



TATTINGSTONE
Parish Council

PAPER 1

To: Tattingstone Parish Council
From: Sarah Keys
Date: 04 September 2023
Re: Dispensations

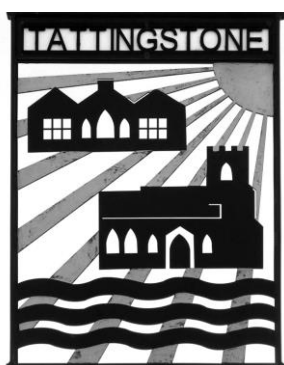
During recent meetings I have noted that there has been a lack of clarity around issues where Councillors may have an interest in an item on the agenda and whether they can contribute to discussions during meetings on these issues.

Where Councillors have an interest in a matter on the agenda it is sometimes possible for them to request a dispensation from the Clerk to enable them to have input into these agenda items. To date I have not received requests for dispensations from any member of the Council and therefore thought that it would be helpful to provide information on this.

I have done some research and reviewed the LGA Code of Conduct and the related legal matters and have drafted a Dispensation Policy for the Council which outlines the things that Council needs to be aware of and the process for requesting and agreeing (or otherwise) dispensations. I have also drafted a form for Councillors to complete when they would like a dispensation.

My hope is that this policy and form should make things clearer for all.

Recommendation: Council reviews and approves the attached policy and Dispensation request form.



Tattingstone Parish Council

Dispensation Policy

Version 1.0

DISPENSATION POLICY

1. INTRODUCTION

This policy sets out the general guidelines about the circumstances in which a dispensation will be granted which includes the requirement to use the appropriate form.

2. PRELIMINARY

The Localism Act 2011, section 31(4) states that a member who is present at a meeting of the Parish Council or of any committee, sub-committee or joint committee of the Council, and has a Disclosable Pecuniary Interest in a matter to be considered or being considered at the meeting (of which the member is aware) may not participate in the discussion of that matter at the meeting or participate in any vote taken on the matter at the meeting, unless a dispensation has been obtained from the Council under S33 of the Act.

As the Council has adopted the LGA Model Councillor Code of Conduct, the same criteria will also apply in respect of 'Other Registerable Interests' and 'Non-Registerable Interests', as defined in the Code.

3. TYPES OF DISPENSATIONS

The Council may grant one of the following dispensations:

- Partial dispensation – allow member to make a representation before leaving the meeting before the council debate and vote
- Full dispensation – take part in the debate and vote

4. RELEVANT PERIOD

Dispensations (under S33 of the Act) can be given for an item, meeting or period of up to 4 years (term of office).

5. DELEGATED AUTHORITY

If a member has a disclosable pecuniary interest in a matter, they may, before the meeting apply in writing to the Clerk for a dispensation. This policy delegates authority for this to be determined by the Clerk, in consultation with the Chairman of the Council (or Vice-Chairman if the Chairman is applying for the dispensation) so that a decision can be made before a meeting. Under this form of delegation, the decision is the Clerk's, but he/she must take into account the views of the Chairman or the Vice Chairman.

6. GROUNDS

Under s33 of the Localism Act 2011, a relevant authority may grant a dispensation under this section only if, after having had regard to all relevant circumstances, the authority:

- a) considers that without the dispensation the number of persons prohibited by section 31(4) from participating in any particular business would be so great a proportion of the body transacting the business as to impede the transaction of the business,
- b) considers that without the dispensation the representation of different political groups on the body transacting any particular business would be so upset as to alter the likely outcome of any vote relating to the business,
- c) considers that granting the dispensation is in the interests of persons living in the authority's area
- d) if it is an authority to which Part 1A of the Local Government Act 2000 applies and is operating executive arrangements, considers that without the dispensation each member of the authority's executive would be prohibited by section 31(4) from participating in any particular business to be transacted by the authority's executive, or
- e) considers that it is otherwise appropriate to grant a dispensation

Disclosable Personal Interest
Form for Application for Dispensation

You may apply for a dispensation by completing this form and sending it to the Proper Officer of the Council as soon as possible before the date when the matter is to be considered. This form must be signed by the Councillor concerned.

A relevant authority may grant a dispensation for the one of the reasons set out in the following summary of Section 33 of the Localism Act

- (a) the number of persons prohibited from participating in the business is so great a proportion of the Council as to impede the transaction of the business,
- (b) the representation of different political groups on the body transacting the business is so upset as to alter the likely outcome of the vote,
- (c) granting the dispensation is in the interests of persons living in the authority's area,
- (d) in an authority operating executive arrangements, each member of the authority's executive is prohibited from participating in the business to be transacted by the executive, or
- (e) it is otherwise appropriate to grant a dispensation.

1.	Member's full name:	
2.	Name of Council:	Tattingstone Parish Council
3.	What is the matter which is to be considered and in respect of which you seek a dispensation?	
4.	What body (Council, a Committee or Sub-Committee) is this matter to be considered by?	

