

# TUNSTALL PARISH COUNCIL

Mrs Tiffany Pollock (Clerk to the Parish Council)

1 CountryLife Cottage, Orford Road, Tunstall Woodbridge, Suffolk IP12 2JA

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## NOTICE OF ANNUAL TUNSTALL PARISH COUNCIL MEETING

Thursday 30<sup>th</sup> May 2024

**Following the Annual Parish Meeting, in Tunstall Community Hall,  
Ashe Road, Tunstall**

All Councillors are hereby summoned to attend a meeting of the Parish Council as detailed above. All public and press are also cordially invited.

### Agenda

1. To elect a Chair of the Parish Council and signing of the Declaration of Acceptance of Office
2. To receive Apologies for absence
3. To receive any Declarations of Interest and any Applications for dispensation on Agenda Items (either pecuniary or non-pecuniary)
4. Co-option of 1 Councillor and the signing of the Declaration of Acceptance of Office
5. Public Participation (**10 Minutes Maximum**) - To receive:
  - a. Reports or comment from any member of the public
6. To elect a Vice-Chair of the Parish Council and signing of the Declaration of Acceptance of Office
7. To discuss roles and responsibilities of Councillors
8. To appoint persons to the following offices:

a) Responsible Finance Officer	g) Catchment Pit inspector
b) Tree Warden	h) Speed Indicator team
c) Footpaths Warden	i) Community Hall Representative
d) SALC Representative	
e) Councillor to carry out internal control	
f) Internal Auditor	
9. To remind Councillor to review their Register of Member's Interests on the East Suffolk Council Web Site
10. To confirm all Directs Debits and Standing orders presently set up for the Council
11. To confirm bank and building society signatories and elect a new signatory for building society accounts
12. To agree Minutes of meeting dated 14<sup>th</sup> March 2024
13. To discuss kerb installed alongside Tunstall Grange on Woodbridge Road

14. To discuss current grass cutting arrangements in Ashe Road, adjacent to Street Farm Close
15. Highways – To receive an update for ongoing flooding issues
16. Recreation Ground/Community Hall – To receive an update of the Community Hall Charity/Committee
17. Tunstall Common/Forest – To receive an update from Cllr. Ross for Tunstall Common/Forest
18. To discuss next steps for developing a neighbourhood plan
19. Planning:
  - a. To discuss and agree response to the following Applications received:
    - i. None at time of publishing
    - ii. *Any other applications forthcoming*
    - iii. To discuss next steps for proposed planning behind playing field and the Bowls Club
20. Finance Matters:
  - a. To accept and sign Accounts to 31<sup>st</sup> March 2024
  - b. To accept Internal Auditor's Report for 2023/24 and Page 3 of Form 3 'Annual Internal Audit Report 2023/24' of the Annual Governance and Accountability Return (AGAR) 2023/24
  - c. To agree and complete Section 1 'Annual Governance Statement 2023/24' of the AGAR 2023/24
  - d. To agree and complete Section 2 'Accounting Statements 2023/24' of the AGAR 2023/24
  - e. To authorise the following Invoices for Payment:
 

i. T Pollock (Clerks salary)	£371.84
ii. SALC (Subscription)	£281.12
iii. Suffolk Digital (six months bulletin)	£540.00
iv. Clear Councils insurance	£842.89
v. <i>Any other invoice presenting</i>	
  - f. To note Payments made since last meeting:
 

i. SALC (Payroll Service)	£54.00
ii. Suffolk Cloud (Website)	£120.00
iii. Information Commissioners Office	£35.00
  - g. To note Payments received since last meeting:
 

i. Precept (50%)	£5,170.99
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  - h. To note Bank Balances as at 30<sup>th</sup> April 2024:
 

i. Barclays Bank (Current Account)	£tbc
ii. IBS (Tunstall Parish Council)	£6,663.31
iii. IBS (Tunstall Common Fund)	£80,089.86
21. To receive agenda items for next meeting and agree date of Next Meeting

*Tiffany Pollock*

Clerk to Tunstall Parish Council, 25<sup>th</sup> May 2024