

## MINUTES

### TATTINGSTONE PARISH COUNCIL MEETING

Monday 07 November 2022, 7.30pm held at Tattingsstone Village Hall

**PRESENT:** Cllrs D Hawes, G Mark, A Mendel, S Page P Wills

**CHAIRPERSON:** Cllr D Wood

**IN ATTENDANCE:** S Keys (Clerk), County Cllr Simon Harley, District Cllr Jane Gould and 4 members of the public

#### 01. WELCOME AND OPENING STATEMENT

The Chair welcomed Councillors and public to the meeting. The Chair read a statement that outlined procedures for filming or recording during the meeting.

#### 02. APOLOGIES FOR ABSENCE

The Council noted and approved the apologies received from Cllr D Clarke. The Council noted the apologies received from District Cllr Jane Gould and County Cllr Simon Harley.

#### 03. DECLARATION OF INTEREST AND LOCAL NON-PECUNIARY INTERESTS

- a) To receive declaration of pecuniary and local non-pecuniary interest(s) in items on the agenda and their nature inc. gifts of hospitality exceeding £25 – none received
- b) To receive requests for dispensations – none received.

#### 04. PARISH COUNCIL MEETING MINUTES

a) To consider and approve the minutes of the previous Parish Council meeting on 03 October 2022 – Cllr Page proposed that the minutes were approved and signed. This was seconded by Cllr Mark and aif. The Chair duly signed the minutes.

#### 05. CLERK'S REPORT

- a) To receive an update on actions from the last meeting:
  - Share contact details for TGNS with the Clerk and the Clerk to inform the group that a donation had not been granted at this stage. – *carry forward*
  - Contact Anglian Water and highlight need to cut back hedging from Chedworth Place to Lemons Hill bridge - *completed*
  - Contact SCC and ask them to cut bank outside Village Hall which has become overgrown – *completed, response received stating that this is not a priority for SCC at this time.*
  - Arrange payment of donation of £150 to VH Committee - *completed*
  - Add Co-option to the agenda for the next meeting - *completed*
  - Add nomination for representative on the VH and Playing Fields Committee to the agenda of the next meeting - *completed*
  - Add updated Finance Regulations to the Tattingsstone Website - *completed*
  - Add General Reserves Policy and Data Protection and Information Management Policy to the Tattingsstone Website - *completed*
  - Add email accounts to the agenda of the next meeting - *completed.*
- b) To receive a report on any other issues from the Clerk – the Clerk reported on the following issues:
  - Access to bank account – bank statements are now being received and Cllr Mendel has been able to request missing statements which have now been received. Cllrs Mendel and Wood are currently working with the bank to request View Only access to the accounts for the Clerk.
  - The Clerk informed the Council that she had worked with Linda Brown from the Village Hall to complete an application form for the Warm Spaces Grant. If received this will mean that the VH can open its doors to provide a warm space for village residents through the winter.
- c) To consider/agree next steps as necessary – none.

#### 06. PUBLIC SESSION

A written report had been submitted from Cllr. Harley (available as Appendix C).

A written report had been submitted from Cllr Gould (available as Appendix D)

The following points were raised by members of the public:

- The metal posts at the Wheatsheaf need to be removed. **ACTION** – Clerk to ask Grounds Maintenance contractor to undertake this work.
- A member of the Playing Field Committee confirmed that he is currently requesting quotes for repairing and upgrading the play equipment on the Playing Field. **ACTION** – Clerk to send contact details for Wicksteed

### **07. PARISH COUNCILLOR CO-OPTION**

- a) To note the applications for co-option to the Council – the Clerk informed the Council that two applications for co-option to the Council had been received but one applicant had withdrawn earlier in the day. The Council reviewed the remaining application from Brian Stennett
- b) To review any presentations from the applicants and to present any questions to the applicants – B. Stennett gave an overview of his professional experience and history and outlined the reasons he would like to become a Parish Councillor Tattingstone.
- c) Cllr Wood proposed that B.Stennett should be co-opted to the Council. This was seconded by Cllr Page. The motion was carried.
- d) To note the signing of the Declaration of Acceptance of Office – the Council noted the signing of the Declaration of Acceptance of Office by B.Stennett, following which Cllr Stennett formally joined the Council for the remainder of the meeting.

