

Minutes of Tunstall Parish Council Meeting

Held on 10th September 2014 ~ 7.00pm

Present

Cllr. Stephen Saunders (Chair)

Cllr. Andy Durham (until 8.15pm)

Cllr. Kevin Ross

Cllr. Geraldine Taylor

Cllr. Lindsay Clubb

Judi Hallett (Clerk)

Cllr. Ray Herring (from 8.10pm)

PCSO Sally Chatten-Berry

Mrs Sue Mercer

Mr David Lowne

1. To receive Apologies for absence:

Apologies were received from Cllr. Morgan (previous commitment), Cllr. Hazelton (unwell) and Cllr. Andrew Reid (previous commitment).

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. Mrs Sue Mercer reported that she was interested in the planning application for Winks Cottage as she was the neighbour in the adjoining property. She had no quarrel with the actual proposal but did wish to point out the plans were misleading as they did not show the party wall line in the correct place and therefore gave a misrepresentation of what the changes would look like. Mrs Mercer was thanked for her observations
- ii. Mr David Lowne asked if 'Traffic Calming Measures' had been discussed recently and it was reported not in the last 6 months. The Clerk was asked to find details of a review, understood by Mr Lowne to have been conducted by Tony Conner, when the Village review was undertaken
- iii. Mr David Lowne reported that there were 3 separate areas of flooding in the village that he was endeavouring to deal with:
 - Road near Church Farm Barn and The Old Rectory– Land owner had been very co-operative but SCC Highways kept referring to the fact that they had no budget and no control of sub-contractors who were carrying out drainage clearance. The Clerk was asked to draft a letter to Andrew Reid, copy to David Chenery (SCC Highways), SALC and Ray Herring
 - Blaxhall Church Lane – There had been no action since this was reported to Ray Herring in March. David to work with the Clerk to compose a suitable request to Ray
 - Soak-away opposite Church Farm Barn – David and Sir Edward Greenwell are working together but getting nowhere fast. Jane Burch (SCC) will be contacted by the Clerk.

- b. Report from Cllr. Andrew Reid - The Clerk had circulated the report and there were no comments
-

- c. Report from Cllr. Ray Herring – Cllr. Herring reported on:
 - i. Planning areas – it was vital that the Parish Council commented on the areas submitted to SCDC for consideration for allocation for housing development as now may be the time for it to exert the greatest influence
 - ii. Boundary Commission – This would mean Tunstall was in a bigger area covering more parishes all of which would nevertheless have similar issues
 - iii. Budget – this was under control and should result in a freeze of Council Tax next year
 - iv. SCDC Accommodation – This was still confidential as contracts had to be worked out but it would result in a saving due to smaller premises being required and the sale of the existing site for housing.
- d. Report from Safer Neighbourhood Team – PCSO Sally Chatten-Berry read the report circulated by the Clerk. She also agreed to contact Suffolk Police HQ to organise for a survey of Orford Road (close to Mill Lane) to discover how much traffic was using the road, what type of vehicles they were and what speed they were doing. Sally also reported that Darsham Tyres were holding an event to mark catalytic converters free of charge on 13th Sept and the same was offered by John Grose in Ipswich on 20th Sept.
Cllr. Clubb asked if anything could be done about the huge lorries using the Ashe Road to Wickham Market as their slow pace was causing other road users to become frustrated and overtake in inappropriate places. The Clerk agreed to contact SCC Highways to see if the verges and hedges could be cut

Reinstatement of Standing Orders

3. To agree Minutes of meetings dated 9th July 2014 and 5th August 2014

The minutes of the meeting dated 9th July were proposed as correct by Cllr. Clubb, this was seconded by Cllr. Taylor and all Councillors were in favour that they were signed.

The minutes of the meeting dated 5th August were proposed as correct by Cllr. Ross, this was seconded by Cllr. Taylor and all Councillors were in favour that they were signed.

4. To receive Report on replacement window project at Tunstall Community Hall

The Clerk reported that the Planning Application for the windows was presently going through the usual process and she hoped to hear by early October whether or not it had been granted

5. To discuss the marking of World War I in a suitable fashion

The Clerk was asked to contact Mike Hill (possibly through the Parish Clerk at Snape – Melanie Thurston) with regard to work he has carried out in Snape and Blaxhall researching World War I soldiers recorded on the Rolls of Honour.

