of property is sometimes only an inch away.

An inspection of the location you reported has recently been completed. Any defects meeting our intervention criteria location have been ordered for repair.

All our inspections are completed in line with our intervention criteria, which can be found in our [Highways Maintenance Operational Plan](#).

Please rest assured that all reports are being assessed and works ordered where necessary.

Kind regards,

Customer Service  
Suffolk County Council



28 October 2023

Sarah Keyes – Tattingstone Parish Clerk  
34 Sycamore Way  
Brantham CO11 1TL

Dear Sarah Keys

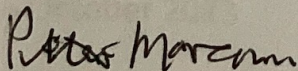
Re SCC Report 00426289 23/10/2023

In order to provide a little more detail to my recent communication to Suffolk County Council regarding flooding in Tattingstone I enclose a copy of my statement of 26 October 2023. I hope that this will help to provide some context to such discussion as may take place at the meeting of Tattingstone Parish Council on Monday 6 November 2023.

I hope to attend the meeting on 6 November and whilst I understand and accept that I have no official role in the procedure of the Council I would welcome an opportunity to provide further relevant information on the matter if required in order to enable the Council to adopt a position which may then be passed on to the relevant section of Suffolk County Council for action.

I realise that my house may well be the only one in Tattingstone that is at serious risk of flooding following exceptionally heavy rainfall but that fact will be of little consolation to me when sandbags fail to prevent floodwater from entering my home.

Yours faithfully,



Peter Morcom



Tattingstone Parish Council

# The Tattler Complaints Policy

Version 1.0

DRAFT

DRAFT

## **Introduction**

The Tattler is a Parish Council supported magazine, managed and run on a volunteer basis by an Editor appointed by the Parish Council. The aim of the magazine is to share news, information and articles of interest related to the village of Tattingstone. Editorial decisions are the responsibility of the Editor taking into account budget and space constraints. These decisions are overseen by the Parish Clerk.

The Editor of The Tattler will always try to get service delivery right every time, but there are occasions when readers or advertisers may be dissatisfied with the outcome, for any number of reasons. This policy sets out how to raise a complaint about Tattler-related issues.

### **Step One: Make an informal complaint**

It is hoped that most complaints can be resolved quickly and amicably through this route.

Informal complaints may be made by telephone, email or a visit to the Editor of The Tattler. The Parish Clerk will be kept notified of any informal complaints that are received and will be informed of the handling of the complaint and its resolution. At this point the Clerk is not in a position to resolve an informal complaint.

It is expected that most complaints can be resolved through this informal route. However, the Council appreciates that on occasions if an informal approach had not resolved the complaint, or that the initial complaint is so serious, then the formal complaints process should be followed.

### **Step Two: Make a formal Complaint**

The Clerk to the Council, as the proper officer of the Council is responsible for managing formal complaints received about The Tattler.

Complaints submitted directly to Parish Councillors will not be considered. A complainant may advise a Councillor of the details of a complaint, but individual Councillors are not in a position to resolve complaints.

A formal complaint can only be submitted in writing to the clerk's address or by email. It should be addressed to the Clerk, marked "Confidential – Formal Complaint". The complaint should cover as much detail as possible and enclose any relevant supporting documentation. The Clerk will acknowledge receipt of the complaint within three working days.

The Clerk will carry out an initial investigation into the complaint and will within ten working days provide the complainant with an update on progress, or a suggested resolution. If the complainant is satisfied with the resolution the complaint is closed. The Clerk will report to the Council, through the Clerk's report, summary details of the complaint and a brief summary of its resolution. This summary report will exclude the names of the complainant.

If the Clerk is unable to resolve the complaint, or the complainant is not satisfied with the proposed resolution then the matter will be referred to a review panel.

### **Step Three: Review Panel**

A Review Panel will be formed as a temporary committee of the Parish Council. The panel will be constituted of five members to ensure that three members of the committee are available, at short notice,

to review a complaint. The Review Panel has delegated authority from the Parish Council to review and decide on complaints.

