

Minutes of Tunstall Parish Council Meeting

Held on 12th November 2014 ~ 7.00pm

Present

Cllr. Stephen Saunders (Chair)

Cllr. Andy Durham (until 9.02pm)

Cllr. Kevin Ross (from 7.21pm)

Cllr. Geraldine Taylor

Judi Hallett (Clerk)

3 Members of the public: Mr Peter Quilter, Mr David Lowne and Mr Tony Connor

1. To receive Apologies for absence:

Apologies had been received from Cllr. Hazelton (holiday), Cllr. Morgan (previous commitment), Cllr. Clubb (unwell) and Cllr. Reid who had indicated he had 3 other meetings and may be able to make the meeting later.

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

Suspension of Standing Orders for Public Session

a. Reports or comment from any member of the public:

- i. Mr Stephen Saunders – Community Centre Committee Room: Mr Saunders requested the Clerk and her husband be thanked for their time and effort in clearing the Committee Room of the old tables and clutter.
- ii. Mr David Lowne – Highways Flooding: Mr Lowne showed the meeting a map he had produced showing 8 major highways flooding areas around the village on Sunday 9th Nov. The Clerk was asked to bring this to the attention of Highways (copying in Cllr. Reid) and to insist the gullies and ditches are cleared as soon as possible.
- iii. Mr David Lowne – Catchment Pond behind Play Area: It was acknowledged that the catchment pond appeared not to be working and that the Clerk was endeavouring to arrange a meeting with Steven Halls to resolve this.
- iv. Mr Tony Connor – Speeding in Orford Road: Mr Connor thanked the Clerk for time the previous afternoon and for subsequent action. The Clerk had sent to all a report produced by the Police showing average speed of vehicles in two locations along Orford Road and was asked to speak with both Highways and the Police about the next steps. Mr Connor requested that the sentiments sent to the Clerk by his neighbour, Dr Lucy Silovsky, were also his own. The Clerk also agreed to speak to Heather Heelis at Rendlesham Parish Council about possibly working with them on providing a working party to operate a speed gun.

Cllr. Ross entered the meeting

- b. Report from Cllr. Andrew Reid – A report from Cllr. Reid has been circulated and the Clerk was asked to request an update on the current situation with Broadband for Tunstall village and Common. Mr Lowne suggested the residents of Tunstall Common may consider reporting their poor broadband service to BT as there may be a fault in the cabinet/exchange or in a wiring joint
- c. Report from Cllr. Ray Herring – None received
- d. Report from Safer Neighbourhood Team – The report from PC Debbie Howgego had been circulated and the Clerk was asked to place a piece in the Bulletin warning residents of leaving valuables on show when cars are parked in Tunstall Forrest.

Reinstatement of Standing Orders

3. To agree the minutes of the meetings dated 10th September and 15th October 2014:

The minutes were agreed as a true record of the meetings. Their signing was proposed by Cllr. Taylor, seconded by Cllr. Saunders and all were in favour.

4. To receive report on replacement windows project at Tunstall Community Centre:

The Clerk reported that the windows and doors at the Community Centre would be replaced on 3rd, 4th and 5th December. The timetable had been arranged around the clubs that use the hall and there should be no interruption to any sessions.

5. To discuss the Clerk's working hours and salary:

- a. To discuss if the Clerk's working hours should be amended (report sent to Councillors):

It was decided to defer this item to the March 2015 meeting to allow 12 months recording to take place. It was noted that additional hours (over the 25 contracted) had not been authorised and the Clerk was asked to notify Councillors each month of her hours worked and to keep close liaison with the Chairman to monitor the situation.

Councillors also remarked that it was important to recognise the hours required to do the job to the current standard and the Clerk was thanked for her efficiency and quality of work.

- b. To discuss if the Clerk should receive payment for the hours worked overtime over the past 6 months (total of 41 hours):

After discussion it was proposed by Cllr. Saunders and seconded by Cllr. Taylor that the 41 additional hours the Clerk had worked between May and October would be paid at Scale 18 (£9.01 per hour); all Councillors were in favour.

- c. To discuss Clerk's Pay Band as a consequence of CiLCA Qualifications passed, in line with Contract of Employment:

As per the Clerk's contract of employment, it was proposed by Cllr. Taylor and seconded by Cllr. Durham that the Clerk's salary scale rise by one point to SCP 19 (£9.35 per hour), back dated to 1st September 2014. Clerk to advise SALC Payroll.

