

**Minutes of Tunstall Parish Council Meeting**Held on 7<sup>th</sup> January 2015 ~ 7.00pm**Present**

Cllr. Stephen Saunders (Chair)	Cllr. Andy Durham	Cllr. Kevin Ross
Cllr. Geraldine Taylor (until 9.04pm)	Cllr. John Hazelton	Cllr. Lindsay Clubb
Cllr. Oliver Morgan (from 8.01pm)		
Judi Hallett (Clerk)	Cllr. Ray Herring (until 7.35pm)	Cllr. Andrew Reid (until 7.30pm)

1 Members of the public: Mr David Lowne

**1. To receive Apologies for absence:**

Apologies had been received from PC Debbie Howgego.

**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 David Lowne – Highways Flooding: Mr Lowne referred to an e-mail received from Mr Steven Halls (Drainage Technician at SCC Highways) who had acknowledged that the situation with the blocked gullies in Tunstall was “ridiculous”. Mr Lowne asked Cllr. Reid for an update and Cllr. Reid agreed to investigate as he would have to speak to the Highways officers. Mr Lowne reported that 4 gullies had been cleared but there were a further 16 at least that also needed clearing. Those gullies that were not cleared were causing other flooding and, in his opinion, their regular maintenance was paramount to resolving the drainage issues in the village. Cllr. Saunders reported that the pond at Street Farm had been partially cleared out but this seemed to have made matters worse during prolonged heavy rainfall. Cllr. Herring acknowledged that he had made an attempt to clear out the pond but had come across issues. He was presently at a loss as what to do until the water dries up and traditional drainage methods can again be explored. (see point 8)
- ii. Mr David Lowne – Catchment Pond for Green Man Pond: Mr Lowne reported that he had carried out further research with reference to the Catchment Pit and Green Man pond and had discovered that the inlet pipes to the Green Man Pond are much larger than the outlet pipes, hence causing a delay in the water getting away. Some of the outlet pipes are also blocked within the inspection chamber beside the “Green Man” bus stop and need urgent maintenance. Mr Lowne was sincerely thanked for all his work on this subject and further discussion took place during the meeting (see point 8)

- b. Report from Cllr. Andrew Reid – A report from Cllr. Reid had been circulated and Cllr. Reid highlighted the main points. The following questions were asked:
  - i. Cllr. Durham asked if there was any news on the Broadband upgrades for Tunstall Village and Tunstall Common as the poor service was badly effecting businesses in the area. Mr Lowne reported that the critical reason why Tunstall Village and Common did not receive good Broadband was because the ‘Green Box’ was far away and the old style cabling was still used. Improved Broadband would only be achieved if a new ‘Green Box’ was installed in Tunstall with fibre optic cabling from the exchange in Snape - Cllr. Reid agreed to report back at the next meeting.
  - ii. Cllr. Clubb asked if more frequent updates could be sent out regarding the Better Broadband Project – Cllr. Reid agreed to investigate.
  - iii. The Clerk read a letter from Therese Coffey MP suggesting that “Most lines in Tunstall are currently getting 20 Mbps...” Councillors who lived in the village and at the Common detailed that they only get between 0.5 Mbps and 2 Mbps – the Clerk was asked to advise Dr Coffey of this.
- c. Report from Cllr. Ray Herring – Councillor Herring reported on the following subjects:
  - i. Finances – Budget all sorted a few weeks ago
  - ii. Planning Services were under a great deal of strain due to finding difficulty in recruiting the right staff but this seems to have been resolved now
  - iii. It is hoped the National Women’s Cycling Tour will be coming though Suffolk next year and with any luck through Tunstall on its way to Aldeburgh
  - iv. A Car Parking review had taken place [*details sent to Councillors on 19<sup>th</sup> Dec 2014*]
  - v. Enabling Communities budget – a few hundred pounds was still available for any worthy projects
  - vi. Emergency Planning Funding – this grant (£350) would be sent to the Council in February
  - vii. An explanation of the role of the NORSE Group (including Suffolk Coastal Services) was given
- d. Report from Safer Neighbourhood Team – The report from PC Debbie Howgego had been circulated and the Clerk read the headline details. It was suggested that if we could get a few residents together to attend the SNT Priority setting meeting on 14<sup>th</sup> Jan we may be able to request speed checks along Orford Road are included.

---

#### *Reinstatement of Standing Orders*

---

#### **3. To agree the minutes of the meeting dated 12<sup>th</sup> November 2014:**

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

#### **4. To discuss the marking of the start of World War I:**

##### **a. To agree supplier of bench opposite Church:**

After discussion the Clerk was asked to approach Mr Dan Hussey to engage him to make the bench as soon as was possible (*a possible delay had be indicated due to work load*). This purchase was proposed by Cllr. Taylor, seconded by Cllr. Hazelton and all Councillors were in favour (total cost £600).

**b. Update on exhibition of Tunstall's Soldiers:**

Cllr. Clubb asked that Mrs Sarah Corbett be personally thanked and congratulated for her work in organising the Christmas Day Truce Match; the Clerk agreed to do this.

