Minutes of Tunstall Parish Council Meeting  
Held on 11th March 2015 ~ 7.00pm

Present
Cllr. Lindsay Clubb (Chair)  Cllr. Andy Durham  Cllr. Kevin Ross
Cllr. Geraldine Taylor  Cllr. John Hazelton
Judi Hallett (Clerk)

1. To receive Apologies for absence:
   Apologies had been received from Cllrs Morgan (Family commitment), Saunders (unexpected family matter) and Reid (Work commitments)

2. To receive any Declarations of Interest and any applications for dispensation on Agenda Items:
   There were no declarations of interest.
   There were no applications for dispensation

3. Public Participation:
   a. Reports or comment from any member of the public – there were no members of the public present
   b. Report from Cllr. Andrew Reid – A report from Cllr. Reid had been circulated and the Clerk was asked to obtain an update on the Better Broadband project from Cllr. Reid. Cllr. Durham confirmed that the County Broadband project would soon be available in Tunstall and that 4G (to a capacity of 55Mbps) was now available wirelessly through O2 amongst other providers.
   c. Report from Cllr. Ray Herring – Cllr. Herring was not present
   d. Report from Safer Neighbourhood Team – There had been no report from the Police or SNT – the Clerk was asked to chase this and circulate.

   Action: Clerk

4. To agree the minutes of the meetings dated 7th January and 9th February 2015:
   The minutes of the 7th January meeting were agreed as a true record of the meeting. Their signing was proposed by Cllr. Taylor, seconded by Cllr. Hazleton and all were in favour.
   The minutes of the 9th February meeting were agreed as a true record of the meeting. Their signing was proposed by Cllr. Ross, seconded by Cllr. Hazleton and all were in favour.

Chairman’s initials: ...............
5. Finance Matters:

a. **To review Accounts for Jan / Feb 2015:**

There was a small clarification of the accounts sheets and Cllr. Taylor agreed to verify the bank statement against the spreadsheet.

Cllr. Clubb congratulated the Clerk on the accuracy of her budget and suggested next years would be even more accurate.

b. **To discuss grant request from Headway, Suffolk:**

After discussion a donation of £100.00 was proposed by Cllr. Taylor, this was seconded by Cllr. Clubb and all Councillors were in favour.

c. **To authorise the following Invoices for Payment:**

   i. J Hallet (Clerk) – Office + mileage expenses £129.66
   ii. SALC (Election Briefing + Payroll Service) £40.80
   iii. Preetys (Review of Deed of Gant) £367.20

The above payments were proposed by Cllr. Clubb, seconded by Cllr. Hazleton and all Councillors were in favour that they be paid. Cllr. Taylor signed the cheques and the Clerk agreed to take the cheque book to Cllr. Morgan.

d. **To note Payments made since last meeting:**

   i. Disability Advice Service £200.00

e. **To note Payments received since last meeting:**

   i. RPA Payment for Common £2,279.16
   ii. VAT Refund £3,454.29

Cllr. Ross presented the Clerk with a cheque for £3,075.00 to be paid in to the Common Account. This was funding received from the Rural Payments Agency for Capital Works to be carried out on the Common throughout 2015.

   **Action: Clerk**

f. **To note Bank Balances as at 28th February 2015:**

   i. Barclays Bank (Current Account) £5,279.70
   ii. IBS (Tunstall Parish Council) £14,033.99
   iii. IBS (Tunstall Common Fund) £19,488.94

Chairman's initials: ..............
6. To receive Clerk’s report and items arising from last minutes not covered elsewhere, to include:
   a. **Speeding – Speed Watch Campaign, Speed Cameras/Signs**

   **Speed Watch** – The Clerk reported that she had sent details of 4 parishioners who had volunteered to take part in the Speedwatch campaign to Sgt. Cullum and was waiting to hear back from him as to when the training could start. Six sites had been identified in the village as suitable for the speed measuring to be carried out.

   **Speed Monitoring Signs** - The Clerk reported that she had done some research in to the flashing speed signs and agreed to do further research by speaking to Eyke Parish Council.