### **08. PLAYING FIELD AND VILLAGE HALL REPRESENTATIVE**

- a) To receive nominations and approve a Parish Council representative on the VH and Playing Field Committees – Cllr Stennett highlighted a non-pecuniary interest in this item as the Treasurer for the VH Committee. Following discussion Cllr Mendel proposed that Cllr Hawes become the Parish Council representative on these Committees. This was seconded by Cllr Mark and aif. (Cllr Stennett abstained from the vote).

### **09. FINANCE REPORT**

- a) To note and approve the balance of accounts as at 30 October 2022:  
Community Account - £42,086.91  
Premium Account - £3184.86
- b) To note and approve the accounts awaiting payment, the accounts paid since the last meeting and the receipts allocated since the last meeting as circulated in Appendix A. Cllr Mendel proposed that the Appendix A was approved. Council noted that this included the following additional payments:
  - £16 – Village Hall hire
  - £50 – Royal British Legion (Poppy Wreath)This was seconded by Cllr Wood and aif by the Council.
- c) To review the first draft of the 2023-24 TPC Budget as circulated by the Clerk – the Council reviewed the Budget outline. The Clerk reviewed the changes and the proposed increases. The Clerk confirmed that whilst the tax base figures are unknown these are indicative at this time. The Council agreed that it would review the document at the next meeting. The Clerk also circulated the Budget to Actual Statement up to 31 October 2022 and gave an overview of the current financial situation.

### **10. INTERNAL AUDIT ACTION PLAN**

- a) The Clerk gave an update on the work undertaken on the TPC Internal Audit Action Plan. Cllr Wood proposed that the updated document was approved, this was seconded by Cllr Mendel and aif.
- b) Following legislation to allow online meetings ended on 06 May 2021 Parish Council reviewed the decisions made at the APCM on 10 May 2021 and the PC Meetings on 10 May 2021 and 07 June 2021 which had been held online unlawfully. Cllr Wood proposed that the decisions made at those meetings were approved, this was seconded by Cllr Mendel and aif. (Cllr Stennett abstained from the vote)
- c) To formally approve the publication of the ICO's Model Publication Scheme – Cllr Page proposed that this document be adopted by the Council and that any future updated versions should be automatically updated, this was seconded by Cllr Wood and aif.

### **11. PARISH COUNCIL EMAIL ACCOUNTS**

# TATTINGSTONE

## Parish Council

- a) To consider proposals for adoption of a Parish Council domain and email addresses – the Clerk informed the Council that an email provider was currently looking at the best way to do this and would provide an update in time for the next meeting.
- b) To agree next steps as necessary – to discuss further at the next Parish Council meeting.

### 12. PLANNING APPLICATIONS

- a) To review planning applications received and to agree a response from TPC – none received.
- b) To note any planning decisions received:  
DC/22/04355  
17 The Close, Tattingsstone, IP9 2PD  
Erection of a two-storey side extension (following demolition of conservatory). Erection of a single storey detached outbuilding, conversion of garage to living space, installation of a first floor balcony and replacement of gates and piers to rear access  
PLANNING PERMSISION GRANTED  
The Clerk confirmed that she had queried why this had not been receive by the Council or published on the TPC open applications page. BDC confirmed that this should have been done. The

### 13. CORRESPONDENCE

The Clerk reviewed the correspondence that had been received in October 2022 (copies had been circulated to Councillors prior to the meeting). Councillors noted the following:

- An email from Woolverstone PC about coordinating initiatives for Warm Spaces during winter 2022 – the Clerk confirmed that she had forwarded this to the VH Committee for review.
- An email from Suffolk Highways re: projected increases in Street Lighting costs – the Clerk confirmed that she had included this in the proposed budget for 2023-24. The Clerk queried whether the Council had considered upgrading their street lights to LED to reduce costs. **ACTION** – Ask SCC to provide an upgrade quote
- An email from TGNS re: Warm Spaces Grant – the Clerk confirmed that she had forwarded this to the VH Committee
- An email from AProctor re: the village defibrillator – following discussion it was agreed to ask Andy to attend the next meeting of the Parish Council to provide an update.
- An email from BDC re projected election costs for 2023 – the Clerk confirmed that this had been reflected in the proposed budget.