No Parish Councillor who acts as part of a Review Panel will have any sort of interest in the complaint in question to ensure that each complaint is reviewed without prejudice.

Three members will review a complaint; this will ensure the panel is quorate and that the number of members present is not excessive.

The panel is subject to all of the normal meeting notification, agenda and minute requirements, as laid down in the Parish Council's Standing Orders. Arrangements for minute taking will be reviewed when a Review Panel meeting is called.

It is expected that the Review Panel will be able to meet within seven working days of being notified by the Clerk.

### **Prior to the Meeting**

Seven clear working days before the Review Panel meeting the complainant will provide the Parish Council with copies of all documentation, or other evidence (such as photographs) that they intend to introduce to the Review Panel meeting. The Parish Council will provide the same to the complainant.

### **At the Meeting**

The Review Panel shall consider whether the circumstances of the meeting warrant the exclusion of the public and the press. As far as possible the Council carries out its business in public, matters that involve individuals may require the exclusion of the press and public.

The Chairman of the Review Panel shall introduce everyone and explain the procedure to be used in order to consider the complaint made. The meeting should be as informal and friendly as possible, without prejudicing the need to consider properly the matter under discussion.

The complainant (or representative) shall be invited to outline the grounds for complaint and panel members given the opportunity to ask any question of the complainant.

If relevant, the Editor will explain the Editorial position and panel members shall ask any questions. The complainant is to be offered the opportunity of a last word as a means of summing up their position. The Editor is to be offered the opportunity of a last word as a means of summing up their position.

The Editor and complainant shall be asked to leave the room while panel members decide whether or not the grounds for the complaint have been made. If a point of clarification is necessary, both parties should be invited back. In any case both parties return to hear the decision, or to be advised when the decision will be made.

The announcement of any decision will be made in public, at the next Council meeting.

### **Timings**

The Parish Council will try to adhere to the timings outlined in this policy, but in the case of a complex complaint, or the absence of a person who is involved in the complaint, may mean that the timings have to vary.

Should this occur then the complainant will be kept advised of the revised timescales.

### **Personnel Matters**

A formal complaint is a serious matter. A complaint made against the Editor of The Tattler could result in disciplinary action; or in cases of gross misconduct dismissal from their voluntary position as Editor.

The Council will not under any circumstances enter into any correspondence, or discussion, with any complainant about any action taken, formally or informally against the Editor.

Adopted by Tattingstone Parish Council at meeting:

Minute reference:

DRAFT

## Agenda Item 13: Village Benches

I have had a grounds maintenance contractor review the benches and his suggestion is that these are replaced since they are in a very bad state of repair (see below).

