

## **Minutes of Tunstall Annual Parish Council Meeting**

Held on 13<sup>th</sup> May 2015 ~ 7.00pm

### Present

Cllr. Stephen Saunders (Chair)

Cllr. Kevin Ross

Cllr. John Hazleton

Cllr. Oliver Morgan (from 7.50pm)

Cllr. Sharon Bleese (after item 5)

Judi Hallett (Clerk)

2 Members of the Public: Mrs Margy Saunders and Mrs Sharon Bleese

**1. To elect the Chairman of the Council for 2015/16 and signing of the 'Declaration of Acceptance of Office'**

Cllr. Saunders advised that he was willing to continue as Chair if no one else wanted the post.

Cllr. Saunders' appointment as Chairman was proposed by Cllr. Ross, seconded by Cllr. Bleese; all Councillors were in favour. The 'Declaration of Acceptance of Office' was signed by Cllr. Saunders

**2. To receive Apologies for absence and any applications for dispensation:**

Apologies were received from Cllr. Geraldine Taylor (family commitments) and Cllr. Oliver Morgan (who suggested he may be a little late).

**3. To receive any Declarations of Interest and any Applications for Dispensation on Agenda Items (either pecuniary or non-pecuniary):**

There were no declarations of interest and no applications for dispensation.

**4. To elect the Vice- Chairman of the Council for 2015/16 and signing of the 'Declaration of Acceptance of Office':**

It was decided to defer this item to the July meeting. Councillors were asked to consider if they would like to take up the post.

**5. To co-opt Mrs Sharon Bleese to the Council and signing of the Declaration of Acceptance of Office Form:**

Mrs Bleese was welcomed to the meeting and thanked for stepping forward to take up the vacancy of Parish Councillor. Her appointment was proposed by Cllr. Saunders, Seconded by Cllr. Ross and all Councillors were in favour.

**6. Public Participation - To receive:**

- a. Reports or comment from any member of the public – No comments were forthcoming
-

**7. To appoint persons to the following offices:**

- Tree Warden – The Clerk was asked to post an advert in the Bulletin
- Footpaths Warden – Gemma Holt had confirmed to the Clerk that she would be willing to stay on as Footpaths Warden
- SALC Representative – The Clerk was asked to ask Cllr. Taylor if she would be prepared to continue as SALC representative.

**8. To agree minutes of meetings dated 11<sup>th</sup> March 2015**

All Councillors were in agreement that these were an accurate record of the meetings. Cllr. Ross proposed and Cllr. Saunders seconded that they should be signed.

The Clerk agree to send a hard copy of the minutes to Cllr. Ross after each meeting as he had difficulty accessing them via. e-mail due to the poor broadband quality.

**9. Insurance – To discuss insurance renewal and option to take up 3 year deal:**

After discussion Councillors agreed to commit to AON for 3 years (giving a 5% discount annually). This move was proposed by Cllr. Saunders, seconded by Cllr. Bleese and all were in favour.

**10. Finance Matters:**

a. To agree the accounts for 2014/15 and to acknowledge the Internal Auditors report:

The Clerk reported that the internal audit had been completed on the accounts and that both that and the bank reconciliations had been sent to all Councillors. There were no comments on the accounts.

Cllr. Ross proposed the accounts approval and that the annual governance statement on the return had been completed appropriately. This was seconded by Cllr. Saunders and all Councillors were in agreement.

b. To complete Annual Return for External Audit and Annual Governance Statement:

*See above*

c. To review the accounts for April 2015:

Cllr. Saunders agreed to check the bank statement against the accounts sheet previously sent to all Councillors

d. To review the internal controls for accounting:

Councillors agreed that the following steps, already taken, were adequate internal controls:

- Two signatures on each cheque
  - Invoice to accompany every cheque
  - Review of bank statements each meeting by a different Councillor
-

e. To discuss providing assistance to Tunstall Bowls Club:

Cllr. Hazleton reported that footballs being used on the playing field were often accidentally kicked on to the Bowls green. This then meant players had to access the green, sometimes with studs on, to retrieve the ball.

The Clerk agreed to get a couple of quotes for a tall net to be placed along the Bowls Green fence.

f. Invoices for Payment:

i. J Hallett (Clerk) – Office + mileage expenses	£213.38
ii. J Hallett (Salary Feb ~ May) dated 31 <sup>st</sup> May	£676.05
iii. Aon Insurance Premium	£583.33
iv. Information Commissioners Office	£35.00
v. J Hallett (Overtime – see point 14. b))	£176.68

The above payments were proposed by Cllr. Saunders, seconded by Cllr. Blease, all Councillors in favour; cheques were signed by Cllr Morgan and the Clerk agreed to take them to Cllr. Taylor.