5.	What is the nature of your Disclosable Pecuniary interest?	
6.	What is the nature of your Personal interest?	
7.	What is the date of the meeting at which this matter is to be considered?	
8.	Please specify if you seek a dispensation just for the one meeting or for a longer period and if so what period? (maximum of 4 years).	
9.	Please set out below the reasons why you consider that the Council should grant this dispensation:	

Signed:

Date:

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 paid since the last meeting

Payee	Detail	Method	NETT	VAT	TOTAL
S. Keys	Clerk/RFO July Salary	CHQ – 101467	477.50		477.50
S. Keys	Clerk’s Expenses	CHQ – 1014667	9.00		9.00
D. Childs	Replacement for lost cheque 101461	CHQ – 101466	200.00		200.00

Accounts submitted for payment – Current Account

Payee	Detail	Method	NETT	VAT	TOTAL
S. Keys	Clerk/RFO August Salary	CHQ – 101468	477.30		477.30
S. Keys	Clerk’s Expenses	CHQ – 101468	9.00		9.00
D. Childs	Playing Field Grounds Maintenance July & August (inv. 1683 & 1706)	CHQ – 101469	400.00		400.00
PKF Littlejohn Ltd	External Audit 2022-23	CHQ – 101470	210.00	42.00	252.00
Community Action Suffolk	Website Hosting August 2023- August 2024	CHQ – 101471	50.00	10.00	60.00
St Mary’s Church, Tattingston PCC	Donation to grounds maintenance costs at St Mary’s Church	CHQ – 101472	800.00		800.00
SALC	Councillor Training – Jlee	CHQ – 101473	60.00	12.00	72.00
Babergh District Council	Election Charges	CHQ – 101474	142.23		142.23
Tattingstone Parish Council – Lloyds	Transfer to new Parish Council Bank Account	CHQ – 101475	TBC		TBC

Receipts allocated

	Detail	Method	TOTAL
Cash Deposit	Tattler donations	Dep	300.00
Barclays bank interest	Bank interest 6 March – 4 June	Dep	6.65

Presented bySarah Keys, Responsible Finance Officer

Countersigned byChair 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.

SUBJECT TO ADDITIONS



PAPER 3

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 1st 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>	£6406.00	£11,653.86	Balance after committed funds
Totals	£18,323.85	£263.99		

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

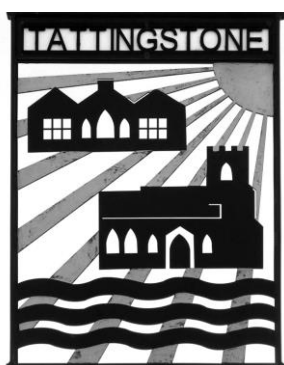
The following projects have been identified as valid bids against the Neighbourhood CIL Pot, have approval and are awaiting completion with monies being fully allocated and therefore committed:

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)	£6406.00	Once BDC CIL Funding approved	Funding request to BDC CIL underway

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)		



Tattingstone Parish Council

Internet Banking Policy

Version 1.0

Internet Banking Policy for Tattingstone Parish Council

Background

This policy is based on the advice issued by the National Association of Local Council (NALC) relating to parish councils' use of online banking and the implications for the way in which the Parish Council operates with regards to the authorization of payments.

Banking arrangements have changed significantly in recent years, with more transactions being carried out online. As a result of this, the use of cheques is becoming rare. Many businesses prefer to receive payment by electronic means and are now discouraging the payment of invoices by cheques. This has become particularly apparent during the COVID-19 pandemic.

Legislation

The Legislative Reform (Payments by Parish Councils, Community Councils and Charter Trustees) Order 2014 (SI2014/580) came into effect on 12th March 2014.

This Legislative Reform Order repeals the statutory requirement (Local Government Act 1972 section 150(5) which states that "every cheque or other order for the payment of money shall be signed by two members of the council".

The removal of this particular legal requirement enables the Parish Council to take an overall approach to how it controls its money as well as taking advantage of modern technology including internet banking.

Internal Controls

The Parish Council must ensure that it maintains robust controls on payments as an integrated part of its overall financial control system and proposes an Internet Banking Policy as part of its governance. At all times the advice of NALC in relation to dual authorization will be followed: "Councils must not relinquish the "two member signatories" control over cheques and other orders for payment until they have put in place safe and efficient arrangements in accordance with the guidance noted from the NALC Finance and Audit Advisor "the overriding requirement resulting from the abolition of S150(5) is that each and every local council seeking to depart from the two signature rule must "implement and maintain robust controls on expenditure as an integrated part of their overall financial control system".

It is not a requirement that two people authorize electronic payments, however it is a general principle that more than one person should be involved in any payment, whether that is before, at or after the point at which the payment is made. Councils must consider the appropriate systems, procedures and controls available by banking providers".

Banking position

The Parish Council has a bank account with Lloyds Bank with internet banking facilities set up for the day-to-day payment of invoices and receipt of income on the three current accounts.

The Clerk provides regular reconciliations supported by bank statements to full Council on the Council's accounts.

Payments are made by the Council referred method of payment which is by direct transfer using online payments as the default position.