6. To agree suspension of section '3 I' of the Standing Orders in line with the Openness of Local Government Bodies Regulations 2014

In line with the Openness of Local Government Bodies Regulations 2014, Cllr. Clubb proposed that section '3 I' of the Standing Orders be repealed. This was seconded by Cllr. Taylor and all Councillors were in agreement.

7. Finance Matters:a. To review Accounts for July/August 2014:

The Clerk had sent out an updated accounts sheet before the meeting; there were no questions. Cllr. Saunders agreed to check the accounts against the statements

b. Completion of Ipswich Building Society form to update signatory details:

As both Cllr. Morgan and Cllr. Hazelton were absent the Clerk suggested she take the IBS form around to the Councillors for completing and updating their contact details

c. Update from Clerk on External Audit by BDO LLP:

The Clerk reported that she was still awaiting confirmation from BDO that they were happy with the accounts.

d. To authorise the following Invoices for Payment:

- | | |
|--|--------|
| i. J Hallett (Clerk) – Office + mileage expenses | £95.76 |
|--|--------|

e. To note Payments made since last meeting:

- | | |
|--|---------|
| i. Clerk's Salary (June, July and Aug) | £741.48 |
|--|---------|

f. To note Payments received since last meeting:

- i. The Clerk reported £7.62 interest had been added to the IBS Common Fund
- ii. Cllr. Ross informed Council that the next 6 months payment for the High Level Stewardship Scheme payment had been received and handed the Clerk a cheque for £3,368.00 for banking in the Common Fund.

g. To note Bank Balances as at 31st August 2014:

- | | |
|------------------------------------|------------|
| i. Barclays Bank (Current Account) | £6,128.28 |
| ii. IBS (Tunstall Parish Council) | £19,903.69 |
| iii. IBS (Tunstall Common Fund) | £14,609.78 |

h. To consider request from Suffolk Preservation Society to become a 'Friend' – cost would be £30 per annum:

Cllr. Clubb suggested that SPS can offer very sound advice and that we never knew when we might need them. After discussion Cllr. Clubb proposed Tunstall Parish Council become a 'friend' of SPS, this was seconded by Cllr. Taylor and the Councillors voted 3:1 in favour. The Clerk was asked to fill out the necessary forms and draw up a cheque.

i. To consider request from Citizens Advice Bureau for donation:

All Councillors commented on the very good work carried out by CAB and their availability to all. Cllr. Saunders proposed a donation of £100, this was seconded by Cllr. Taylor and all Councillors were in favour. The Clerk was asked to draw up a cheque.

j. To acknowledge Section 106 funds available and discuss possible projects:

The Clerk read a letter from Sarah Shinnie at SCDC stating that Tunstall PC had £2,628.65 in the Section 106 fund for 'Play' and £5,919.60 in the 'Sport' fund. Cllr. Herring confirmed that the rules were very tight as to how these funds could be spent and that it would not be possible to use them to help improve the broadband in the village. Cllr Herring also advised that until the funds are spent they remain the property of the developer who provided them.

The Clerk referred Councillors to item 8. d. for funding usage.

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

a. 'Stolen' telephone box at Tunstall Common:

Cllr. Taylor reported that she had spoken to Brian Farquhar (previous Clerk) but that he could throw no light on where the paperwork regarding the purchase of the telephone box might be. Councillors decided that this was now a lost cause and to get a telephone box re-instated would cost money but be of no direct benefit to the village.

b. CILCA Portfolio update:

The Clerk reported that she had passed her Certificate in Local Council Administration (CILCA) and was given warm congratulations by all Councillors. She reminded Councillors that her contract included a clause that read she was entitled to a pay rise once this standard had been reached and Councillors asked her to place an item on the agenda for the November meeting.

c. Dog fouling of Tunstall Recreation Ground

The Clerk reported that she had not had any further reports of dog fouling on the recreation ground and that the piece in the Bulletin may have 'done the trick'.

