

## **Tattingstone Parish Council**

Minutes of Parish Council Meeting held on Monday 4<sup>th</sup> February 2019 at 7.30pm in Tattingstone Village Hall.

**Present: Cllr. Clarke, Cllr. Clark, Cllr. Tweedy, Cllr. Johnson, Cllr. Dearing, Cllr. Gipps, Cllr. Hawes.**

**1. To elect Chair for meeting in the absence of both chair and vice-chair**

Cllr. S Gipps was proposed and seconded to chair the meeting and agreed unanimously.

**2. Apologies for absence.**

Cllrs. Wood and Mendel and D.Cllr. McCraw

**3. Declaration of interest.**

Cllr D Clarke declared an interest in item 10 as a next-door neighbour.

**4. To consider requests for dispensation.**

As Cllr. Clarke has a financial interest in this item it was agreed to allow him to speak on the matter but he should abstain from a vote as to whether or not to recommend planning application.

**5. To approve, as accurate, minutes of meeting held on 4<sup>th</sup> January 2019**

These were agreed and signed by the chair of the meeting.

**6. To receive Clerk's Report.**

- Circulated notices about advice about planning applications from Babergh
- Babergh East Police and Parish Forum minutes circulated. Next meeting is 27<sup>th</sup> February at Pinewood Community Centre at 7,30pm. Cllr. Johnson will attend.
- Babergh D. C has confirmed receipt of our precept request for next financial year commencing 1.4.19. our increase is 20.54%. This is quite

high so the Parish Council must justify additional spending next year. This equates to about an extra 66p per month for each household.

- There is a consultation on Babergh DC Community Strategy. This must be completed by 1.3.19. It is available on line. It was agreed that Cllr. Dearing and Cllr. Hawes would meet and submit comments on behalf of the Council. The clerk agreed to facilitate.
- The clerk agreed that our representations made on documents about the Suffolk Minerals and Waste Plan should stand and the council did not wish to appear in person. At the hearing, it was stressed that equal weight would be given to written submissions and oral appearances. and as oral submissions might have meant additional moneys being paid by the Council for legal representation and our views were well expressed in the written submission.
- Suffolk Police and Crime commissioner has confirmed that he will raise the policing element of council tax by £2 a month.
- The clerk had received notification that Babergh D. C. are in consultation with the Royal Mail for Tattingstone Place, Tattingstone Park and the adoption of the road name Park Lane as Royal Mail are currently experiencing delivery problems.
- The clerk circulated information on County Lines and asked if anyone would like to attend briefing on 12<sup>th</sup> February at Endeavour House 5.30pm – 8.00pm. Unfortunately no one was available.
- The clerk circulated info about Suffolk Schools travel changes from Sept 2019.
- The clerk had received notification of the Clearway on Lemon's Hill Bridge from Suffolk County Council.

#### **7. To consider Matters arising from the minutes.**

- A letter was written to the playing field committee to thank them for their work on the fence. This was read at their meeting.
- The pane of Perspex has been put in the bus shelter.
- The bin has arrived and will shortly be put in situ.

#### **8. Open Forum for members of the public.**

The road markings at the junction of Station Road and A137 had almost disappeared mainly due to the lorries exiting from Collins Skip Hire. The clerk will report to Suffolk C.C.

**9. To receive Reports from County and District Councillors**

Reports were read out. [attached to minutes]

**10. To consider Planning Applications:**

**DC/19/00117**

**Yew Tree House, Church Road, Tattingstone, IP9 2LY**

**Erection of two storey rear extension to allow the provision of an integrated garage from front.**

The Council discussed this fully and although they had no objections in principle, they did feel it was overlarge. The council were worried that there were discrepancies on the plans with measurements being different on several of the plans.

The council agreed for the clerk to discuss these discrepancies with Babergh District Council Planning and not recommend planning as it was presented.

**Any received after agenda sent out will be considered if necessary**

**11. Correspondence requiring immediate discussion at the discretion of the Chairman.**

In the absence of Cllr. D Wood and Cllr. A Mendel, any items were discussed in the Clerks report, Item 6.

**12. Finance: to consider and approve.**

- **Bank Balances:** Community account: £10,176.35  
Savings Account : £3174.42
- **To approve payment :**

- **Clerk's wages and expenses:** £411.18 [ £166 expences]
- **SALC [ course on election procedure]:** £30
- **AC Carpentry [ window bus shelter]:** £55
- **Any other invoices received before end of month**

**These were agreed and signed.**

**Expenditure to date 2017/18**

### **13.To receive Report from Playing Field Representative.**

The Playing field committee had been approached by St. Mary's Church about help with maintenance of the hedge on the northern boundary of the churchyard. This is now a job for professionals and as the church was already given a large grant [approx. 8% of precept] by the Parish Council, neither the Parish Council or the Playing Field committee felt they could assist.