6. To discuss marking of start of World War I in a suitable fashion:

The Clerk informed Councillors that a suggestion had been put forward for bench opposite the Church, to replace the one originally there that had collapsed last year. Councillors felt this was a very good idea and asked the Clerk to obtain three quotes, including one from local woodworker, Dan Hussey. It was noted that a suitable plaque would also be required.

Cllr. Durham reminded everyone of the Christmas Day football match and asked if any Councillor would like to come along and support.

The Clerk suggested that the work Sarah Corbett had done on researching the fallen WW1 soldiers from Tunstall could be placed on the web pages and also displayed in the village (see item 8.c.)

7. Finance Matters:a. To review Accounts for Sept/Oct 2014:

Cllr. Durham agreed to verify the bank statement and savings books against the accounts sheet. The accounts were proposed to be an accurate record to date by Cllr. Taylor and seconded by Cllr. Ross.

b. To agree Budget for 2015/16 and Precept amount to be requested from SCDC:

Due to the low turnout of Councillors it was agreed to defer this matter to the January meeting. Should the precept request be required before 7th Jan the Clerk would arrange a separate meeting.

c. To authorise the following Invoices for Payment:

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| i. J Hallett (Clerk) – Office + mileage expenses | £76.58 |
| ii. J Hallett (Clerk) – Salary for Sept, Oct and Nov (dated 30/11) | £640.88 |
| iii. SALC – Filming and Social Media Workshop | £36.00 |
| iv. Tunstall Community Centre (Hall and Office Hire) | £690.00 |

The above payments were proposed by Cllr. Taylor, seconded by Cllr. Durham and all Councillors were in favour that they be paid. Cllr. Taylor agreed to take the cheques to Cllr. Morgan to be counter signed.

d. To note Payments made since last meeting:

- i. None

e. To note Payments received since last meeting:

- i. None

f. To note Bank Balances as at 31st October 2014:

| | |
|------------------------------------|------------|
| i. Barclays Bank (Current Account) | £9,806.56 |
| ii. IBS (Tunstall Parish Council) | £19,903.69 |
| iii. IBS (Tunstall Common Fund) | £17,977.78 |

8. To receive Clerk's report and items arising from last minutes not covered elsewhere, to include:

- a. To discuss Play Park fence – quotations sent to Councillors:

The Clerk confirmed the three quotes received for work to repair and install fencing around the Play Park. The quote from Swanns Nursery was by far the most competitive. However, the Clerk was asked to seek assurances that the posts used would be Oak or a suitable hard timber and would be treated before they were erected. As the figure of £2,628.65 was available from the Section 106 pot the Clerk was authorised to spend up to this amount. The Clerk suggested she liaised with Cllr. Ross on the details.

- b. To discuss grass cutting of the old Recreation Ground access:

Cllr. Durham agreed to investigate if his mower would cut the grass pathway between Woodbridge Road and the Playing Field

- c. To discuss possible purchase of display boards.

After discussion the Councillors agreed to purchase 6 display boards from XL Displays at a cost of £229.00 (+ VAT) plus a shipping charge of £12.00. These would be used to display projects such as the WW1 history uncovered by Sarah Corbett, Planning Applications and the work of the Council. They could be moved around the village easily and could be used to display notices in the front of the Community Centre when the new windows were installed.

- d. Tunstall Grapevine

The Clerk informed Council that she was investigating using a system called Chimp Mail to improve communications within the village. This would be a quick method of sending an e-mail to any village resident who 'opted in' to receive the mail and would be used to broadcast information such as additional meetings, road closures, accidents, missing children and pets and other important material. The Clerk confirmed that the names of any recipients are hidden and agreed to send a test mail to Councillors first.

Cllr. Durham left the meeting

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

- Reporting of Meetings (Clerk) – The Clerk had sent a report of the training she had received regarding the new reporting rules to all Councillors. She thanked the Council for taking on the new laws with a positive attitude.
 - Speeding in Orford Road (Clerk) – See item under Public Session
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10. To receive Report on Flood Basin Project and agree Solicitors costs for new Licence:

This item was discussed after item 3.

Councillors discussed at length the Catchment Pond and how it seemed not to be working correctly. The Clerk reported that she had written to SCC to request an urgent meeting with Steven Halls to investigate the situation.

Despite this it was agreed that the issues were no fault of Sir Michael Bunbury and we should progress with the production of the amended Deed of Indemnity & Grant. Councillors authorised expenditure up to £450 on solicitors' fees; this was proposed by Cllr. Durham, seconded by Cllr. Ross and all were in favour.