### 14. NEIGHBOURHOOD PLAN

- a) Cllr Mendel informed the Council that the next meeting will take place on 10<sup>th</sup> November and therefore the next update on the plan will be given at the December Parish Council meeting.
- b) To consider/agree any next steps as necessary – none.

### 15. COMMUNITY EMERGENCY PLAN

- a) To receive an update on any current Community Emergency Plan – Cllr Page confirmed that this item should be carried forward to the next meeting
- b) To consider/agree proposals to create/update the CEP as necessary – see above.

### 16. ANY OTHER URGENT VILLAGE MATTERS

- a) To consider any other urgent village matters
- Cllr Page informed the Council that he had reported the issues with the roof at Park Cottage to the owners and highlighted that the advice from Historic England is that those with concerns should write to the owners highlighting concerns in the first instance. **ACTION** – Clerk to write to the owners of the property highlighting concerns.

### 17. MEETING DATES IN 2023

- a) To agree meeting dates for 2023 as circulated by the Clerk – the Council reviewed the dates provided but noted that 8<sup>th</sup> May is now a bank holiday. **ACTION** – Clerk to find out if the VH is available on 9<sup>th</sup> May 2023 .

### 16. DATE OF NEXT MEETING

Monday 05 December 2022, 7.30pm at Tattingsstone Village Hall

Meeting closed at 8.34pm

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

## ACTIONS

<b>MINUTE NO.</b>	<b>ACTION</b>	<b>WHO</b>
08	Share contact details for TGNS with the Clerk and the Clerk to inform the group that a donation had not been granted at this stage.	Clerk
06	Ask Grounds Maintenance Contractor to remove posts at The Wheatsheaf	Clerk
06	Send contact details for Wicksteed to David Brown	Clerk
13	Ask SCC to provide a quote to upgrade street lights to LED	Clerk
16	Write to owners of Park Cottage highlighting concerns	Clerk

**Appendix A – Finance Report**

<b>ACCOUNTS TO BE AGREED FOR PAYMENT</b>	<b>Chq no.</b>	<b>NET</b>	<b>VAT</b>	<b>TOTAL</b>	<b>Powers Used</b>
S. Keys (October 2022 salary - £296.37 October 2022 expenses - £9.00)	101423	£305.37		£305.37	LGA 1972
Leiston Press Ltd (Inv. No 55575)	101424	268.00	£3.00	£271.00	LGA 1972
Tattingstone Village Hall (Donation as per PC mtg – Oct 2022)	101425	£222.20		£222.20	LGA 1972
Tattingstone Village Hall (VH Hire)	101426	£16.00		£16.00	LGA 1972
RBL Poppy Appeal 2022 (Poppy Wreath donation)	101427	£50.00		£50.00	S137

