TATTINGSTONE
Parish Council

MINUTES of the PARISH COUNCIL MEETING held on Monday 06 July 2026 commencing at 7.30pm held at Tattingstone Village Hall.

LIST OF ABBREVIATIONS USED INCLUDED AT APPENDIX B

PRESENT: Cllr D Clarke, Cllr S Gipps, S Page (Chair) and Cllr B Plumbly.

01 OPENING

Cllr Page declared the meeting open at 7.31pm and thanked all for attending. No recording took place.

02. APOLOGIES FOR ABSENCE

To note and approve apologies received – Cllrs noted and approved apologies received from Cllrs R Abbott, J Lee, A Mendel, District Councillor Potter and County Councillor Armstrong.

03. DECLARATIONS OF INTEREST

(a) To receive declarations of disclosable pecuniary interests and other registerable interests as detailed in Appendix B of the LGA Model Code of Conduct – Cllr S Gipps declared a financial interest in Item 9a and will leave the room during discussion.

(b) To receive notifications of gifts of hospitality exceeding £50 – none submitted.

(c) To note the determination of requests for dispensations for items on the agenda under discussion –

None.

04. MINUTES

To consider and approve the minutes of the previous Parish Council meeting held on 1st June 2026 –

Cllr Gipps proposed that Council approve the minutes as a true and accurate record of the proceedings that took place, seconded by Cllr Clarke - aif. The Chair signed a copy of the agreed minutes.

05. REPORTS FOR INFORMATION

(a) Written report submitted but format unreadable. New copy requested.

(b) A written report was circulated by Cllr. Potter before the meeting and a copy of this report is available with the meeting papers.

06. CLERK'S REPORT

(a) Actions were noted.

(b) To note correspondence received.

1) BMSDC Briefing
   For Information Only
2) SALC Traveller Guidance Link
   Councillors resolved to implement policy after adaptation to Tattingstone format.
3) SALC News Bulletin
   FIO (note Box 11 clarification)

4) Notification of price increase – Play Inspection
FIO
5) SALC Code of Conduct factsheet (inc. links)
FIO
6) SALC HR Bulletin – Sexual Harassment
FIO
7) NSIP Update (spreadsheet available)
FIO
8) National Landscape funding
FIO
9) SALC News Bulletin
FIO (note mineral & waste Call for Sites)
10) SALC HR Bulletin – Health
FIO
11) Notice of campaign against rural development
FIO
12) SALC News Bulletin
FIO (note changes to Declaration of Interest)
13) BMSDC Briefing
FIO

(c) - Internal audit ran 1 week late but is now complete (see paper). –

- The bench is awaiting installation.

07. PUBLIC FORUM

(a) To receive questions and matters of concern from members of the public in attendance on items on the agenda submitted – Two residents provided further information on Item 9a.

(b) To receive comments or questions relating to Tattingstone in particular – None.

(c) To receive questions and comments submitted in writing/email for future consideration by the Council – nothing raised.

08. FINANCE REPORT

(a) To note the balance of accounts as at 30 June 2026.
The balances were as follows:
- Lloyds Lloyds Account: £7,440.05
- Lloyds Savings Account: £40,311.39

(b) To approve the accounts paid since the last meeting and accounts awaiting payment including forthcoming payments together with the receipts received since the last meeting.
Cllr Gipps proposed and Cllr Page seconded that the payments detailed should be ratified and agreed – aif

(c) To consider any requests for financial support received from local people or groups –
See Item 11

(d) Councillors noted an accounting spot check was undertaken by Councillor Page, which highlighted the following query:

- Amount requested by Playing Field Committee for hedge cutting was £750 but invoice reflected a cost of £730. Clerk to follow up.

(e) Council received the Bank Reconciliation for the period ending 30.06.26.

09. PLANNING MATTERS

Councillor S Gipps left the meeting at 7.53pm.

(a) To consider and agree a response to the following planning matters related to Tattingstone:

DC/26/02102

Peartree, Church Road, Tattingstone, IP9 2LY

Planning Application - Erection of 1no Self-Build dwelling on land adjacent to Pear Tree Cottage

Council SUPPORT the application pending resolution with Highways of entrance/exit splay

Councillor S Gipps re-joined the meeting at 7.59pm.

(b) To note the following decision notices received:

DC/26/01608

5 Cragpit Cottages, Main Road, Tattingstone, IP9 2NX

Application for Listed Building Consent. Replacement of 2 no. wooden windows with new softwood windows to match.

Consent has been GRANTED (subject to conditions, see paper)

10. STATUTORY & GOVERNANCE

(a) Councillors resolved to adopt the Annual Internal Audit Report for the year ending 31st March 2026 as produced by the Council's appointed Internal Auditor, noting the following recommendations:

i. To ensure transparency in the budgetary process Council should evidence, by recording within the minutes, the budget being set alongside the reasoning for such a budget.

ii. The Council should ensure that both the annual budget and precept are formally approved and clearly recorded within the meeting minutes. In accordance with proper practices, as set out in the NALC Model Financial Regulations, the Council is required to prepare and approve a budget and determine its council tax requirement prior to setting the precept. The approved budget, precept amount, and the Council's resolution to approve them should be evidenced within the minutes to provide a clear and transparent audit trail demonstrating that the decision has been properly considered and authorised.

iii. Pension re-declaration is required every three years, with the re-declaration due to have taken place April 2026. If not already completed council should ensure this is done at its earliest opportunity.

iv. That an Accessibility Statement be published to specify that it meets the legal requirements, alongside a review date. The Government digital accessibility webpage provides detailed guidance.