### Playing Field Bench

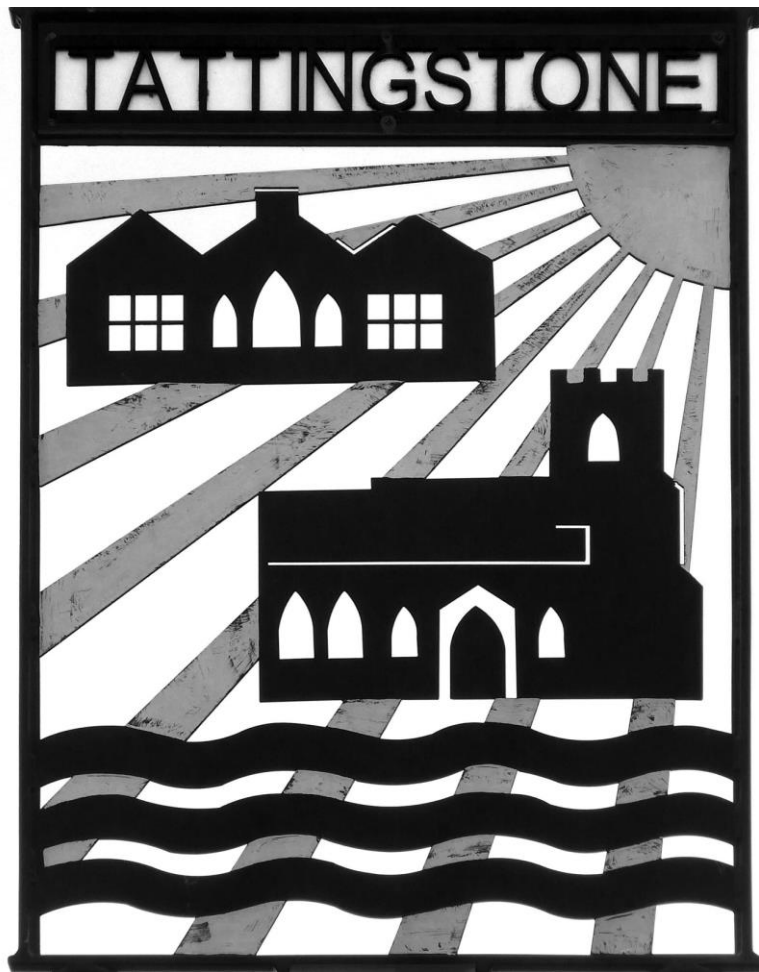


### Opposite Church



**PROPOSAL** – these benches are in a poor state and will be difficult to repair. I think it would be more cost effective to replace these with recycled vandal-proof benches like this [bench](#) which could be funded from CIL funding.





TATTINGSTONE

Community Emergency Plan

Plan last updated on: 20/10/2023

**If you are in immediate danger call 999**

Plan distribution list electronically (hard copy on request to Sarah Keys - Parish Clerk or Simon Page – Community Emergency Coordinator:

<b>Name</b>	<b>Role</b>	<b>Phone number/email address</b>	<b>Issued on</b>
Andrea Mendel	Chairman, Tattingstone Parish Council	andrea.mendel@me.com	
Sarah Keys	Tattingstone Parish Clerk	07807 799480 tatt.pc@gmail.com	
Sue Hearne	Babergh/Mid- Suffolk Emergency Planning Officer	01473 433444 07776481787 Out of hours	
Daniel Potter	Babergh District Councillor	<a href="mailto:Daniel.Potter@babergh.gov.uk">Daniel.Potter@babergh.gov.uk</a>	
Simon Harley	County Councillor	simon.harley@suffolk.gov.uk	
Tattingstone Parish Council website		<a href="http://www.tattingstoneparishcouncil.co.uk">www.tattingstoneparishcouncil.co.uk</a>	
The White Horse		( <a href="mailto:thewhitehorseinn07@gmail.com">thewhitehorseinn07@gmail.com</a> )	
The Wheatsheaf	Anna Durance		
Tattingstone Primary School	Administrator	( <a href="mailto:admin@tattingstone.suffolk.sch.uk">admin@tattingstone.suffolk.sch.uk</a> )	

#### Plan amendment list

<b>Date of amendment</b>	<b>Date for next revision</b>	<b>Details of changes made</b>	<b>Changed by</b>
20/10/2023	20/10/2024	First Final Edition	Community Emergency Coordinator

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## Introduction

The aim of this Emergency Plan is to set out how the community of Tattingstone can assist both the local authorities and the emergency services to respond to an emergency. There may also be situations where we need to be resilient and act in the absence of the emergency services.

The main objectives of the plan are to –

- Identify possible hazards to the community and consider appropriate responses
- Identify contacts and resources that may assist in an emergency
- Identify vulnerable individuals who may need assistance in an emergency

### Geographical Considerations

The village of Tattingstone divides into three main areas, the village centre around the church, the area around The Heath and the area north of the reservoir near the White Horse. These areas are fairly separated and an emergency in one may not necessarily affect the other areas.

These areas are shown on the map below as Church, Heath, and White Horse.