As aside the Clerk reported that the new Footpaths Warden, Gemma Holt, now had all the relevant paperwork and would be carrying out inspections in the future. The Clerk was asked to thank Nigel Casseldine for all his work during his period as warden and especially for drawing up the Footpaths Map.

d. Play Equipment – Weekly inspections, annual inspections:

The Clerk reported that she was now doing weekly (where possible) inspections of the Play Equipment. She had also discovered that RoSPA had done an annual inspection in February, on instructions from Eastern Facilities Management Solutions Ltd (who are contracted to cut the grass). This apparently had been a long standing agreement arranged with Maureen Burman; now EFMS have the up to date details for the Clerk and they confirmed they would send her the invoice for this year's inspection (£65.00 + VAT). Cllr. Saunders proposed this invoice be paid when received, this was seconded by Cllr. Clubb and all Councillors were in favour.

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

There had been no meetings attended by Councillors during July/August

10. Review of Council documentation:

- a. Responsibilities and Asset Register – The Clerk was thanked for her work in producing this comprehensive document
- b. Health and Safety Policy – The Clerk confirmed that the revised policy now held additional information regarding contractors

Adoption of the above documents was proposed by Cllr. Saunders, seconded by Cllr. Taylor and all Councillors were in agreement.

The Clerk suggested that, in preparation for meeting the requirements of the Local Audit and Accountability Act 2014, she could publish all adopted Council documentation on the web pages. This was proposed by Cllr. Saunders, seconded by Cllr. Club and all Councillors were in agreement.

11. To receive Report on Flood Basin Project from Cllr. Clubb

Cllr. Clubb reported that Harry Bunbury is now happy with the report and action plan and that AON had indicated the insurers would be willing to cover the Parish Council, subject to certain conditions. The report and plan had also been sent to Steven Hall who had made some minor amendments to the schedule for dredging.

The dredging plan was discussed and David Lowne suggested that Sir Edward Greenwell dredges his soakaway twice a year.

Cllr. Clubb indicated that the next step is to go back to the solicitors to have the 'deed of indemnity and grant' amended as necessary – Cllr. Clubb proposed this should include a clause that would place an ultimate 'life' on the basin so that the Parish Council were not committed in perpetuity – Cllr. Clubb to work with Cllr. Durham concerning this matter.

12. To agree a response to Snape Malting Conservation Area Appraisal

It became apparent that not all Councillors had seen the document and the Clerk was asked remind Councillors of the requirement to pass papers on promptly.

Cllr. Clubb suggested that in his opinion it was a well written document however it had underplayed some relevant points in particular the flooding risk. It is accepted that certain parts of the area are not as pretty as others (e.g. where rubbish has been allowed to accumulate) and it seems to have 'glossed over' these. The site has become a very popular attraction and owners work hard to manage visitors, especially with respect to parking. It was hoped that the Council would also be consulted over the design guidance which will now follow.

The Clerk agreed to draft an official response from these comments and pass it to Councillors for review before it is sent off.

13. To receive report on Snape Bridge Flood Defences from Cllr. Clubb

Cllr. Clubb reported that the Internal Drainage Board (IDB) are currently repairing the North levee of the river from Snape Bridge to Snape Warren to a height of 2.6 metres AODN. The AOEP are apparently trying to raise funds to raise the levee to 2.8 metres AODN this year – that is in excess of what the EA had initially indicated would be an acceptable level but Cllr Clubb confirmed Snape Maltings are aware of the AOEP's intentions in this regard and seem unconcerned. In Cllr. Clubb's

opinion it seems the AOEP and the Environment Agency (EA) may not be in complete agreement as to the best way forward but he confirmed he would continue to monitor the situation at Snape Bridge by attending future AOEP meetings as a member of the public.

Cllr. Clubb has spoken to the EA who have government funding to proceed with design and research work now and they expect to be in a position by the end of the year to produce a model to test the various options for Snape Bridge.

Cllr. Ross suggested, with reference to Hazelwood Marshes, it may be better to have repaired the levees at these marshes rather than simply let the water in and out with every tide ... if the levees are only repaired to a comparatively low height that would permit flooding in the event of a surge this might provide more effective protection for Snape Maltings further upstream.

14. Planning (discussed after item 3):

a. To resolve that the Clerk is given authority to respond directly to SCDC on non-controversial planning applications:

Cllr. Durham raised concerns about giving this power to the Clerk as, in the past, this had caused issues. After discussion Councillors agreed to stick to the old process of passing the application round each Councillor and the Clerk then collating all comments in a response to the District Council.