The Council will have a minimum of three Councillors as authorised signatories at any one time:

1. Wherever possible, payments will be made using online banking and should be initiated as per the procedures set out below within three days of being agreed at a council meeting.
2. Payment for items made by internet banking transfer must have evidence retained showing which members approved release of the payment.
3. Where internet banking arrangements are made with any bank, the Clerk shall be appointed as the Administrator. The Clerk will operate a 'create and submit only' authorisation and will be able to transfer funds between accounts held at the same bank. The Clerk will be the only authorised person enabled to set up a beneficiary or a payment.
4. The Bank Mandate approved by the Council shall identify a minimum of three Councillors as Signatories who will be authorised to 'approve only' transactions on those accounts.
5. Access to internet banking accounts will be directly to the banks log-in page and not through a search engine or e-mail link. Remembered or saved password facilities must not be used on any computer used for council banking work. Breach of this requirement will be treated as a very serious matter.
6. The Council, and those signatories using computers for the Council's internet banking, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used. Signatories may request reimbursement for the installation and annual update of such software on their personal computers.
7. No employee or Councillor shall disclose any PIN or password, relevant to the working of the Council or its bank accounts, to any person not authorised in writing by the council.
8. New beneficiary details and changes to beneficiary details used for internet banking must be supported by hard copy or email notification for checking and supported by hard copy authority for change signed by the Clerk and a Signatory.
9. A programme of regular checks of standing data with suppliers will be followed.

Procedure

The actual process of operating the online account will be the subject to the rules and security authorisation process of the agreed bank:

1. All orders for payment will be verified for accuracy by the Parish Clerk and included on the payment schedule.
2. The schedule of all payments shall be prepared by the Parish Clerk and presented to each meeting of the Council together with any supporting invoices or other documentation for approval. The approved schedule will be signed by the Clerk as Responsible Financial Officer and Chairman of the meeting.
3. The Parish Clerk will initiate payment.
4. Two of the three authorised Councillors will confirm the payments online (from the list of authorised Councillors held by Lloyds Bank). Councillors are expected to authorise payment requests within two days of the payment being initiated by the Parish Clerk.
5. Where a councillor is to be reimbursed for expenditure, they should not be an authoriser (in the case of internet payments), or a signatory (in the case of cheque payments).

Inter Account Transfers

Transfers between the Council's Accounts will continue to be subject to the Council's own Financial Regulation 5.5c "fund transfers within the councils banking arrangements up to the sum of £10,000 provided that a list of such payments shall be submitted to the next appropriate meeting of council.



Please ask for:	Jade Grand-Scrutton
Email to:	Jade.grand-scrutton@baberghmidsuffolk.gov.uk

Dear Parish Clerk

ANNUAL PLAYGROUND INSPECTION FOR 2023

I am writing to ask if you would like us to organise an Annual Play Inspection for you this year. As in previous years we will be using "The Play Inspection Company" for both Mid Suffolk and Babergh District Council.

The Play Inspection Company offer an all-in package which includes your play inspection a risk assessment and disability discrimination assessment all for the price of **£53.15 + vat** per play area. There will be an additional charge of 10% (£5.31 per play area) to cover our admin costs. They will inspect the perimeter fencing, gates, ancillary equipment (such as benches and litter bins), equipment and surfacing and site photographs will be provided.

They can also carry out the following Optional Extras:

- To carry out Full DDA Assessment @ £15 per site
- To carry out Play Value assessment @ £15 per site
- To carry out estimated life expectancy assessment @ £7.50 per site

The reports produced are predominantly concerned with the overall safety of the equipment and area, with them reporting if the item complies with the current standard. Details of any failures will be provided along with recommended courses of action. A risk assessment will be provided for each item of equipment and the overall site. If an item is found to require immediate attention, they will call from site detailing the problem.

If you would like your village play area(s) to be included with our order to The Play Inspection Company, **please reply via email by Friday 1st September 2023 – please confirm the full address of the play area you wish to be inspected and clearly state any optional extras.**

You may of course decide to arrange your own inspection. If we have **not heard from you by Friday 1st September 2023 we shall assume this is what you are doing.**

If you should have any questions or queries, please do not hesitate to contact me.

Kind regards,

Jade Grand-Scrutton
Administration and Technical Support Officer – Public Realm

PAPER 6

Email correspondence re: Chedworth Place

From: "Daniel Potter (Cllr)" <Daniel.Potter@babergh.gov.uk>

Date: 22 August 2023 at 20:42:06 BST

To:

Subject: Re: Hedgerow clearance under way ...

Hi [REDACTED],

Thanks for making me aware of this latest development since the fencing was erected earlier this summer by Regis Group Ltd.

Regarding who gave permission to begin the work that commenced today, if the land owner is Russell Abbott then he would have known about this some time ago as he did approach me following the Parish meeting in July to confirm he had knowledge.

He also said he couldn't share the purpose of development with me or the Parish due to it being commercially sensitive therefore confidential only to say he knew what was happening.

I feel strongly that this needs to be addressed for September's Parish Council meeting as to what the plans are, as I have had no further details from planning applications for Tattlingstone Village since the first time the fencing was erected and there's little by way of getting in contact with Regis other than telephone and no email address available.

Regards,


Cllr Daniel Potter

From:

Sent: Tuesday, August 22, 2023 12:51:37 PM

To: Daniel Potter (Cllr) <Daniel.Potter@babergh.gov.uk>; Andrea Mendel <andrea.mendel@icloud.com>

Subject: Fwd: Hedgerow clearance under way ...

