

TUNSTALL PARISH COUNCIL

Mrs Tiffany Pollock (Clerk to the Parish Council)

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

NOTICE OF TUNSTALL PARISH COUNCIL MEETING

Wednesday 6th November 2024

at 6.00pm at 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 receive Apologies for absence
2. To receive any Declarations of Interest and any Applications for dispensation on Agenda Items (either pecuniary or non-pecuniary)
3. Public Participation (**15 Minutes Maximum**) - To receive:
 - a. Reports or comment from any member of the public
 - b. Reports from County and District Councillors
4. Co-option of a Councillor and signing of the Declaration of Acceptance of Office
5. To agree Minutes of meetings dated 25th September 2024
6. Tunstall Common/Forest – To receive an update from Cllr. Ross
7. To discuss funding for an additional pump for Tunstall Common
8. Clerk to reconfirm her role and indicate where Councillors need to take ownership
9. To elect a Councillor to review and develop the Community Emergency Plan
10. To discuss the village website and updates going forward
11. Highways
 - a. To elect a Councillor to represent Highways
 - b. To receive an update for ongoing flooding issues
 - c. To receive an update for the safety concerns raised on Orford Road
 - d. To receive an update for the request of a larger 'no left turn' sign for HGVs at the Snape Junction on Orford Road and missing chevron sign on Ashe Road.
 - e. To receive an update from letter sent to local farms

12. Planning:

- a. To discuss and agree response to the following Applications received:
 - Proposal: DC/24/3207/FUL Change of use of residential annex to separate dwelling house
Site address: Plunketts Barn, School Road, Tunstall, Woodbridge, Suffolk IP12 2DA
- b. Any other applications forthcoming or planning matters:

13. To receive an update from Cllr. Morgan for the neighbourhood plan

14. To consider Councillor email communications including response timeframe

15. To receive an update from footpath warden – Cllr. Gilbert

16. To review and discuss Action Log.

17. Recreation Ground/Community Hall:

- a. To receive update of the Community Hall Charity/Committee.

18. To receive an update from Cllr. Morgan as representative for East Suffolk Planning Alliance

19. Finance Matters:

- a. To receive Accounts as of 30th September 2024.
- b. To discuss and consider Clerks pay increase, including backpay from June 2024 (from £13.28 to £14.13 per hour)
- c. To consider purchase of dog poo bag dispenser at the playing field
- d. To consider requests for Grants (to be paid April 2025)
- e. To discuss draft budget for 2024/25
- f. To authorise the following Invoices for Payment:
 - i. Mrs T. Pollock (clerks salary, October) £371.84
 - ii. PKF Littlejohn (audit) £252.00
 - iii. SALC (training) £76.80
 - iv. SALC (payroll) £54.00
 - v. Suffolk Digital (six months bulletin) £540.00
 - vi. NGF Play (deposit for Children's play area shelter) £3,596.40
- g. To note Payments made since last meeting:
 - i. Mrs T. Pollock (clerks salary, September) £371.84
 - ii. Mrs T. Pollock (clerks salary, August) £371.84
- h. To note Payments received since last meeting:
 - i. VAT Reclaim £1,011.44
 - ii. East Suffolk (2nd half of precept) £5,170.98
- i. To note Bank Balances as of 30th September 2024:
 - i. Barclays Bank (Current Account) £14,240.30
 - ii. Suffolk BS (Tunstall Parish Council) £4,754.05
 - iii. Suffolk BS (Tunstall Common Fund) £80,089.86

20. Documentation – to review and accept where appropriate:

- a. Financial Regulations
- b. Grants Award Policy

21. Meetings - To receive agenda items for next meeting and agree date of Meetings.

Tiffany Pollock

Clerk to Tunstall Parish Council, 29th October 2024