## Local Risk Assessment

Risks	Impact on community	What can the Community Emergency Group do to prepare?
Severe winter weather	<ul style="list-style-type: none"> <li>• Difficulty getting out for shopping</li> <li>• Unable to get to doctors, dentist etc.</li> <li>• Emergency services or carers cannot access village</li> <li>• Could be power lines down</li> <li>• Utilities, bus etc. unable to get through</li> </ul>	<ul style="list-style-type: none"> <li>• Use local groups/knowledge to identify vulnerable residents</li> <li>• Liaise with BDC/SCC to ensure roads etc. are adequately gritted</li> <li>• Hold a set of snow shovels and maintain a list of volunteers able to use them</li> <li>• Be alert to Met. Office weather warnings and arrange emergency meeting if 'red alert' issued</li> <li>• Check salt/grit bin levels and arrange top up if required</li> </ul>
Heatwave	<ul style="list-style-type: none"> <li>• Vulnerable residents face health risks</li> <li>• Shops run out of water etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Use local groups/knowledge to identify vulnerable residents</li> <li>• Be alert to Met. Office weather warnings and arrange emergency meeting if 'red alert' issued</li> </ul>
Significant disruption of power supplies	<ul style="list-style-type: none"> <li>• Vulnerable residents face health risks</li> <li>• Shops close or services restricted</li> <li>• Increased security concerns</li> </ul>	<ul style="list-style-type: none"> <li>• Use local groups/knowledge to identify vulnerable residents</li> <li>• Maintain list of the availability of emergency equipment in the village e.g. generators</li> <li>• Maintain emergency contact numbers of utilities companies and police</li> </ul>
Failure of water supplies	<ul style="list-style-type: none"> <li>• Vulnerable residents at risk of dehydration</li> <li>• Need for standpipes or bowsers</li> </ul>	<ul style="list-style-type: none"> <li>• Use local groups/knowledge to identify vulnerable residents</li> <li>• Maintain list of the availability of trades (e.g. plumbers) and emergency equipment in the village (e.g. water bowsers)</li> </ul>

Domestic or industrial fire or explosion	<ul style="list-style-type: none"> <li>• Inability to get on with daily life, moving about etc.</li> <li>• Need for emergency accommodation</li> <li>• Need for trauma support or counselling</li> </ul>	<ul style="list-style-type: none"> <li>• Use local groups/knowledge to identify vulnerable residents</li> <li>• Maintain list of the availability of emergency equipment in the village e.g. generators</li> </ul>
Loss of road access	<ul style="list-style-type: none"> <li>• Road closure may cause difficulty in moving around or leaving the village.</li> <li>• May be damage to property and need for emergency accommodation.</li> </ul>	<ul style="list-style-type: none"> <li>• Devise and issue alternative route maps</li> <li>• Set up diversions</li> <li>• Liaise with SCC Highways and Police/FRS</li> </ul>
Major health risk	<ul style="list-style-type: none"> <li>• Local outbreak of, for example flu, may cause a problem for the old and young.</li> </ul>	<ul style="list-style-type: none"> <li>• Use local groups/knowledge to identify vulnerable residents</li> <li>• Liaise with local GP practices</li> </ul>
Loss of telephone/internet	<ul style="list-style-type: none"> <li>• Vulnerable people may have difficulty contacting carers, relatives, or emergency services.</li> </ul>	<ul style="list-style-type: none"> <li>• Use local groups/knowledge to identify vulnerable residents</li> </ul>
<b>Flooding</b> Environment Agency puts Tattingstone in an Extreme Flood Risk area which is a 0.1% chance of flooding (1 in 1000 year event)	<ul style="list-style-type: none"> <li>• Roads blocked</li> <li>• Properties cut off or damaged</li> <li>• Utility services interrupted</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain list of utility provider contacts</li> </ul>