 **EXTERNAL EMAIL: Don't click any links or open attachments unless you trust the sender and know the content is safe. Click [here](#) for more information or help from Suffolk IT**

Hi Daniel, hope you are well.

At roughly 12PM a digger has turned up and started excavation of the area of fenced off "underhand development" you visited at Chedworth Place recently to inspect.

Based on your viewing of the fenced off area, can you please advise if this is permitted activity by the land owner or not.

PAPER 7 – CORRESPONDENCE TO NOTE

ITEM ONE: (For information)

From: "JARRETT, Katie" <Katie.JARRETT@suffolk.police.uk>

Date: 14 August 2023 at 18:02:36 BST

To: andrea.mendel@me.com

Subject: Anti-social vehicles

Good evening

Hope you are well,

I have received a report from a resident of Tattingstone complaining of mopeds and cars with loud exhausts meeting up at Alton bridge and then driving like idiots around the area.

Is this something you or your fellow councillors have come across?

If any of your residents have any CCTV footage of bikes and cars I'd be very grateful.

Kind regards

PC Katie Jarrett 582

Hadleigh Community Engagement Officer

Hadleigh Police Station

ITEM TWO: (For information)

From:

Sent: Saturday, July 22, 2023 10:31 AM

To: tatt.pc@gmail.com

Subject: Overhanging vegetation

Dear Sarah

Please would the Parish Council ask the owners of the first house in Chedworth that backs onto the pavement in School Road to cut back the vegetation that hangs over their wall. It is now impeding people walking along the pavement. It is dangerous to walk in the road at this point especially as it is such a big step down into the road and it is near the junction.

The occupants have to be asked every year; you would think that by now they would be aware of the problem.

Many thanks,

ITEM THREE: (For information)

From: Hana Richardson <Hana.Richardson@baberghmidsuffolk.gov.uk>

Sent: Tuesday, July 25, 2023 4:10 PM

To: Tattingstone Parish Council <tatt.pc@gmail.com>; Tricia Connolly <tattings@gmail.com>; Andrea Mendel <andrea.mendel@me.com>

Subject: Thank you for hosting - feedback

Dear Andrea, Tricia and all at Tattingstone Parish Council and village hall

Thank you all again for supporting and hosting the musical wellbeing themed project last week, at the village hall.

I hope you enjoyed the event and feel it brought benefit to local residents and your members.

We do hope this kind of wellbeing and musical initiative may be something we can continue to explore with local community groups and residents, if the interest and resource can be captured.

I attach a hard copy of the survey we handed out and completed with residents on the afternoon. Please do take 5 minutes to complete these and return to me, or to pass onto your peers locally, whom may not have had chance to complete one on the day.

Have a lovely summer holiday in the meantime and hope to speak and work with you all in the near future.

Kind regards

Hana

Hana Richardson

Communities Officer, Communities Team

Babergh District Council and Mid Suffolk District Council – Working Together

ITEM THREE: (For information)

From: Joanna Hart <Joanna.Hart@baberghmidsuffolk.gov.uk>

Sent: Friday, July 28, 2023 4:34 PM

To: Tattingstone Parish Council <tatt.pc@gmail.com>

Subject: Bottle banks at Tattingstone Village Hall

Good afternoon Sarah,

Thanks very much for your time on the phone just now and apologies again for ringing you whilst you were away!

As discussed, Environmental Health have received a noise complaint about noise arising from the use of bottle banks at Tattingstone Village Hall. This issue appears to be the proximity of the banks to a residential property, remaining residents are disturbed when the banks are used, particularly when this happens at unsocial hours. I understand that a notice was put up requesting that people refrain from using the banks outside of certain hours but unfortunately this has not had the desired effect.

We have been asked to look at the situation in terms of whether the use of the banks is likely to be causing a statutory nuisance. I wanted to bring the report to the Parish councils' attention to make you aware and to see if an informal resolution might be found. I understand from our conversation that village hall matters are dealt with by the Village Hall Committee, chaired by David Brown, and you kindly offered to forward an email to him. I'd be very grateful if Mr Brown could contact me to discuss the situation. Please note that I work part time so will next be available next Wednesday.

Many thanks again for your help.

Kind regards

Jo

Joanna Hart, MCIEH

Senior Environmental Protection Officer

Babergh and Mid Suffolk District Councils - Working Together

PAPER 8

Job Profile

Editor - The Tattler

Tattingstone bi-monthly village newsletter

Summary

The editor will oversee the entire process of publishing the Tattingstone village bi-monthly newsletter.

The editor considers what suitable articles/items are published, selects images to accompany articles, and develops themes for special issues.

The editor creates editorial calendars that consider the timeliness or relevance of articles and sets schedules for special, thematic issues.

When appropriate, the editor identifies what articles appear in each issue of the newsletter and may include copy based on the editor's own ideas.

The editor will also perform more traditional editing responsibilities, such as review content for grammatical, spelling, and formatting errors, and ensures the factual accuracy of content published.

Because of the high involvement in all aspects, the editor is directly responsible for the publication's success.

Key Responsibilities

- Receive copy from writers
- Modify written content from writers where appropriate
- Develop a content calendar
- Develop ideas for content
- Create 40 content templates per edition
- Adhere to journalism best practices
- Design and produce templates and marketing materials including advertisements
- Prepare the entire publication for print ready production

- Liaise with the printing company and ensure that the files are delivered in a timely fashion and that the publication is received for door drop distribution within the timescale set.