<b>RECEIPTS RECEIVED SINCE THE LAST MEETING</b>	<b>TOTAL</b>
Bank Interest	£0.98

## Appendix B - Glossary of Common Abbreviations used

<b>Aif</b>	<b>All in favour</b>
<b>AGAR</b>	<b>Annual Governance and Accountability Return</b>
<b>APM</b>	<b>Annual Parish Meeting</b>
<b>ASB</b>	<b>Anti-social Behaviour</b>
<b>BACS</b>	<b>Bankers Automated Clearing Services</b>
<b>BDC</b>	<b>Babergh District Council</b>
<b>BMSDC</b>	<b>Babergh &amp; Mid Suffolk District Council</b>
<b>CAS</b>	<b>Community Action Suffolk</b>
<b>Chq</b>	<b>Cheque</b>
<b>Cllr</b>	<b>Councillor</b>
<b>Cttee</b>	<b>Committee</b>
<b>DC</b>	<b>District Council</b>
<b>DCLG</b>	<b>Department of Communities and Local Government</b>
<b>FOI</b>	<b>Freedom of Information</b>
<b>FR</b>	<b>Financial Regulations</b>
<b>GPoC</b>	<b>General Power of Competence</b>
<b>HMRC</b>	<b>Her Majesty's Revenue and Customs</b>
<b>LAIS (from SALC)</b>	<b>Local Association's Information Services</b>
<b>LPA</b>	<b>Local Planning Authority</b>
<b>NHS</b>	<b>National Health Service</b>
<b>NDP</b>	<b>Neighbourhood Development Plan</b>
<b>NP</b>	<b>Neighbourhood Plan</b>
<b>PC</b>	<b>Parish Council</b>
<b>PCSO</b>	<b>Police Community Support Officer</b>
<b>Rec</b>	<b>Recreation</b>
<b>RFO</b>	<b>Responsible Finance Officer</b>
<b>SALC</b>	<b>Suffolk Association of Local Councils</b>
<b>SCC</b>	<b>Suffolk County Council</b>
<b>SID</b>	<b>Speed Indicator Device</b>
<b>SLA</b>	<b>Service Level Agreement</b>
<b>SNT</b>	<b>Safer Neighbourhood Team</b>
<b>SO</b>	<b>Standing Order</b>
<b>TPC</b>	<b>Tattinstone Parish Council</b>
<b>TPF</b>	<b>Tattingstone Playing Field</b>
<b>TVH</b>	<b>Tattingstone Village Hall</b>
<b>TPO</b>	<b>Tree Preservation Order</b>
<b>VAS</b>	<b>Vehicle Activated Sign</b>
<b>VCSE</b>	<b>Voluntary, Community and Social Enterprise Organisations</b>

## APPENDIX C



### Report for November 2022 to the Parish Councils of Peninsula Division from Simon Harley (SCC Councillor)

#### Cost of Living Budget Survey – SCC Open up for your thoughts

SCC has released a survey to local residents, asking for their thoughts on the upcoming 2023/24 budget. A summary of responses will be considered when deciding how to spend your money. With inflationary pressures, our Group expects government to seek spending cuts – meaning public services could be cut and council Reserves may have to be used.

I asked a question at Full Council in November as to whether services would have to be cut and the answer was that it was likely as the Council is expecting a significant deficit next year (well over this year's deficit of £12M).

Please share your thoughts on how the Council should spend their money, as well as highlighting issues in your communities.

For a link to the online survey, click here: <https://www.smartsurvey.co.uk/s/7BQY0J/>

#### Cost-of-Living Leaflet: Updated to Show Support

Over 85,000 leaflets, highlighting information and guidance during the crisis, were distributed amongst Suffolk communities. The leaflet shows all the help Suffolk offers with finances and household expenses, as well as how to stay warm this winter. Anyone vulnerable please have a look at how Suffolk can help.

For a link to the leaflet, click here: <https://suffolk.pagetiger.com/cost-of-living-support/scc1>

There is a lot of useful information on Suffolk Infolink: [Suffolk InfoLink | Cost of living support in Suffolk](#) and if you are in a position to help others (e.g. by donating food, clothing or furniture) there is a link here to organisations you can contact.

#### Suffolk County Council's Launch of 'Winter Matters' Campaign

SCC have launched their Winter Matters campaign, which aims to help ease the pressures of winter for Suffolk residents. This is a signposting campaign that centres around five key themes: Finances, Safety, Environment, Health and Wellbeing, and Highways.

For more information and advice on how SCC can support you during winter, visit: [www.suffolk.gov.uk/wintermatters](http://www.suffolk.gov.uk/wintermatters)

#### Full Council – 20<sup>th</sup> October – GLI Motion

Suffolk GLI submitted a motion calling for Suffolk County Council to reject the idea of an "Anti-Growth Coalition". The term, coined by a former Prime Minister, suggested anyone who criticised the government's economic policy was part of a coordinated group against growing our economy.

Our Group wanted Suffolk County Council to denounce this term and acknowledge the importance in different opinions – including the view that growth should consider social responsibilities, community voices, sound



financial policy, and environmental limits. Something we believed this government was not adhering to and should do.

The Conservatives voted against our motion, however we still feel it is important that our local authorities reject untruthful and divisive claims.