Where possible the applications would be discussed at a meeting but if timescales set by SCDC did not allow this the response from the Parish Council would be sent in as required. If the application was in any way controversial, and a response was needed before the next scheduled meeting, an additional meeting would have to be called.

The Clerk indicated that she was happy to receive comments about an application via e-mail and it was agreed to review this process at the November meeting.

b. To discuss response to alterations to the SCDC Local Plan and meeting on 25th September at 5.00pm:

Unfortunately the papers had not been bought to the meeting but Cllr. Clubb was able to view them electronically. Councillors made the following comments on the 3 areas that had been designated 'suitable' for development by SCDC:

- 597 (Adjacent to The Red House in Orford Road) – Cllr Clubb indicated that in his view a street frontage development here may offer the opportunity to make some improvements to the current poor junction with Snape Road. While this area is in the AONB it is not of itself of outstanding natural beauty. This view was opposed by the other Councillors present.
- 730 (Three Corners, Woodbridge Road) – Site not liked as it would be building on the outskirts of the village and was also in the AONB.
- 786 (Plunkett's Barns) – Road access is very poor

It was acknowledged that the land indicated as 499 already had outline Planning Permission and the majority of Councillors felt that this represented sufficient expansion in the foreseeable future for such a small village.

All Councillors had been made aware of the meeting with SCDC on 25th Sept at 5.00pm and an official response would be made after that date.

- c. Applications received:
 - i. DC/14/2572/FUL – Winks Cottage, Snape Bridge, Tunstall - Proposed extension and alterations – The Clerk was asked to register that the Parish Council had no objections to the proposals but that they had been made aware that the plans were inaccurate with regard to their depiction of the boundary with the adjoining property and therefore misleading.
- d. Applications granted/refused/withdrawn:

No official documentation had been received and it was acknowledged that this is now only available when viewing applications on-line

Cllr Durham left the meeting at 8.15pm

15. Tunstall Emergency Plan

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

Cllr. Clubb reported that the three emergency plan documents had been placed on the web site and advertised in the Bulletin. Comments were invited from all and would be collated by the Clerk – no comments had been received to date
- b. To discuss purchase of a defibrillator for Tunstall Village – cost of £1,945.00 + VAT:

David Lowne suggested that the Clerk may want to speak to Karol Silovsky (local doctor) before purchasing any equipment
- c. To discuss amendments to Tunstall Community Centre to allow easy switch over to generator in an emergency:

The Clerk reported that she had problems in getting Curles to quote but had arranged for Bayfields to visit next week. She agreed to try Curles again.

16. To acknowledge correspondence received

- a. Glebe Farm – The Clerk reported that she had received an e-mail regarding noise from fans at Glebe Farm (Opposite the Church). She had forwarded it to SCDC Environmental Health and advised the sender
 - b. Community Ownership of Assets – Workshop on 2nd Oct but not felt appropriate as we already own many assets such as the Community Centre
 - c. Age UK International Day of the Older Person – to be circulated by Clerk
 - d. Review of Polling Districts and Stations – No amendment necessary as Community Centre is suitable for the role – Clerk to inform SCDC
 - e. LAIS Update - various headings – to be circulated
 - f. 'Successful relationships with the Media' – talk at SALC – Not thought necessary for TPC to attend
 - g. 'Vitalise – Care for those with dementia' – information and donation request – poster to be put up
 - h. Final recommendations of Electoral Review – Contents already seen by Councillors electronically
 - i. Countryside magazine form CPRE – to be circulated by Clerk.
-

17. To agree dates of meetings for 2015

It was agreed to hold the 2015 meetings on the following dates:

7 th January	11 th March	13 th May (to include Annual Parish Meeting)
8 th July	9 th September	11 th November

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

The Clerk was asked to place the following additional items on the agenda for the November meeting:

- Clerk's Working Hours and Salary
- Budget and Precept for 2015/16

The date of the next meeting was set for 12th November 2014.

The meeting concluded at 9.30pm

Signed:

Date:

Chairman

Judi Hallett
Clerk to Tunstall Parish Council