Key Criteria

- Ability to create stories
- Provide corrective and positive feedback to writers that helps improve content quality and tone
- Excellent writing, editing, and proofreading skills
- Proven ability to multitask and ensure timely deliverables
- Strong research skills and attention to detail
- Strong writing and proofreading skills
- Experience in producing magazines, brochures, letterheads and graphical advertisements
- Ability to work under pressure and meet deadlines

Qualifications|Experience

- Minimum of 3yrs editorial experience, media production and communication
- Experience with software and systems such as WeTransfer, Dropbox, Issuu etc
- Excellent IT skills with experience of template creation and conceptual creative ability, in order to create newsletter pages
- Proven experience in software publishing packages including Adobe Photoshop and Adobe DC Pro
- Extensive knowledge/qualifications in marketing, business, communications and graphic design
- Financial acumen with experience in managing budgets

PAPER 9 – Tattler correspondence

From:

Date: 21 August 2023 at 21:27:47 BST

To: Andrea Mendel <andrea.mendel@me.com>, Janice Lee <jan.lee8890@icloud.com>

Subject: The Tattler

Hi Andrea and Janice

I am not sure if I will be able to attend the next Parish Council meeting so, below, are a few words for consideration regarding the apparent controversy over The Tattler.

I hear that it has been claimed that The Tattler does not include what the people in Tattingstone wish to read. It has also been suggested, I am told, a 'supervisory panel' should be set up to vet what articles should appear in the magazine. I would be interested to learn what evidence there is to support the assertion.

IO deliver over 40 editions of the Tattler and everyone of my round look forward to receiving their copy and several make complimentary remarks about it – including the former editor, Norman Sanders.

My view is that it is the best parish magazine on the Shotley Peninsula. Denise produces a very professional-looking magazine with a varied content that keeps the village advised of the activities of the various clubs and societies along with useful information in the local directory. The introduction of a 'supervisory panel' would usurp the rightful function of the editor and who is to say that its opinions would be an improvement? This sacks of Big Brother by overriding the freedom of the press!

I am, as you will have gathered very much against the proposal. Please leave things alone and do not interfere with an excellent publication.

From:

Sent: Friday, August 18, 2023 3:05 PM

To: tatt.pc@gmail.com; Tricia Connolly <triciaconnolly11@gmail.com>

Subject: Tattler Feedback

Hi,

Regarding giving feedback for the Tattler publication, in my opinion, it is interesting, informative and has a good ratio of editorial content to advertising.

The format and layout of the publication is of a very high standard with an equal balance of historic, useful and new articles, all making a really good and easy read.

Prior to my retirement, I was employed as a Marketing Manager for Archant (The East Anglian Daily Times, Ipswich Star and Suffolk Magazine) I believe that for a Parish Magazine, the Tattler is one of the best I have seen and that the Editor should be proud of themselves in producing a magazine which: Informs, Educates and Entertains.

Long may it continue.

Kind regards

From:**Sent:** Friday, August 18, 2023 12:24 PM**To:** Jane Connell-Smith <tatt.pc@gmail.com>**Subject:** Tattler review

Hi Sarah,

Councillor Lee visited the Drop-In this week. She has asked those present to provide feedback on the Tattler as the Parish Council are reviewing it.

I must start my review by congratulating the Editor on producing a professional village magazine. I believe the Tattler is far superior to other village magazines.

I would also like to congratulate the Editor on producing the Tattler, during the time of Covid, when the village needed to stay connected. I appreciate it must have been difficult to find articles to include as the village clubs and organisations were still not functioning, despite this she always managed to provide an entertaining read.

I have found the articles in the Tattler to be both entertaining and informative. There is a good balance of village news, entertainment, features and advertisements and it is free.

As an additional feature, I would like to see a farming diary in each issue. We are surrounded by fields and I believe it will be of interest to villagers to know which crops are being sown, wildlife it might attract and what happens during a farming year.

I would like to know more about our Parish Councillors. Perhaps they could take it in turns to write an article, with a picture, about themselves. Why they became a Parish Councillor? What skills they bring to the Parish Council? They could share an interesting or amusing fact about themselves!

As a contributor to the Tattler, I can't emphasis enough how vital the Tattler is in keeping the link between the Tattingstone Good Neighbour Scheme and the public open. Without the Tattler, we would struggle to keep our residents informed and supported.

I feel the Tattler is the beating heart of the village and keeps us all connected. We have a thriving community due of the Tattler.

Job well done and long may it continue.

Kind regards,

From:**Sent:** Friday, August 25, 2023 4:16 PM**To:** tatt.pc@gmail.com**Cc:** Andrea Mendel <andrea.mendel@me.com>**Subject:** The Tattler

Dear Sarah,

I understand that The Tattler has been delayed due to discussion taking place within the Parish Council. I understand that councillors have oversight of the magazine. However, its delayed publication has a direct impact on Pen Pix.

We rely on The Tattler and the village website to keep everyone informed of our upcoming features. After the August break this is particularly important.