### Local Skills And Resources Assessment

In the event of an emergency there may be a need to access or utilise specialist resources and it will be a task for the Emergency Response Coordinators to seek these from within the community by either direct requests or through social media or word-of-mouth approaches. Known resources are listed in the table below:

<b>Skill/Resource</b>	<b>Who?</b>	<b>Contact details</b>	<b>Location</b>	<b>When might be unavailable?</b>
Grit bin shovels, snow shovels	Simon Page	01473 328352	Sarnia, Church Road	Permanent



## Key Locations Identified As Potential Emergency Centres And Places Of Safety

Building	Location	Potential use in an emergency	Contact details of key holder
Tattingstone Village Hall	School Road	Emergency Control Centre/ Safe Place  Church Zone	Linda Brown  Tel: 01473 328238  Email: linda29red@aol.com
The Wheatsheaf	Church Road	Alternative Emergency Control Centre/ Safe Place  Heath Zone	Anna Durance  01473 805470
The White Horse	White Horse Hill	Alternative Emergency Control Centre/ Safe Place  White Horse Zone	The Landlord  01473 328 060

The preferred location for the Emergency Centre is The Village Hall but depending on circumstances and availability two possible Alternative Centre locations have been identified and access requested if deemed appropriate. Other possible premises are the Church and Primary School.

### Communications

It is important that any information provided to residents during an emergency is as up to date as possible.

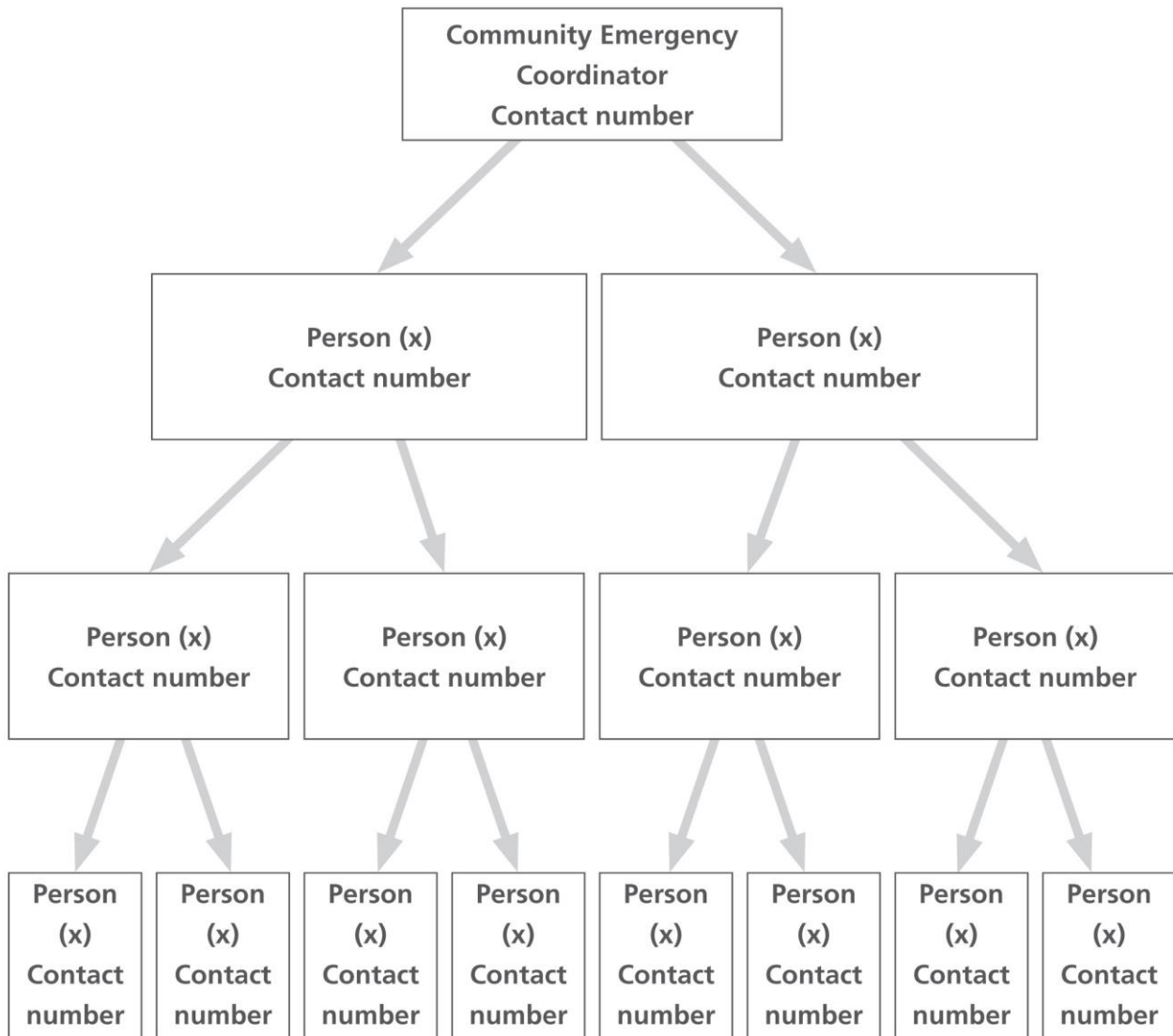
- Potential communications methods for Community Emergency Team members
  - WhatsApp group
  - Email group
  - Closed FaceBook group
  - Virtual video platforms such as Zoom, MS Teams, Skype etc.
- Potential communications methods for residents
  - Parish/ Town Council website / social media accounts
  - Community groups websites / social media accounts
  - Community Facebook page
  - Parish Council notice boards
  - Via other existing networks e.g. TGNS, Neighbourhood Watch, local social/ sports groups members