### **14. To receive briefing on 2019 election process.**

The clerk had attended a course on the forthcoming Parish Council Elections. She distributed briefing notes on procedure and answered questions. These briefing notes are available on request from anyone who wishes to submit an application.

### **15. To review plans of Annual Parish Meeting**

The Annual Parish Meeting would take place on 20<sup>th</sup> May at 7.30pm in the Village Hall. It was agreed that results of the village survey would be presented. As on previous years, local organisations and clubs would be invited to present their ideas, submit a report or have a display. The clerk will facilitate.

### **16.To comment on any other urgent Village Matters**

Cllr. Hawes had received a reminder that our village website [www.tattingstoneparishcouncil.co.uk](http://www.tattingstoneparishcouncil.co.uk) platform and domain should be renewed. It was agreed by council to renew for 2 years as this gave considerable saving.

It was agreed to contact the administrators of the old village website to agree to amalgamate the sites.

**17.Items for next agenda.**

**18.Date of next meeting**

4<sup>th</sup> March at 7.30pm

**The meeting closed at 9.00pm**

Signed minutes of previous Parish Council Meetings are available for inspection by contacting the clerk

01473 327865 or email: [tatt.pc@gmail.com](mailto:tatt.pc@gmail.com)

## Parish Report February 2019

**Councillor**  
*David Wood*



### **Update on 2019/20 budget**

On Tuesday 29 January, the 2019/20 budget proposals were approved by Cabinet. These will now be taken to a full Council meeting on 14 February, when all councillors will vote on the final 2019/20 budget.

In summary, the headline figures in the proposals are:

- Council Tax is due to rise by a total of 3.99% - this will be made up of a 2.99% increase in general council tax and a final 1% increase for the Social Care Precept;
- The budget includes a savings requirement of £10.1m, divided as follows:
  - o Adult and Community Services - £1.1m
  - o Health, Wellbeing and Children's Services - £2.683m
  - o Growth, Highways and Infrastructure - £4.151m
  - o Fire and Public Safety - £0.507m
  - o Corporate Services - £1.522m
  - o Central Resources - £0.1m

I am concerned by a number of the cuts, in particular:

- The decision to remove all grant funding from Citizens Advice. This will be phased over two years, with a 50% reduction in the 2019/20 budget (£0.184m);
- Reducing the amount spent on Housing Related Support, which supports those at risk of homelessness (£0.45m);
- Reduced funding for sponsored bus services (£0.34m) and cessation of the provision of roadside bus timetables (£0.1m);
- Reduction in highways maintenance, including no road sign cleaning (£0.1m), only maintaining mandatory road markings (£0.075m) and less frequent weed treatments in rural areas (£0.055m);
- Staffing reductions across all directorates, which may result in less efficient services (£2.968m).

## **Cuts to Citizens Advice get Cabinet approval**

As mentioned above, the budget includes a cut to the grant funding provided by Suffolk County Council to Citizens Advice. This grant will be cut by 50% in 2019/20 (£184,000) and removed entirely in the 2020/21 budget.

A consultation was held over the Christmas period to assess the impact these cuts may have, and an Equality Impact Assessment was drawn up. However, neither documents were available prior to the Cabinet meeting, and so the Cabinet decided to recommend this saving before fully understanding the impact it may have. I will be raising my concerns at the Council meeting.

## **Upper Orwell Crossings project cancelled**

The Upper Orwell Crossings project in Ipswich has finally been cancelled, after concerns were raised last summer that the project was likely to go well over the original budget. The Cabinet agreed in October to try and find additional funding but were unsuccessful. This means that the DfT funding allocated to the project will be reallocated to other national projects and will not be spent in Ipswich.

However, Suffolk County Council has still spent over £8m on the project to date, most of which was on consultants' fees.

The Cabinet has decided to consider undertaking a smaller project and complete the smaller Crossings B and C, which will provide links to the island site. The Cabinet has agreed to underwrite a maximum of £10.8m (the balance of their previous commitment) and will require other significant local contributions to enable crossings B and C to go ahead.

## **Potential £45.1m investment for Special Educational Needs**

A cross-party Policy Development Panel has recommended that Suffolk County Council needs to invest £45.1m to develop new SEND schools and specialist units within Suffolk. This investment would create an additional 828 specialist education places in Suffolk, which are desperately needed. Currently, many children struggle to access appropriate provision and are forced to travel to out-of-county schools in order to access the educational support they need.

The Cabinet agreed in principle to the PDP's recommendations. The capital investment programme will need to undergo a full investment appraisal before the Cabinet will commit to a firm £45.1m investment. This is expected in early 2019.

## **New Director of Highways appointed**

After a long search, a new Director of Growth, Highways and Infrastructure has been appointed. Mark Ash will be joining Suffolk County Council in February. He is currently the Director of Waste and Environment at Essex County Council.

