

Minutes of Tunstall Parish Council Meeting

Held on 11th November 2015 ~ 7.15pm

The Parish Council meeting had been preceded by a presentation with Q & A Session after from Mr Gary Disley, Fibre WiFi Ltd. The session had been attended by 2 residents and 5 Councillors and details of the facility to bring Radio Broadband to Tunstall were discussed

Present

Cllr. Stephen Saunders (Chair)

Cllr. Kevin Ross

Cllr. Oliver Morgan

Cllr. Geraldine Taylor

Cllr. Matthew Gowen

Cllr. Julian Hill

Cllr. John Hazelton

Judi Hallett (Clerk)

Dist. Cllr. Ray Herring

1. To receive Apologies for absence and any applications for dispensation:

Apologies were received Cllr. Andrew Reid and PC Debbie Howgego (both work commitments).

2. 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.

3. Public Participation - To receive:

a. Reports of Comment from SCC/SCDC Councillors –

i. Cllr. Reid's report had been circulated by the Clerk.

ii. Cllr. Herring indicated that he would pass his report to the Clerk for circulation, the report covered: The SCDC Financial Strategy, 4 Villagers Bypass, Brown Bins, East Suffolk Business Plan, Devolution, the Budget Review Meeting, Refugees and Planning matters

b. Report from Safer Neighbourhood Team – The Clerk had circulated the SNT report. Councillors made comments that it was disappointing that the SNT were no longer able to attend meetings but that the online incident reporting tool was very good.

c. Reports or comment from any member of the public – There were no members of the public present

Dist. Cllr. Herring left the meeting at 7.35pm

4. To agree minutes of meetings dated 9th September 2015

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

5. Planning:

- a) To discuss any Applications received:
- There were no planning applications to discuss

Cllr. Saunders gave a report on a meeting he had attended at SCDC with reference to the new streamline Planning process. It had been made clear that the 21 day consultation period would now strictly be adhered to and that extensions would only be granted in very rare circumstances. As a result Councillors would need to become used to viewing plans on line as circulation would not be possible when there were 9 Councillors.

The Clerk explained the process of logging on to the SCDC Planning System and saving a 'search'. This then automatically alerts the user when an application enters that 'state' (i.e. Parish of 'Tunstall' and Status of 'Pending Consideration') and the plans can immediately be viewed.

6. To consider Loan Agreement between Tunstall Parish Council and Rendlesham Parish Council for use of the Speed Gun Equipment by the Tunstall Speedwatch group:

The Clerk advised that the Speed Gun was presently out of action due to a fault with the batteries but that Rob Cutts (Clerk at Bromeswell PC) was going to test a resolution in the next week or so.

After discussion it was proposed by Cllr. Morgan and seconded by Cllr. Taylor that we sign the agreement but not until the Gun was totally operational. The Clerk agreed to liaise with Rob Cutts and Rendlesham PC.

Action: Clerk

7. To consider purchasing a notice board for Tunstall Common to replace the existing one:

The Clerk reported that, following the Asset Review, it had been noted that the notice board at Tunstall Common was in need of replacement as it was beyond repair. Councillors discussed appropriate sizes and the clerk was asked to obtain quotes for a board housing 4 or 6 sheets of A4 paper

Action: Clerk

8. To acknowledge Review of following documentation had taken place:

- | | |
|--------------------------------|----------------------------------|
| a. Equal Opportunities Policy | e. Health and Safety Policy |
| b. Expenses Policy | f. Public Participation Protocol |
| c. Financial Regulations | g. Sickness and Absence Policy |
| d. Formal Complaints Procedure | h. Standing Orders |

All Councillors had been asked to review the above documents and the Clerk listed suggested amendments from Cllr. Hill. These suggested amendments were confirmed by Council and the Clerk agreed to incorporate them in the documents and re-publish. Adoption of the new documentation was proposed by Cllr. Hill, seconded by Cllr. Hazelton and all Councillors were in favour.

Action: Clerk

9. To review and accept Asset Register for 2015:

The Clerk reported that the review of assets had taken place in October and the new register had been drawn up. Cllr. Ross asked that the rules be investigated as to whether or not it was possible for a future Parish Council to sell the Common. The Clerk was also asked to investigate the lease and why it was leased to 3 individuals (one of which had passed away) and not the Management Committee.