## Emergency contact list

Parish Council Chair	<b>Name: Andrea Mendel</b>
	<b>Title:</b> Lead Community Emergency Coordinator
	<b>Telephone numbers:</b> Home: Mobile:
	<b>Email:</b> andrea.mendel@me.com
	<b>Address:</b> 9, Chedworth Place
Parish Council Vice Chair	<b>Name: Simon Page</b>
	<b>Title:</b> Deputy Emergency Coordinator
	<b>Telephone numbers:</b> 01473 328352/07912 609549
	<b>Email:</b> simonppage@btinternet.com
	<b>Address:</b> Sarnia, Church Road
Parish Council Members	<b>Denise Hawes</b> <b>David Clarke</b> <b>Russell Abbott</b> <b>Brian Stennett</b> <b>Janice Lee</b> <b>Gemma Mark</b> <b>Brandon Plumbly</b>

Sample telephone tree

The phone tree works as a pyramid, with the coordinator at the top making the first call to two or more people. In turn, they call an assigned set of people and so on, until the tree is complete.



List of community organisations that may be helpful in identifying vulnerable people or communities in an emergency.

Organisation	Name and role of contact	Phone number
Holbrook & Shotley Surgery	Reception/Practice Manager	01473 328263
Capel St Mary Surgery	Reception/Practice Manager	01473 310203
Tattingstone Good Neighbour Scheme (TGNS)	Duty Officer mobile holder Tricia Connolly	07895 052086 07588 633590 or <a href="mailto:tattingsns@gmail.com">tattingsns@gmail.com</a>

### Activation triggers

#### Activation and Call out

Plans will be activated following, or in anticipation of, an emergency. The decision to activate the plan is to be made by either the Community Emergency Officer, any member of the Community Emergency Team, Parish Council, or any person authorised to do so by any of the aforementioned. As soon as the decision to activate the plan has been made, follow the actions as outlined in the Action Check List.