This is my Report to Tattingstone Parish Council for the 4<sup>th</sup> February, 2019. D. Cllr. Mc Craw

1. The full Council did not meet during January, due to the postponement of the next stage of the Joint Local Plan. This is now going to be considered after the May election. It may or may not have something to do with a desire for Mid Suffolk to be able to demonstrate a 5 Year Land Supply. Officially, it's to allow newly elected members to be brought into the process.
2. The emerging picture of next years Council Tax is that we're likely to see a percentage increase of 4.7% rather than the 3-4% I had hoped for. With Babergh at £5 (3.25%), SCC at effectively 4%, the largest part of this is due to the Police and Crime Commissioner proposing 12.7%. Parish Councils remain the best bargain in local government, usually with around 2% increases on small bases.
3. I attended a very interesting 'Planning in A Designated Landscape' event organised by the joint AONB team. This was very well attended (around 150) with all sorts of Planning professionals, Councillors, architects and even, very quietly, developers. I was very glad to observe a significant number of Babergh planning offices there. We looked at our duties, the considerations of associated areas, modelling and the use of recommended colour palates for development in these areas.
4. Babergh have a Communities Strategy currently out for consultation. This high level document seeks to describe the principles by which the Council will engage with communities. Much of the content is blindingly obvious, but these things need to be stated clearly, apparently. The way it seems to work (This is my interpretation) is that the Strategy can be used to guide the more specific policies. The Policies are then used to make any decisions in that area. All of these should be used to guide the implementation and actions from the decisions. Simple! The consultation lasts until 1<sup>st</sup> March. You can link to this here or through my Facebook Group.  
<https://www.babergh.gov.uk/communities/communities-strategy/>

Responses at: [https://www.smartsurvey.co.uk/s/BMSDC-draft-Communications-Strategy-consultation/?fbclid=IwAR2DcwsRk6BMSg0Rt0x2sniNNeROtTy5WNDY7sjiPt92g5gLVVc\\_198\\_o60](https://www.smartsurvey.co.uk/s/BMSDC-draft-Communications-Strategy-consultation/?fbclid=IwAR2DcwsRk6BMSg0Rt0x2sniNNeROtTy5WNDY7sjiPt92g5gLVVc_198_o60)

A paper response is possible. If anybody wants to make one, let me know.

5. Our Cabinet will be considering our Joint Area Parking Plan on Wednesday 6<sup>th</sup> February. Despite speculation in the press, I can tell you (The Overview and Scrutiny Committee have carefully considered and endorsed this document) that it makes no specific proposals for any changes or actions in this area. Instead, it describes and analyses the current situation, the potential future pressures and provides a 'tool kit' ready for the eventual implementation of Civil Parking Enforcement. With the police unable to enforce parking violations, with CPE the Councils will be able to apply their own local policies and decisions. However we must wait on Central Government to apply the order. They appear somewhat distracted at the moment, so we may be kept waiting. When CPE is allowed, it's likely that we will use the services of West Suffolk District Council, but that can't be confirmed as yet. Finally, I should point out that CPE is highly unlikely to pay for itself. There are likely to be more costs than any monies made. The social benefits though would be invaluable. If the Cabinet approve the Plan, a 6 week public consultation will follow. Members may find some interest in the document as it describes many problems that they will recognise in their own areas (Local School, Verges etc). I'd suggest that all Parish Councils should take a look at this. I'll keep you informed.



6. It's more than likely that you will note some repetition in my reports. At this time of year particularly, I'm seeing the same material at Scrutiny, Cabinet and Council. And things also develop. My apologies if this causes any confusion. Please feel free to phone or email me with any queries you may have. I'll try to respond as quickly as possible.

Best Regards,  
Alastair.

## **Election Briefing**

### **Responsibility for Election**

- Returning Officer (RO) of District/Borough Council
- May seek assistance of Clerks
- Clerks decision as to the extent of their involvement
- Costs will be passed on (budget for this)

### **Timetable**

Between 12 - 26 March (not later than 25 days before) Election Notices issued

3 April Deadline for delivery of nomination papers

4 April Statement of Persons nominated (RO)

Thurs 2 May - Election

### **Public Notice**

- Information about parish (and wards)
- Where election to take place
- Number of seats
- Where nomination papers can be obtained
- Deadline for return
- RO must ensure placed in conspicuous place or places

- Will send further copies to Clerks to supplement publicity

### **Qualification**

- 18 yrs of age
- Commonwealth or EU citizen

PLUS.....