Cllr. Durham advised that the exhibition of the Tunstall Soldiers who died in World War I would shortly be moved to the new display boards in the Community Centre lobby.

**5. Finance Matters:****a. To review Accounts for Nov/Dec 2014:**

There were no questions regarding the accounts sheets and Cllr. Taylor agreed to verify the bank statement against the spreadsheet. The Clerk apologised for the late delivery of the accounts, this was due to the bank statements only being received that morning.

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

The Clerk advised that she had re-visited the budget, in light of further information now being available and the re-drafted document had been sent to all Councillors. Questions were raised around Clerk's Salary, reserves for Legal Fees and the provision for Election expenses.

After discussion a Precept amount of £7,900 for 2015/16 was proposed by Cllr. Clubb. This was seconded by Cllr. Hazelton and all Councillors were in agreement. The Clerk agreed to finalise the budget and notify SCDC of our Precept requirements.

**c. To acknowledge increase to Clerk's Hourly pay rate from £9.35 to £9.55 as per recommendations from NALC and SLCC:**

This increase was noted.

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

After discussion the Clerk was asked to obtain details of the work Headway undertake in our area and add the matter to the March agenda.

**e. To discuss grant request from Disability Advice Service (East Suffolk):**

The Clerk read a grant request letter from the Disability Advice Service (DAS) and Councillors commented on the very good work provided by this charity. Cllr. Clubb proposed a donation of £200, this was seconded by Cllr. Taylor and all Councillors were in agreement. The Clerk was asked to advertise the work of the DAS in the Bulletin.

f. To authorise the following Invoices for Payment:

i.	J Hallett (Clerk) – Office + mileage expenses	£118.78
ii.	HMRC (PAYE Tax)	£49.20
iii.	Smith of Derby (Church Clock maintenance)	£224.40
iv.	SALC (Clerk's Networking Day)	£18.00
v.	Heelis and Lodge (Internal Audit)	£90.00
vi.	Preetys (Review of Deed of Gant)	£300.00
vii.	AllGlass Anglia Limited (CC Windows net of VAT) – IBS Acc	£12,139.00
viii.	AllGlass Anglia Limited (CC Windows, VAT element)	£2,427.80
ix.	Richard C Wilson (Grass cutting for The Fields 2014)	£44.00
x.	Staples	£37.42

The above payments were proposed by Cllr. Saunders, seconded by Cllr. Clubb and all Councillors were in favour that they be paid. Cllrs Taylor and Morgan signed the cheques.

g. To note Payments made since last meeting:

i.	K Ross ( <i>Tunstall Common Acc</i> )	£374.10
ii.	K Ross ( <i>Tunstall Common Acc</i> )	£406.00

h. To note Payments received since last meeting:

i.	Interest on IBS Savings Account	£199.80
ii.	Interest on Tunstall Common Account	£12.10

The Clerk notified the Council that she had queried the difference between the interest received on the above accounts. This was due to the Common Account only receiving 0.1% interest. Once the account reached over £25,000 it could be moved to an account paying 1.05%

i. To note Bank Balances as at 31<sup>st</sup> December 2014:

i.	Barclays Bank (Current Account)	£5,402.27
ii.	IBS (Tunstall Parish Council)	£20,103.49
iii.	IBS (Tunstall Common Fund)	£17,209.78

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 attended the Rendlesham Parish Council meeting on 5<sup>th</sup> January to ask if Tunstall could join their Speed Watch campaign – She is currently awaiting the outcome of the discussion.

**Speed Cameras/Signs** – The Clerk was asked to contact Eyke Parish Council to request details of their flashing speed indicator signs and Village boundary fencing.

b. Councillors Clubb and Durham

Cllr. Clubb announced that he would not be standing for re-election in May due to work commitments. The Chairman expressed sadness at this statement and thanked Cllr. Clubb for all his hard work over the past 6 years.

Cllr. Durham suggested he was also considering his position as a Councillor.

c. Fence around the Play Park

The Clerk advised that she had had confirmation from Swanns Nursery that the posts they had quoted for were the hardwood protected version and they would be guaranteed for 10 years. The Clerk was asked to submit an application for the Section 106 funding and proceed with the project should the funding be granted.

d. Transparency Code

The Clerk requested that each Councillor should pay special attention to the information on the Transparency Code recently sent out by SALC. She had read both documents and was satisfied Tunstall did qualify under the code and had already put in place many of the requirements specified.

e. Suffolk Coasts and Heaths Practical Working Parties

Cllr. Ross requested that further information on this scheme be passed to him.

f. SNT Meeting

Cllr. Hazelton agreed to be the Tunstall Parish Council representative to the Safer Neighbourhood Team/Police and was thanked for volunteering.

g. Ipswich to Peterborough Rail Service

The Clerk referred to her mail sent out on 6<sup>th</sup> January and asked for any comments to be sent directly to her.

h. Dog faeces thrown on to porch

The Clerk reported that she had received an anonymous phone call from a distressed Tunstall resident who had had dog faeces (in a bag) thrown on to her porch. The Clerk had suggested this was reported to the police. Councillors recommended another reminder about picking up dog poo may be appropriate in the March Bulletin.