We have been very impressed by the magazine since Denise took over as editor. She has been very helpful, advising on the layout of our posters, both for the magazine and for local notice boards. The layout of The Tattler has improved immensely, helping Pen Pix rebuild its audience after COVID.

I would be grateful if you could pass on our thanks to Denise for her very professional work and to the council for supporting her in producing an excellent village magazine.

Best Regards,

Chair of Pen Plx.

Additional Correspondence received re: TATTLER

From: David Wood <dlwood49@gmail.com>
Sent: Tuesday, August 29, 2023 6:57 PM
To: Sarah Keys <tatt.pc@gmail.com>
Subject: Tattler

Hi Sarah

Could this be circulated to all Parish Councillors please:-

I note with interest that the subject of the Tattler magazine is on the Parish Councils agenda once again.

Not wishing to get involved in any debate concerning this publication but as the person responsible for delivering the greatest amount of the magazine (80) I would like to make the following points that will perhaps assist towards the debate:-

A great majority of the people I deliver to really welcome the delivery of the magazine and I have received numerous compliments of the quality and contents of the publication.

As I deliver the magazine to the outlying reaches of the Parish comments have come from residents saying how much they enjoy the magazine, it brings them closer to the village and is very informative.

Quite a few people have said they wish it was monthly instead of bi-monthly.

One of the people I deliver to was so impressed with the magazine that a donation of £600 has been received to help towards the cost.

In the process of delivering this publication I have received nothing but praise and no complaints about the content, in fact the only complaint I have received is when I was slightly late delivering once!!!

I hope this information proves helpful for your discussion.

Regards
David Wood

From: Steve Kirk <tattingstonehistory@gmail.com>
Sent: Tuesday, August 29, 2023 8:49 PM
To: Sarah Keys <tatt.pc@gmail.com>
Subject: Tattingstone Parish Council Meeting - 4th September

Dear Sarah

Review of The Tattler

I would like to offer my views for the item on Monday's agenda about The Tattler.

I think The Tattler as the parish newsletter plays a hugely important role in Tattingstone. What other way would information reach every household in the village? Not everyone is on the internet, some people don't socialise within the village for health, age or work reasons so it is the perfect way to share, advertise local information and promote village events.

Since its introduction it has always been of a very high professional standard. It is attractive and contains up to date useful information about local clubs, events and importantly reports from the parish council and other local government councillors including our MP. The advertising is useful too. We always enjoy doing the crossword. It is a massive improvement on its predecessor The Tattingstone News in both appearance and up to date content.

As the contributor for the historical pieces, I frequently receive favourable feedback and am often told that they are appreciated. I have never received any negative comments. Without The Tattler it is unlikely that I would have another outlet to share the work I do on the history of Tattlingstone. I feel this is especially worth mentioning because amongst all the other varied topics I cover, I continue to research and write up the stories of the men from the village who gave their lives in the two world wars. I am currently working on the story of one young man, 23 years old, who died fighting thousand of miles away from home 80 years ago this October and its the least we can do as a tribute to remember the ultimate sacrifice he made.

In conclusion The Tattler is worth every penny and every effort should be made to keep it going. The present editor does an excellent job, is very professional and puts an enormous amount of her spare time into something to benefit the community and should be applauded for doing so. When somebody so skilled is prepared to do this on a voluntary basis, it would be nonsense to change it.

As they say "If it ain't broke, don't fix it"!

Thanks and kind regards

Jane Kirk

Village Recorder

PAPER 10 – Email correspondence

Sarah,

Due to the Tattingston domain being hosted somewhere other than my main hosting account, I am unable to provide the same email service that is provided to Brantham. The two main options are either Microsoft 365 or Google Workspace.

I work with a company that partners with Microsoft so can give me good pricing for Microsoft 365 and various options. There are different pricing models depending on what services you choose.

So, the main question is this: do you need anything other than email services? If you would like storage services and access to Word/Excel etc then that means a different plan.

- Email only plan - £47.76 per month (10 users)
- Business Basic - £75.48 per month (10 users)
- Business standard - £151.08 per month (10 users)

Business basic contains 50Gb email account, teams, 1Tb Onedrive + 1Tb sharepoint and online office apps only.

Business standard contains Microsoft Office 365 Business Standard: Full Microsoft Office Desktop Apps, 50Gb email account, teams, 1Tb Onedrive + 1Tb sharepoint.

You can mix and match users. The company have provided me with this:

Essentially its worth have at least 1 x Business Basic as you then get 1Tb company sharepoint space, you can mix and match as you see fit.

For example I have a customer who has this:

1 x Business Standard (for himself, his wife and his laptop (can activate on 5 machines) this gives him the full desktop apps, 1tb Sharepoint and 1Tb onedrive)

5 x Business Basic

each user have 1Tb of onedrive space, and can access the 1Tb sharepoint space and has email

3 x E1 - these people don't need file access

With even the entry level E1, they can have full exchange services including unlimited distribution groups, aliases and shared mailboxes.

A shared mailbox is a full functioning exchange account, but doesnt need a license (it shares or can be accessed by licensed accounts only)

The other option is Google Workspace. This is Gmail and Drive for business and the main pricing is here - https://workspace.google.com/intl/en_uk/pricing.html

If you were interested in Google, I can obtain an official quote from another company I am familiar with who are fairly local to me.