- Must be a registered elector for parish, OR

In whole of 12 months before nomination has,

- occupied land/premises, OR
- resided in parish (or within 3 miles/4.8 km) OR
- had principal or only place of work (includes being councillor) in that area

### **Disqualification**

- Any office or employment with the parish council
- Subject of Bankruptcy restrictions or interim order
- Convicted in last five years and imprisoned for not less than three months
- Found guilty of corrupt/illegal practices, or responsible for incurring unlawful expenditure and court orders disqualification

### **Nominations**

- Every candidate must be correctly nominated (**this includes existing councillors**)
- Must submit Nomination paper AND Candidate's Consent form
- Papers available from RO or from Electoral Commission website (RO will send supply to Clerks also)

### **Nomination Papers**

- Required to give personal details
- Can give name 'known as' (plus full name)

- Can supplement with a ‘description’ of no more than six words (e.g. party, profession or other)
- Includes Certificate of Authorisation (proposer and seconder who must live in the parish and give electoral roll number)

**Each candidate is responsible for submitting Nomination Papers to RO by the deadline (3rd April)**

- ‘You or someone you trust hand delivers’
- Cannot post, fax, email etc.
- Note for existing councillors - **failure to submit means would lose seat (contested or not)**

### **Consent to Nomination**

Form provides candidate’s:

- Confirmation of wish to be nominated, AND
- Certification that they are qualified to hold office (must state each condition)
- Dates of both candidate and witnesses signatures **MUST** be within a month of the date of delivery of the Nomination Papers

### **Withdrawal**

- Candidate may withdraw by giving notice to the RO
- Must be signed by candidate and witnessed by one other person
- Must be delivered by specified deadline (by 4pm on 3rd April)

### **Election campaign**

- In contested elections, candidates may produce literature
- Must bear the name of printer and publisher
- Candidates must account for their expenditure
- Full costs borne by the individual and are **NOT REFUNDED**

- Limited to £740 plus 6p for each elector in parish/ward

### **Pre-election period**

- From issue of Notice to day of election the councillors will be in the 'pre-election period' known as the Moritorium Period
- Code of Recommended Practice on Local Authority Publicity

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/5670/1878324.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/5670/1878324.pdf)

### **'Publicity Code'**

- Local authorities should not publish any publicity on controversial issues or report views in such a way that ..... it identifies them with any individual members, or groups of members.
- Publicity relating to individuals involved directly in the election should not be published unless expressly authorised by statute

### **Election or Poll?**

- There will always be an election contested or uncontested
- Uncontested same number of candidates as seats, or less
- Contested more candidates than seats - Poll is held

### **Results**

#### **Uncontested Election**

- RO required to give notice to Proper Officer of those automatically elected (asap after deadline for withdrawals)
- They do NOT take office any earlier than Tuesday 7th May 2019 ie 4th day after election)

#### **Unfilled vacancies (but Quorate)**

- Quorate council may co-opt to fill vacancies
- Good practice to give public notice (although not required in law)

- If do not co-opt within 35 days (excl. weekends or bank holidays), principal authority MAY exercise powers to hold further election, or take other appropriate action to fill vacancies.

### **Insufficient nominations (and NOT Quorate)**

- If less valid nominations than required to form a quorum, district council MUST hold a further election
- Election process is repeated until quorum is achieved (cost falls to parish)

### **Result of Poll**

- Published at place of the Count and at District Council
- Copy will be sent to Clerk for display
- RO must give notice to Proper Officer of persons elected
- Separate notification to individuals elected

### **Role of Clerk**

- Can 'assist' in nomination or other electoral processes
- Be careful not to confuse or delay
- Do not be seen as unofficial election agent!
- Holds copy of the Full Electoral Register (for Electoral Role numbers only needed on nomination paper)
- Available to answer potential candidates' questions
- Providing 'confirmed' candidates with future meeting dates/key dates
- Encourage council to complete any outstanding projects/paperwork
- Discourage 'old' council from committing 'new' council to projects/expenditure

### **New Council**

On fourth day after day of election:

- All outgoing councillors retire

- Persons elected take office [could be same people]

7th May 2019

### **All Councillors**

- Serve for four years (unless resigns, disqualified or otherwise vacates office)
- Must sign Declaration of Acceptance of Office at/before first meeting of Council (unless Council consents at meeting to signing at a later date)
- Failure to sign by required date means seat becomes vacant
  - Must complete a Register of Interests within 28 calendar days of the election [on line]
  - MUST sign to agree to be summoned electronically

### **First Meeting**

- The first meeting must be the Annual Meeting of the Council, which must take place on 4th day after election (not counting Bank Holidays), or within 14 days following that. **Ours is on 14<sup>th</sup> May.**
- 7th-23rd May 2019 if uncontested (8th-23rd if contested to allow service of summons)
- First item MUST be election of Chairman

### **Election of Chairman**

- Retiring Chairman if present MUST preside over election
- If still a councillor, has ordinary and casting vote (MUST use casting vote). Can vote for self.
- If no longer a councillor, only has CASTING vote
- New Chairman must sign Declaration of Acceptance of Office