- It is vital that, in the event of an emergency situation affecting all or part of the community, the initial action is to telephone 999. Follow instructions given by the emergency services or local authority supported by information included in this plan. If contact with Police, Fire and Rescue Service and Ambulance Service NHS Trust is not possible or the response is likely to be substantially delayed the Community Emergency Plan should be used to assist the local response until help arrives.
- In an emergency the emergency services want clear, concise information as soon as possible. Try to use the time available awaiting their response to obtain further information and if there is any additional information telephone the emergency services again to update them, as this might affect the resources they deploy.
- Until help arrives and without endangering yourself or other local people contact the appropriate members of the community listed in the plan and ask them to report to the agreed assembly point, (See table below for cascade process).
- When the emergency services or local authority are on scene try to make contact with them and explain who you are and what your role is. · The Emergency Co-ordinator should keep the District Council informed. · Ensure records are kept of all communications and decisions made.

### **Call Out Cascade Process**

Two people are nominated as main contact points in the case of an emergency.

The current emergency contacts are:

Andrea Mendel (Parish Chair) –

Simon Page (Parish Vice Chair/Community Plan Lead) – 07912 609549

These people should then contact other council members as required. Councillors should then communicate to all households in their immediate zone. Households in each affected zone can be contacted by phone or old fashioned door knocking whichever is most suitable. Use of social media can also be used e.g. Facebook, Whats App etc.

## EMERGENCY ACTION CHECK LIST

**Under no circumstances should you put yourself at risk to fulfil these tasks**

	<b>Instructions</b>	<b>Tick</b>
<b>1</b>	Call 999 (unless already alerted)	
<b>2</b>	Ensure you are in no immediate danger	
<b>3</b>	Contact the first line Community Emergency Coordinators and meet to discuss the situation and any other relevant people that need to be alerted:- <i>Those specifically under threat</i> <i>Key holders and volunteers</i>	
<b>4</b>	Contact initially may be to inform them of the current Emergency Service advice regarding any action to be taken.	
<b>5</b>	Use log sheet to record:- <i>Any decisions made and reasons.</i> <i>Who you spoke to and what was said.</i>	
<b>6</b>	Decide if a <b>Community Emergency Meeting is necessary?</b> <ul style="list-style-type: none"> <li>• Identify a safe venue and who needs to attend</li> <li>• Inform attendees and community of time and venue</li> <li>• Use the suggested Agenda in this plan</li> </ul>	
<b>7</b>	Record any Actions arising from the meeting	
<b>8</b>		
<b>9</b>		
<b>10</b>	Arrange a Debrief meeting once Emergency has been resolved.	

## Community Emergency Group first meeting agenda

Date:  
Time:  
Location:  
Attendees:

### 1. What is the current situation?

#### Location of the emergency. Is it near:

- The school?
- A vulnerable area?
- A main access route?
- Type of emergency:
- Is there a threat to life?
- Has electricity, gas or water been affected?

#### Are there any vulnerable people involved?

- Elderly
- Families with children

#### What resources do we need?

- Food?
- Off-road vehicles?
- Blankets?
- Shelter?

### 2. Establishing contact with the emergency services

### 3. How can we support the emergency services?

### 4. What actions can safely be taken?

### 5. Who is going to take the lead for the agreed actions?

### 6. Any other issues?

## Emergency Team Duties and Responsibilities

### • Response Coordinator

The Response Coordinator is responsible for the local response, by taking a tactical overview of the incident and making judgements based on the information available. The Response Coordinator should continuously monitor the situation, make tactical and operational decisions as required, and guide personnel. If possible the Response Coordinator is to liaise regularly with the emergency services, informing them of the situation, obtaining a strategic briefing and, in turn, providing an update briefing for the rest of the Emergency Centre personnel.

- If the Response Coordinator is to leave the Emergency Centre, for any reason, they must arrange for a deputy to be fully briefed before taking over.

- **Centre Manager**

The Centre Manager is in charge of the management of the Centre itself. This includes the smooth flow of information; the availability and serviceability of communications equipment and other facilities in the Centre. As well as general administration, duties also include the general welfare of the staff working in the Centre, such as refreshment, shift change and rest facilities.