Quite a lot to take in! If you wanted to call me about this, let me know and we can set something up.

Simon

PAPER 11 – Report from Cllr Page

As the PC rep on the Playing Field Committee I attended a meeting held at the School on 21st July. If I am unable to make the PC meeting the key points are as below:

A set of galvanised gates at a cost of £890 were approved (and are now in place)

The football club are still looking at how they can play their matches at the field but will need significantly improved facilities and are looking at a portacabin which would cost up to £60k and need planning permission.

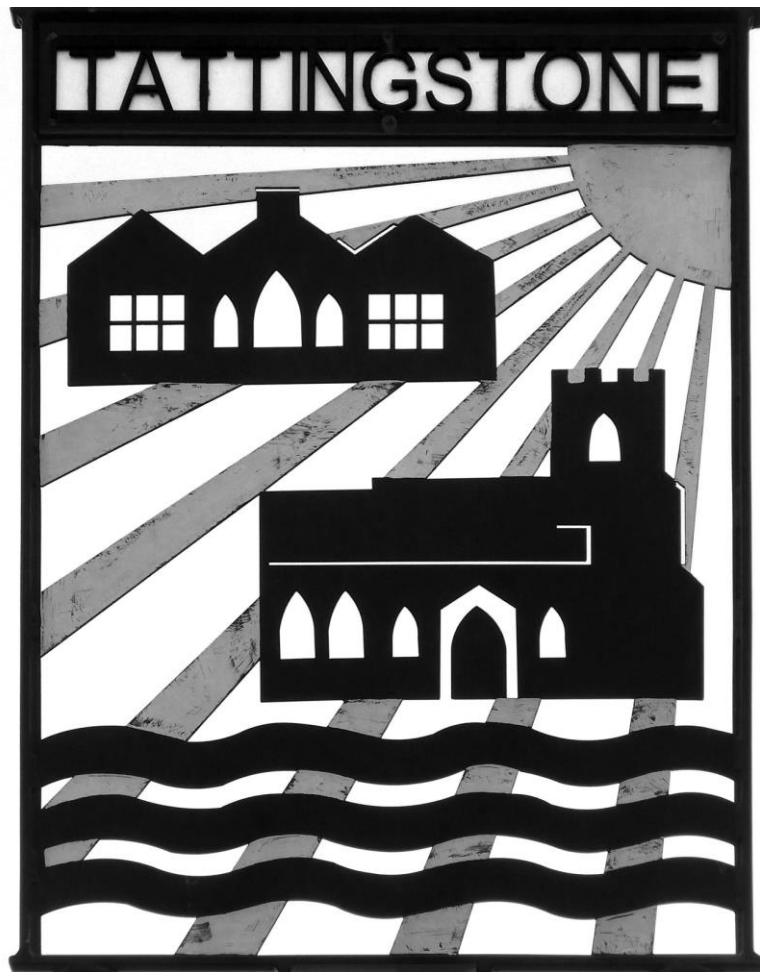
The Play Equipment request for Babergh CIL funds was delayed by yet more conditions set by the Council which have been submitted but may have missed the cut off point for the summer allocation board so may be delayed.

The Fete raised approximately £2000 and was considered to be a success. The organisers were holding a full debrief to review how it could be even better next year.

The matter of the historical “Fete Float” of approximately £2k is still being explored by the committee officers.

The next meeting is scheduled for Friday 15th September 2023.

Simon Page



TATTINGSTONE

Community Emergency Plan

Plan last updated on: ??/??/2023

If you are in immediate danger call 999

Plan distribution list

Name	Role	Phone number/email address	Issued on
Andrea Mendel	Chairman, Tattingstone Parish Council	07774 416484 Andrea.mendel@me.cm	
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	07514951192 daniel.potter@babergh.gov.uk	
Simon Harley	County Councillor	simon.harley@suffolk.gov.uk	
Tattingstone Parish Council website		www.tattingstoneparishcouncil.co.uk	

Plan amendment list

Date of amendment	Date for next revision	Details of changes made	Changed by
??/??/2023	DD/MM/YY	First Draft	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

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

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

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:

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

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Key Locations Identified As 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.