   Action: Clerk

   b. **Bench to commemorate World War I**

   Cllr. Durham reported that he had a suggestion for the inscription on the new bench and agreed to send details to the Clerk who would then seek the whole Council’s approval.

   Action: Cllr. Durham

   c. **Election Process**

   The Clerk advised that nomination papers should be out shortly and that she would be collecting any completed forms from Cllr. Saunders’ home at 8.15am on Tuesday 8th April to take them to SCDC for registering. If any Councillor wished her to take in their paper it would need to be with Cllr. Saunders before this time.

   d. **Women’s Cycling Tour**

   The Clerk had previously circulated papers about the Women’s Cycling Tour which would be coming through Tunstall just after 1.00pm on Wednesday 17th June 2015.

7. To receive Reports on meetings attended on behalf of the Parish Council

   It was noted that Cllr. Morgan had previously circulated papers concerning the Local Plan meeting he had attended.

8. **Flooding:**
   a. **To receive Report on Flood Basin Project from Cllr. Clubb:**

   Cllr Clubb reported that both he and Cllr. Durham had amended the Deed of Indemnity and AON had now agreed this and had updated the Council’s policy with a suitable endorsement. The deed now shows the Parish Council as final arbiter responsible for the dredging of the pit, leaving it also open for the Bunbury’s to dredge if they so wished. The final element of the project was to allow Sir Michael Bunbury’s solicitors to review the deed and we were currently waiting on an estimation of these costs. It was noted that payment of the Bunbury’s costs had previously been agreed.

   It was agreed that once the estimate was available the Clerk would obtain e-mail approval for this to go ahead and the matter be ratified at the May meeting.

   Action: Cllr. Clubb and Clerk

Chairman’s initials: ..................
b. To discuss Risk Assessment of Flood basin:

The Clerk was thanked for her efforts in drawing up the risk assessment. The document was discussed and amended. The Council agreed purchase of 4 ‘Danger – Deep Water’ signs and a knotted rope with tyre to aid anyone who accidentally fell in. The Clerk agreed to contact Sir Michael Bunbury’s secretary to keep them informed of the safety measures the Council intended to put in place, once the Deed was signed.

Cllr. Clubb reminded Council of the need to set up a Sub Committee that met to discuss the pit once a year and to put in place a regular inspection.

Action: Clerk

c. To discuss current flood water drainage issues:

The Clerk reported that many of the drains and gullies had recently been cleared (although there was a problem still with two close to Church Farm Barn). Councillors agreed to report any blocked drains to the Clerk.

9. Tunstall Community Centre:

a. To discuss disabled access, heating and car park lighting – ...

Heating – Cllr. Ross agreed to work with Richard Ledger to resolve the heating in the Committee Room.

Lighting of Car Park and disabled access – Cllr. Hazelton agreed to work with Richard Ledger to improve lighting in the Car park and disabled access to the hall

The Clerk agreed to write to Richard and to introduce all parties to one-another.

It was suggested the Clerk may also use part of the Council’s piece in the Bulletin to ask for further assistance in running the hall.

Action: Clerk, Cllr. Ross and Cllr. Hazelton

10. Clerk:

a. To receive report from Cllr. Saunders on the Clerk’s Annual Review – In Cllr. Saunders absence the Clerk reported that both she and Cllr. Saunders had held the annual review and objectives had been set for 2015/16.

b. To review Clerk’s working hours – It was agreed that the Clerk should continue to record the hours she does and a full year’s review could then take place at the May meeting.

c. To review Clerk’s Pay Scale in line with contract – Councillors agreed that this discussion should take place when the Chairman was present and deferred this item to the May meeting. The Clerk was asked to suggest to Cllr. Saunders that he may like to gather other Councillors thoughts via e-mail prior to the May meeting.

Chairman’s initials: ..................
11. To formally acknowledge the Local Government (Electronic Communications)(England) Order 2015 and acknowledge the sending of all meeting summons electronically:

Councillors formally acknowledged this piece of legislation and Clerk agreed to continue to send out the agendas via e-mail.