The Centre Manager should not leave the Emergency Centre without first informing the Response Coordinator.

- **Communications Clerks**

The Communications Clerks' task is to receive and send messages by telephone or any other means of communication available in the Centre. They are to relay all messages to the Response Coordinator and the Centre Manager and ensure that a record of each message is passed to the Log Keeper.

- **Log Keeper**

The Log Keeper is responsible for accurately recording both outgoing and incoming messages and the actions taken. These records are to be kept in a suitable "log", which should contain concise records of pertinent points and actions and is to be completed in full

## **Opening the Emergency Centre.**

The decision to open an Emergency Centre lies with the Community Emergency Officer, any member of the Community Emergency Team, Parish Council, or any person authorised to do so by any of the aforementioned. Once the decision is made:

- the authorised person should inform the key holder and nominate personnel to fill the posts within the Centre.
- start the Incident Log with the appropriate data;
- turn on the radio and listen for relevant broadcasts;
- set up the room;
- set up Emergency Centre sign/s at the entrance/s;
- Inform the emergency services and/or the District/Borough Council in accordance with the current agreement.

Once the Centre is functional there should be a member of the Community Emergency Team in the Centre throughout the emergency who will provide advice and guidance as required.



Once the emergency has concluded a hot debrief with those involved should be held to identify initial thoughts on what worked well and what could have been worked better. If necessary a further cold debrief can be held to formally review procedures and secure any relevant feedback for the future.

- ***EMERGENCY CENTRE EQUIPMENT Suggested items to be included***
- ***Emergency Centre Box***
- *Copies of all plans*
- *First Aid Box*
- *Mobile phone battery power block*
- *Incident Log Book*
- *Emergency Centre Signs*
- *Wind-up radio*
- *Lamp & Batteries*
- *Powerful torch (Rechargeable)*
- *High visibility waistcoats*
- ***Lists:***
- *Electoral roll (copy)*
- *Vulnerable people*
- *Volunteers*
- *Skills*
- *Equipment*
- ***Pads:***
- *Evacuation Register*
- *Unaccompanied minors register*
- *Volunteer register*
- *Equipment register*
- ***Individual Document Packs***
- *A4 lined pad*
- *Ball point pens (blue/green/red)*
- *Information lists:*
- *Contact names & numbers, etc.*

**OTHER RELEVANT CONTACTS**

<b>Contact</b>	<b>Contact Details</b>
<b>Steve Pinion (Babergh DC)</b>	<b>07920139293 Out of hours</b>
<b>Sue Hearne (Babergh DC)</b>	<b>07776481787 Out of hours</b>
Above contacts during office hours	<b>01473 433444</b>
ACS – (Adult Care Services) *	<b>0808 800 4005</b>
Anglian Water	<b>08457 145 145</b>
BBC Radio Suffolk	<b>01473 250000</b>
CYP - (Children & Young People) *	<b>0845 066 067</b>
Deputy Co-ordinator	<b>01473 XXXX</b>
Emergency Co-ordinator	<b>01473 XXXXX</b>
Emergency Services	<b>999</b>
Environment Agency Floodline	<b>0345 988 1188</b>
Gas	<b>0800 111 999</b>
Holbrook Academy	<b>01473 328217</b>
Holbrook Surgery	<b>01473 328263</b>
Local Police	<b>01473 383115</b>
NHS Direct	<b>111</b>
Orwell Veterinary Group	<b>01473 333677</b>
Tattingsstone Primary School	<b>01473 328488</b>
Royal Hospital School	<b>01473 326200</b>
James Cartlidge MP South Suffolk	<b>020 7219 2081</b>
Suffolk CC Highways	<b>0345 606 6171.</b>
Suffolk County Council	<b>0345 606 6171.</b>
Suffolk Fire and Rescue Service	<b>0345 266 1821</b>
Suffolk Police HQ	<b>01473 613500</b>
UK Power Network - East England	<b>0800 316 3105</b>