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

No meetings had been attended

**8. To receive Report on Flood Basin Project and to discuss current Flood Water Drainage issues:**

Cllr Clubb reported that contact had been made by AON asking a couple of questions about the Deed of Indemnity but that he had confirmed to them that all Tunstall Parish Council wanted was to ensure they were fully insured to enter in to the indemnity agreement.

Cllr. Clubb suggested that the subject of flood water drainage issues was much too big to discuss at a Parish Council meeting and perhaps a sub-committee or Working Party may be best dealing with the issues and reporting back. Mr Lowne had suggested a meeting with Highways (at their offices) may be appropriate and Councillors suggested any such meeting would need full preparation.

After discussion Cllr. Saunders agreed to work with the Clerk and Mr David Lowne to try to find set out a plan of action.

## 9. To receive Report from Cllr. Clubb on Site Allocations and Area Specific document as part of the SCDC Local Plan

Cllr. Clubb advised that he had attended the first meeting of the Site Allocations and Area Specific Document Working Group (Cllr. Morgan was to attend the next meeting on 8<sup>th</sup> January). He was pleased to see that the physical boundary proposed by the Parish Council had been adopted but was concerned that there were 3 sites in Tunstall identified as being ‘suitable’ for development, even though the ‘Residual Requirement’ figure (i.e. the number of houses Tunstall was expected to contribute) had been set to 0.

Cllr. Clubb suggested we hold a separate meeting in February (date agreed as 9<sup>th</sup> after discussion) to discuss the Council’s response to the draft document and to allow residents time to discuss the proposals with Councillors. The Clerk was asked to promote the meeting on the Grapevine and in the February Bulletin.

*Cllr. Taylor left the meeting at 9.04pm*

## 10. Tunstall Community Centre:

- a. To receive report on replacement windows and doors – The Clerk reported this project was now complete. There had been a couple of minor snags but these had been resolved by AllGlass.
- b. To discuss disabled access, heating and car park lighting – ...

**Heating** – The Clerk was asked to speak to Blaxhall Parish Clerk to obtain details of their Community Centre heating system.

**Lighting of Car Park** – Cllr. Hazelton agreed to speak to Richard Ledger about his ideas for improving lighting in the Car park

**Disabled Access** - Councillors felt the access to the main entrance needed to be improved as it was very uneven for wheelchair users and there was no kerb to stop a wheelchair/pushchair going over the platform at the entrance doors. The Clerk agreed to speak to Richard about possibilities.

## 11. Tunstall Common – To discuss purchase of a ‘Flail Mower’ for the Common:

Councillors discussed the purchase of a Flail Mower for the Common and Cllr. Ross answered a few technical questions. Cllr. Hazelton proposed that the Flail Mower (price not exceeding £2,745) be purchased. This was seconded by Cllr. Morgan and all Councillors were in agreement.

The Clerk reminded Cllr. Ross that the invoice needed to be in the name of Tunstall Parish Council and addressed to her address in order for the VAT to be reclaimed.

**12. Snape Bridge:**

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

Cllr. Clubb reported that the Internal Drainage Board had completed two thirds of their work to increase the flood defences at Snape Bridge; this must be complete by April 2015. The work quality was very good and all parties were confident it would improve the defence for the area.

Cllr. Clubb also reported that the Environment Agency had taken on responsibility for funding the tide recorder as this would be part of a bigger project of monitoring tides along the river.

**13. Planning:**

- a. To review Planning Application process:

Councillors agreed to review the Planning process once a new planning application had been received (one was thought to be imminent)

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

- i. There were no applications to discuss

**14. Tunstall Emergency Plan:**

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

Cllr. Clubb indicated that, due to his announcement, the Clerk would be taking on responsibility to complete the Community Emergency Plan. He himself would continue with the Snape Bridge/Snape Flood Plan and would tie his document in with both Snape and Tunstall Parish Councils.

Cllr. Clubb wished it to be recorded that Tim Beach of Snape Parish Council had been most helpful in providing support for the Flood Plan.

The Clerk advised that she would be endeavouring to get the Community Emergency Plan finished in January or February as this had now dragged on too long.

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

After discussion Councillors requested that the Clerk speak to both Ellwood Electrical and Sir Edward Greenwell about the provision of a generator to use in an emergency situation

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

- a. Letter from Therese Coffey MP – dealt with in section b. iii) of Cllr. Reid's report above.
- b. Holocaust Memorial Day – Councillors acknowledged receipt of a letter from SCDC notify us of this Memorial Day.

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

The Clerk was asked to place a review of Clerks working hours on to the agenda in March (as agreed at the November meeting).

The date of the next meeting was set for 11<sup>th</sup> March 2015.

The meeting concluded at 9.37pm

Signed: .....

Date: .....

Chairman

*Judi Hallett*  
Clerk to Tunstall Parish Council

---

*Chairman's initials:* .....