### **Cabinet Meeting – 11<sup>th</sup> October**

The Cabinet met for the first time since the summer political recess. The Cabinet agreed to spend £2m on new care provision for Children and Young People in Felixstowe. In addition, SEND services received £10m to provide more specialist units in Suffolk. We are in support, as we want to remove the pattern of families travelling cross-county for support.

The Suffolk Local Access Forum submitted their annual report, which included their concerns about Sizewell C and its effect on green networks and Rights of Way. Our Group have strongly campaigned in support of the Forum's position, and we will continue to voice concerns over the effects of constructing new nuclear power facilities on our coastal landscape and the wildlife that lives there.

### **Follow us on:**

**Twitter** - [Suffolk Green, Lib Dem & Independent Group \(@SuffolkGLI\) / Twitter](#)

**Instagram** - [https://www.instagram.com/suffolkgli\\_group/](https://www.instagram.com/suffolkgli_group/)

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

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

**Simon Harley**

**Suffolk County Councillor for Peninsula Division**

## APPENDIX D

### **News and information from Jane Gould, Babergh District Councillor, to the Parish Councils and residents in Orwell Ward October 2022**

#### **Residents urged to have their say over whether council tax bills should be reduced by up to 100% for those on low incomes**

A public consultation is underway over a plan to cut council tax for the poorest households in Babergh. The consultation, which runs to November 24<sup>th</sup>, asks for views on how the council should run their Council Tax Reduction Scheme for 2023/24 and whether bills should be reduced by up to 100% for working age adults with the lowest incomes.

#### **Winter Warmth funding for community causes**

Thousands of pounds were made available to grassroots groups last month to keep the doors of their activities open for longer this winter. The Winter Warmth Support Grant offered groups and non-profit organisations between £250 and £5,000 to cover the rising costs of energy, rent and food and to keep operating without passing on these increased costs to residents.

#### **CIFCO continues to make a profit for Babergh**

Babergh and Mid Suffolk's commercial property company CIFCO made a £6.7m profit last year and generated £3.7m in net income for the councils to plough back into services.

#### **Tree canopy results live on website**

Earlier this month, cabinet approved the full publication of our pioneering tree canopy strategy to help increase tree coverage across the districts. This means the survey data which includes trees on both council-owned and private land, is now publicly available as an interactive map via the councils' website. I'm pleased to be able to promote this in our ward with parishes, landowners etc so they can better identify the areas they can get the most benefit from tree planting, with support available via our planting schemes.

#### **Bird Flu Outbreak**

The Animal Plant and Health Agency (APHA) has detected a number of cases of bird flu (avian influenza) across our region including a recent outbreak in Needham Market. Norfolk, Suffolk and parts of Essex now form part of a regional Avian Influenza Prevention Zone (AIPZ). This means there is now a legal requirement for all bird keepers in our districts, and further afield, to implement enhanced biosecurity measures to help protect their flocks. Our teams continue to support APHA and Suffolk Trading Standards as required, with more information available on the Government's website including posters for town and parish noticeboards if required. Residents should be advised to report dead wild birds to the Defra helpline (03459 33 55 77) if they find:

- one or more dead bird of prey or owl
- 3 or more dead gulls or wild waterfowl (swans, geese and ducks)
- 5 or more dead birds of any species

Otherwise, it is landowner's responsibility to arrange safe disposal of the carcasses.

## **2023 Review of Parliamentary constituencies**

The Boundary Commission for England will publish its revised proposals for new constituency boundaries on Tuesday 8 November 2022. This will trigger the final four-week consultation period of the 2023 review, which will close on Monday 5 December 2022. If you have any queries, you can contact the Boundary Commission via email or on 020 7271 1102.

## **Residents to help name new bin lorries**

In a competition launched on Monday 31 October Babergh residents are being invited to help name our new environmentally-friendly bin lorries, the biggest upgrade to our fleet in almost 10 years. Residents have until midnight on Sunday 13 November to submit names for 22 brand-new bin lorries, with winners contacted later in the year.

Please don't hesitate to contact me if you have any issues that you think I can help with and all the very best to you all.

Jane Gould

Babergh District Councillor, Orwell ward,

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