11. Tunstall Common – To discuss purchase of a ‘Mower’ for the Common to discontinue the use of spraying:

- Using assistance from inmates of Hollesley Bay prison – Cllr. Ross asked how the Council would feel if he secured the services of a couple of inmates from Hollesley Bay prison who were being integrated back in to the working environment. In principle both Cllr. Saunders and Taylor were very much in favour but suggested it may be prudent to consult with Common residents before any decision was taken; Cllr. Ross agreed to get further information and pass it to the Clerk for distribution.
- Purchase of a Flail Mower – Cllr. Ross detailed that research he had done had lead him to believe a Flail cutter would be the most appropriate for the Common. This would be a good investment for when the money for chemicals was not available and would allow him to control all the scrub and maintain the Common in a stable condition. The flail he had identified was an Agrimaster KL SW Flail at a current price of £2,745 (+ VAT) plus an £80 delivery charge from Earnest Doe. The Councillors were, in principle, happy to authorise this purchase but due to the low number of Councillors available the Clerk was asked to add this item to the January meeting agenda for final approval. It was agreed that the equipment would not be needed until September 2015. Cllr. Ross was thanked for his work.

12. Review of Council documentation – To agree to adopt the following documents:

- a. Formal Complaints Procedure – sent to Councillors on 15th September - This document was proposed for adoption by Cllr. Taylor and seconded by Cllr. Saunders; all Councillors were in favour.

13. Snape Bridge:

- a. To receive Report on Snape Bridge Flood Defences from Cllr. Clubb:

Cllr. Saunders read a short report from Cllr. Clubb in his absence. It was suggested that the Snape Bridge area would have its own mini Emergency Plan and that communications equipment such as CB radios may be needed in the event of power failure. It was suggested that Mobile Phones would continue to work and could be charged via an in car charger. Cllr. Clubb had sought permission to spend up to £500 on communications equipment but it was felt that this item could not be authorised by so few Councillors and was deferred to the January meeting.

b. To discuss purchase of an Automatic Level Sensor at Snape Bridge:

Due to Cllr. Clubb's absence, and there being a number of unanswered questions, this item was deferred to the January meeting.

14. Planning:

a. To review Planning Application process:

Item deferred to the January meeting

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

- i. DC/14/3076/FUL - Conversion of Maltings buildings into 43 residential units together with workshop/exhibition space – Due to the size of this development the Clerk was asked to seek opinions of all Councillors via e-mail
- ii. DC/14/3435/LBC - Works required to convert buildings into 43 residential units together with workshop/exhibition space (Listed Building consent for the above application) – see above

15. Tunstall Emergency Plan:

a. To discuss Snape Bridge possibly joining with Snape village's Emergency Plan:

As detailed in 13 above

b. To receive report on Tunstall Emergency Plan from Cllr. Clubb:

Cllr Saunders reported that he, Cllr Clubb and the Clerk had held a meeting on 10th November to discuss progress of the plan. Due to the lack of volunteer support it was decided to simplify the plan and to have one co-ordinator for each area, with a deputy if possible. The Clerk would revise the plan and distribute to all Councillors.

Cllr Ross suggested that people usually step up to the mark in a crisis and help and equipment would be found.

c. To discuss purchase of a defibrillator for Tunstall Village – cost of £1,945.00 + VAT:

The Clerk reported that she had spoken to Dr Karol Silovsky and he had endorsed the purchase of a defibrillator for Tunstall village. The purchase of the iPad SP1 model was proposed by Cllr. Saunders, seconded by Cllr. Ross and all Councillors were in favour.

Due to the cost of the equipment the Clerk was asked to seek approval from absent Councillors before purchasing.

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

The Clerk was asked to obtain 2 more quotes for this work

16. To acknowledge correspondence received by the Clerk and respond as appropriate:

- a. Tunstall Tree Festival – After discussion Councillors decided not to provide a tree for this year’s Tree Festival. Councillors were however, advised that they were welcome to provide their own tree in the name of the Parish Council.
- b. Letters of acknowledgement from Citizens Advice Bureau and Suffolk Preservation Society had been received.
- c. Tunstall Parish Council’s Pension Staging Date – The Clerk advised Council that they would be liable to provide their Clerk with facilities for a Pension from 1st August 2017.
- d. Letter from Therese Coffey MP – A letter had been received from Dr Coffey advising that she had taken on board our concerns over Broadband provision.

17. To receive Agenda items for next meeting and Date of Next Meeting

The Clerk was asked to place each item deferred from this meeting on to the agenda in January.

The date of the next meeting was set for 7th January 2015.

The meeting concluded at 9.59pm

Signed:

Date:

Chairman

Judi Hallett
Clerk to Tunstall Parish Council