(b) The Finance Regulations for Tattingstone Parish Council were re-adopted.

(c) The following policies were all re-adopted with no changes: Data Protection and Information Management Policy, Complaints Policy, Co-Option Policy, General Reserves Policy, Grant Awarding Policy, Health and Safety Policy, IT Policy, Online Banking Policy, Social Media Policy, Sexual & General Harassment Policy, Staff Appraisal Policy, Vexatious Correspondence Policy

(d) Councillors resolved to adopt the following statutory documents: Internal Control Policy & Risk Register

(e) Councillors resolved to implement an Unauthorised Encampment Policy, with the example paper adopted to Tattingstone's format.

11. PLAYING FIELD

(a) The quote for grass cutting costs in 2026 as noted, at £1764.

(b) Councillors approved the request for grass cutting costs, with a request further clarification of amounts paid for 2025 and improved financial controls for 2027.

(c) Councillors noted the cost of tree surgery for 2025/26 at £750 and resolved to budget for it in 2027/28 as on ongoing cost. The cost for any hedge cutting before that will be assigned as village maintenance.

(d) To decide any further action on playground tree planting – Cllr Page will take the idea back to the Playing Field Committee.

12. BMSDC LOCAL PLAN

(a) Councillors noted the scoping consultation on Babergh & Mid Suffolk's Joint Local plan is open for response from the 5 June to the 31 July 2026

(b) The Clerk is to complete the survey using Tattingstone's Neighbourhood Plan to formulate responses.

13. VILLAGE MATTERS

(a) To receive an update from the Playing Field Representative:

The fete held on the 27th June was very successful and a donation from the proceeds will be made to the school. A proposal for a solution to a boundary issue is to be brought to the PC in September. Clerk to follow up field registration to determine boundary line. Plans are in place for Phase 2 of play area upgrades. The PFC is aware of the deadline for CIL funding via the Parish Council.

(b) None.

14. CONFIDENTIAL ITEM

Councillors noted the Clerk's appraisal had been carried out and resolved to reduce the Clerk's weekly Hours as a result of a reduction in training time. To be reviewed if requirements change.

15. DATES OF FORTHCOMING MEETINGS

(a) Parish Council meeting – Monday 07 September 2026, 7.30pm

The meeting closed at 8.42 pm.

SIGNED……DATED…… TATTINGSTONE Parish Council

ACTIONS

MONTH	MINUTE NO.	ACTION	WHO
July	6b.2/10e	Adapt & implement Unauthorised Encampment Policy	RBN
July	8d	Query hedge cutting amount with PFC	RBN
July	9a	Log PC support for DC/26/02102	RBN
July	10a	Implement recommendations	RBN
July	10b	Re-adopt Financial Regulations	RBN
July	10c	Re-adopt all policies	RBN
July	10d	Adopt Internal Control and Risk Register	RBN
July	11b	Clarify grass cutting invoices with PFC	RBN
July	11d	Discuss tree planting with PFC	SP
July	12b	Respond to Scoping Consultation	RBN

APPENDIX A – List of common abbreviations used.

Aif	**All in favour**
AGAR	**Annual Governance and Accountability Return**
APM	**Annual Parish Meeting**
APCM	**Annual Parish Council Meeting**
ASB	**Anti-social Behaviour**
BACS	**Bankers Automated Clearing Services**
BDC	**Babergh District Council**
BLC	**Brantham Leisure Centre**
BMCIC	**Brantham Management Community Interest Company**
BOS	**Brantham Open Spaces Group**
BMSDC	**Babergh & Mid Suffolk District Council**
BPC	**Brantham Parish Council**
CEP	**Community Emergency Plan**
CAS	**Community Action Suffolk**
Chq	**Cheque**
Cllr	**Councillor**
Cttee	**Committee**
DCLG	**Department of Communities and Local Government**
FC	**Finance Committee**
FOI	**Freedom of Information**
FR	**Financial Regulations**
GPoC	**General Power of Competence**
HMRC	**Her Majesty's Revenue and Customs**
LPA	**Local Planning Authority**
LPF	**Lower Playing Field**
LSC	**Legal Sub Committee**
NHS	**National Health Service**
NDP	**Neighbourhood Development Plan**
NP	**Neighbourhood Plan**
PC	**Parish Council**
PCSO	**Police Community Support Officer**
RFO	**Responsible Finance Officer**
RFSC	**Recreation, Footpaths and Services Committee**
SALC	**Suffolk Association of Local Councils**
SCC	**Suffolk County Council**
SID	**Speed Indicator Device**
SLA	**Service Level Agreement**
SNT	**Safer Neighbourhood Team**
SO	**Standing Order**
TPO	**Tree Preservation Order**
VAS	**Vehicle Activated Sign**
VCSE	**Voluntary, Community and Social Enterprise Organisations**
HMC	**Village Hall Management Committee**