g. To note payments made since last meeting:

i. Headway Suffolk	£100.00
ii. SALC Membership	£227.00
iii. T Brown (Internal Auditor)	£90.00
iv. Print4U (CEP Printing)	£98.00
v. Ernest Doe and Sons (Flail)	£3,414.00

h. To note payments received since last meeting:

i. Precept	£3,950.00
ii. Grant for Community Emergency Plan	£350.00

i. Bank Balances as at 30<sup>th</sup> April 2014:

i. Barclays Bank (Current Account)	£8,693.00
ii. IBS (Tunstall Parish Council)	£14,033.99
iii. IBS (Tunstall Common Fund)	£19,149.94

**11. To receive the Clerk's report and items arising from the last minutes not covered elsewhere:**

- a) Speeding (Speed Cameras and Monitoring) – The Clerk reported that the checking of the 4 volunteers for the Speedwatch campaign was still underway as the police had a shortage of manpower at present. She was also still in contact with Bromeswell Parish Clerk to try to organise a group of villages that would be prepared to share a speed monitor sign.
- b) Election 2015 – Councillors completed their 'Acceptance of Office' & 'Election Expenses' forms
- c) Play Park – After discussion Councillors agreed to request that Ipswich Borough Council carryout the quarterly and annual inspection of the play park and hold all records for 21 years. The Clerk agreed to confirm this with IBC.
- d) Women's Cycling Tour – The Clerk reminded Councillors that the Women's Cycling Tour would be coming through the village around 1.00pm on 17<sup>th</sup> June and that a reminder to the residents would be in the June Bulletin
- e) Community Emergency Plan – The Clerk confirmed that the Community Emergency Plan (CEP) was now live on the 'Get Prepared Now' web site and that the household leaflets had been distributed with the May Bulletin. The Clerk was thanked for her work on this

**12. Flooding:**

- a) Report on Flood Basin from Clerk – The Clerk reported that Mr Lindsay Clubb had agreed to carry on as liaison between the Parish Council and the Bunbury family and that discussions around the Deed of Grant were continuing.
- b) Establishment of a Flood Basin Committee – Cllr. Hazleton agreed to be a member of the Flood Basin Committee alongside the Clerk and Cllr. Saunders. The Clerk was also asked to invite Mr David Lowne to be part of the group due to his technical knowledge.
- c) Flood Water Drainage Issues – Cllr. Saunders reminded Council that Mr Steven Halls (SCC) had been out to assess the flood basin and other drainage issues earlier in the year. Councillors discussed the issue of whether anything had been done to improve the apparent faults in the system as a whole and the Clerk was asked to chase Mr Halls as to progress with improving the levels of connecting pipework.

**13. Community Centre:**

- a) Disabled Access – Cllr. Hazleton agreed to speak to Richard Ledger on this matter
  - b) Heating – Cllr. Ross indicated that he had not had time to speak to Richard Ledger regarding the heating but that he had carried out some research at Blaxhall Community Centre and had details to pass on
  - c) Lighting – Cllr. Hazleton reported that a local firm had carried out an assessment of the hall to see if it would be suitable for solar panels. They required further information (to be supplied by Cllr. Hazleton) but had indicated that there may be loans available to assist with costs and that would require no payback as the additional electricity generated would be returned to the National Grid and would cover the cost.
-

14. Clerk:

- a) To review Clerk’s working hours – After discussion Cllr. Hazleton proposed that the Clerk’s working hours were increased to 28 per month, with any additional hours worked (taken over a 6 month period) paid as overtime at basic rate. This was seconded by Cllr. Morgan and all Councillors were in favour
- b) To discuss payment of overtime for past 6 months (18.5 hours) – The Clerk reported that over the past 6 months she had worked 18.5 hours over her contracted 25 per month. Cllr. Hazelton proposed that this be paid as overtime (at basic rate) and this was seconded by Cllr. Morgan; all Councillors were in agreement
- c) To review Clerk’s Pay Scale in line with contract - In line with the Clerk’s contract and following a satisfactory annual review, Councillors agreed to raise the Clerk’s pay scale from SCP 19 to SCP 20 (£9.90 per hour)

15. Planning:

- a) To discuss any Applications received:

There were no applications to consider

- b) To discuss approaching neighbouring parishes with a view to sharing information on applications that border two parishes:

Councillors felt this was a good idea and asked that the Clerk write to our neighbouring parishes

16. To acknowledge Correspondence received by the Clerk:

- a) SCDC Village Services and Facilities Audit – This was discussed and the Clerk was asked to respond to SCDC accordingly
- b) Clerk’s SLCC Renewal – This had arrived in the post on the day and the Clerk apologised that it was therefore not on the agenda. After short discussion the Council agreed to fund the Clerk’s subscription of £88.00. The Clerk did report that she had found being a member very useful and had also been appointed Vice chairman of the Suffolk branch.

17. To receive agenda items for next meeting and agree date of Next Meeting

The date of the next meeting was set for Wednesday 8<sup>th</sup> July.

Signed: .....

Date: .....

Chairman

*Judi Hallett*  
Clerk to Tunstall Parish Council