Communications

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

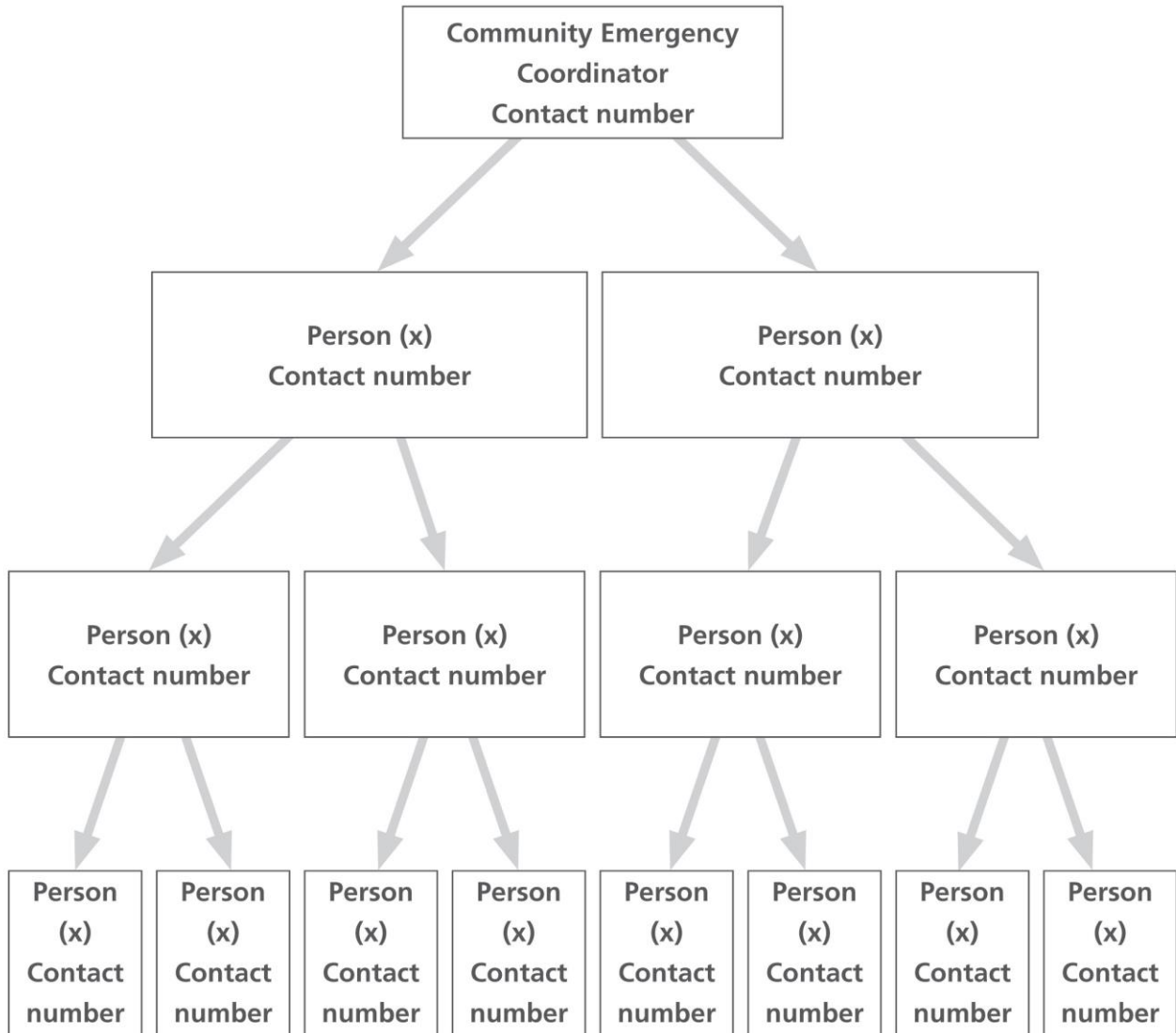
- Potential communications methods for Community Emergency Team members
 - WhatsApp group
 - Email group
 - Closed FaceBook group
 - Virtual video platforms such as Zoom, MS Teams, Skype etc.
- Potential communications methods for residents
 - Parish/ Town Council website / social media accounts
 - Community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

Emergency contact list

Parish Council Chair	Name: Andrea Mendel
	Title: Lead Community Emergency Coordinator
	Telephone numbers: Home: Mobile:
	Email:
	Address:
Parish Council Vice Chair	Name: Simon Page
	Title: Deputy Emergency Coordinator
	Telephone numbers: 01473 328352/07912 609549
	Email: simonppage@btinternet.com
Parish Council Members	Denise Hawes
	David Clarke
	Russell Abbott
	Brian Stennett
	Janice Lee
	Gemma Mark
	Brandon Plumbly

Sample telephone tree (IF THIS IS NECESSARY)

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		01473 328263
Capel St Mary Surgery		01473 310203
Tattingstone Good Neighbour Scheme (TGNS)	Duty Officer mobile holder Tricia Connolly	07895 052086

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

	Instructions	Tick
1	Call 999 (unless already alerted)	
2	Ensure you are in no immediate danger	
3	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>	
4	Contact initially may be to inform them of the current Emergency Service advice regarding any action to be taken.	
5	Use log sheet to record:- <i>Any decisions made and reasons.</i> <i>Who you spoke to and what was said.</i>	
6	Decide if a Community Emergency Meeting is necessary? <ul style="list-style-type: none"> • Identify a safe venue and who needs to attend • Inform attendees and community of time and venue 	

	<ul style="list-style-type: none"> • Use the suggested Agenda in this plan 	
7	Record any Actions arising from the meeting	
8		
9		
10	Arrange a Debrief meeting once Emergency has been resolved.	

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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

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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.
- *the Emergency Centre Box is to be acquired, opened at the Centre and its contents distributed as appropriate;*
- 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***
- ***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.*

Alternative arrangements for staying in contact if usual communications have been disrupted

Communication Type	Name of contact	Location
<i>Mobile phone</i>		
<i>Word of mouth</i>		

*Actions agreed with emergency responders in the event of an evacuation
[Use this space to record details of the actions you can take to help your local authority if an evacuation is necessary in your community.]*

- 1. Help police/local authority with door knocking*
- 2. Tell emergency services who might need extra help to leave their home*

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OTHER RELEVANT CONTACTS

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