12. Tunstall Common – To receive an update from Cllr. Ross:

Cllr. Ross reported all was quiet on the Common. The bracken was currently under control and the new Flail (which had been ordered) would help to keep this down. A claim had been put in to the Rural Payments Agency for Capital Works and this had been paid (see item 5. e)) The Flail will also deal with the Scrub and this will allow the grassland to become stable. We now have key species on the Common and although we perhaps have more trees than Natural England would suggest, these grow every year and as such become more valuable.

Cllr. Ross was thanked for his hard work in keeping the Common as it should be.

13. Documentation Review: To acknowledge a review of all Council documentation has been completed:

The Clerk reported that she had review all the Council’s documentation and could see no need for any amendments; it was noted that the majority of the documentation was only just one year old.

Councillors were asked to independently review the documentation, if they had time, and report any findings to the Clerk.


Cllr. Clubb reported that he had drafted the Flood Plan for the Snape Maltings area and that it was presently on hold (see below). Cllr. Clubb agreed to keep the Clerk informed of progress after he had stepped down as a Councillor.

In addition, Cllr. Club reported that work on the North Bank at Snape Maltings had come to a temporary halt over winter but the IDB had stockpiled clay and the Upper Estuary Survey had been carried out.

It was also noted that Snape Maltings was to be sold by the Gooderham family to Aldeburgh Music

15. Planning:

a. To discuss and agree response to the following Applications received:

i. DC/15/0321/FUL – Conversion of building to holiday let at Scapa, The Common, Tunstall – After discussion Councillors agreed they had no objection to this application. It was suggested that the Clerk should comment that the usual conditions be placed on such an application to ensure the building is not sold off as a separate entity.

Action: Clerk

Chairman’s initials: ................
16. Tunstall Emergency Plan:
   a. **To receive report on Tunstall Emergency Plan from Clerk:**

   The Clerk reported that she, David Lowne and Cllrs Ross and Hazleton had discussed the Emergency Plan before the Parish Council meeting and a couple of questions had been raised to which she needed to find answers.

   Contact had also been made with John Backhouse from Butley who could provide pumping equipment and generators in the event of an emergency.

   b. **To discuss amendments to Tunstall Community Centre to allow easy switch over to generator in an emergency:**

   The general feeling was that perhaps a ‘switch’ in the Community Centre was not needed as it would be complicated to determine how much power was required, due to the building being 3 phase. It was suggested that in the event of a major power failure residents would rally round and use bar-b-q’s, camping stoves and other portable equipment.

   The Clerk was asked to contact UK Power Networks to see what direction the power lines came from in to the village and if it was possible that a major flood at Snape Bridge would cut the power supply.

   **Action: Clerk**

17. **To acknowledge correspondence received by the Clerk and respond as appropriate:**
   a. **Church Clock Cleaning discount scheme** – The Clerk read details of a discount scheme offered from Smiths of Derby. Councillors suggested this should be taken up.

   b. **Disability Advice Service** – The Clerk read a letter thanking the Council for their donation

   c. **Mr and Mrs Shipp (Kings Arms Yard)** – The Clerk made Council aware of a national campaign to assist Mr and Mrs Shipp of Kings Arms Yard as they had been let down by builders and Mr Shipp was now suffering a life limiting illness. Councillors were sympathetic to this cause and suggested that individuals should contact Mr and Mrs Shipp if they can offer any assistance.

   d. **Play Park Fence** – The Clerk reported that the claim for the Section 106 money had been successful and half of the funding would be paid in March with the other half on completion. The Clerk had given Swann’s the go ahead to complete the project.

   e. **Thanks to Cllr’s Clubb and Durham** – Cllr. Taylor thanked Cllrs Clubb and Durham for all their hard work as Councillors and wished them luck with future projects. All Councillors were in agreement with this sentiment.
18. To receive Agenda items for next meeting and Date of Next Meeting

There were no specific additional items to place on the May agenda.

The date of the next meeting was set for 13th May 2015. The meeting will be preceded by the Annual Parish Meeting. The Clerk was asked to liaise with Councillors via e-mail about the format of the Annual Parish Meeting.

The meeting concluded at 8.57pm

Signed: ……………………………………………………………… Date: ……………………………………………………

Chairman

Judi Hallett
Clerk to Tunstall Parish Council

Chairman’s initials: ……………