Action: Clerk

10. To consider the Site Allocations & Area Specific Policies document from SCDC:

This document had been circulated but unfortunately had not been passed to all. Cllr. Morgan reported that he had attended the Working Group meetings where this document was prepared and it had been felt that the recommendations in the document would be followed, although this could never be guaranteed. It was also noted that planning permission for 58 houses in Tunstall since 2010 made it the highest contributor of housing of the Local Service Centres.

The Clerk was thanked for her precis of the document and was asked to clarify page 144 which was confusing whether land at Plunketts Barn was being labelled as suitable for employment or not.

Action: Clerk

11. Finance Matters:

a. To review the accounts for September and October 2015:

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

b. To consider a request from Home Start Suffolk for a donation:

After discussion a grant of £50 was proposed by Cllr. Taylor, seconded by Cllr. Hazelton and all Councillors were in agreement.

c. To consider a request from Headway for a donation:

After discussion a grant of £50 was proposed by Cllr. Hazelton, seconded by Cllr. Morgan and all Councillors were in agreement.

d. To consider a request from Tunstall Bowls Club for a grant:

Councillors felt supporting local groups was very important. After discussion a grant of £300 was proposed by Cllr. Hazelton, seconded by Cllr. Taylor and all Councillors were in agreement.

- e. To consider payment of overtime for Clerk - 8 hours worked above those paid from past 6 months – and to discuss recording of hours (O/T amount = £79.20):

The Clerk reported that she had worked 8 hours over and above the 165 she was contracted to work between May and October, this amounted to £79.20. Cllr. Taylor proposed that this amount be paid, this was seconded by Cllr. Morgan and all Councillors were in favour.

Councillors also confirmed that it was no longer a requirement for the Clerk to record her precise hours, unless a large project was undertaken.

- f. To discuss the budget for 2016/17:

Cllr. Saunders suggested that Councillors review the budget recently sent out and make any suggested amendments to the Clerk before the next meeting. The budget would be agreed at the January 2016 meeting.

- g. To consider a request from Citizens Advice Bureau for a donation:

After discussion a grant of £50 was proposed by Cllr. Hazelton, seconded by Cllr. Morgan and all Councillors were in agreement.

- h. To agree purchase of 2 new signs for Tunstall Common – total cost £539.00:

After discussion the Clerk was asked to go back to SCC Highways pointing out that 3 signs were needed, the existing poles could be used and that traffic lights would not be necessary during the placement of the new signs.

- i. Invoices for Payment:

i. J Hallett (Clerk) – Office + mileage expenses	£164.97
ii. Rendlesham Parish Council (Speed Gun calibration)	£28.20
iii. SALC (6 Months Pay Roll Service)	£16.80
iv. Tunstall Community Centre (Hall and office hire)	£670.00
v. R W Gibb (Grass cutting at Tunstall Common)	£25.00

The above payments were proposed by Cllr. Morgan, seconded by Cllr. Taylor, all Councillors in favour; cheques were signed by Cllr. Taylor and Cllr. Morgan.

- j. To note payments made since last meeting:

i. M Hales (Grass)	£66.00
ii. SALC (Training for Transparency Code)	£90.00
iii. SC Norse (Grass)	£166.50
iv. Staples (Stationary)	£28.81

The Clerk informed Council that an application for funding to help implement the Transparency Code had been submitted through SALC, for £330.96 (details previously sent to Councillors). Councillors approved this claim and thanked the Clerk for her work to request this.

- k. To note payments received since last meeting:

i. VAT refund	£183.69
ii. Grant from Adnams Charity	£1,457.00

I. <u>Bank Balances as at 31st October 2015:</u>	
i. Barclays Bank (Current Account)	£8,703.95
ii. IBS (Tunstall Parish Council)	£14,033.99
iii. IBS (Tunstall Common Fund)	£19,149.94

12. 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 there were issues with the Speed Gun batteries but that Rob Cutts (Bromeswell Clerk) was resolving this.

With reference to the request for a Speed Indicator Sign, the application was progressing with SCC Highways but there were many under consideration at the moment and we would have to wait our turn

- b) Play Park – The Clerk advised that the See Saw had been delivered to Ipswich Borough Council (IBC) and they were hoping to install it in the next week or so.

- c) Tunstall Common Signs – See 11. h)

- d) WW1 Bench – Cllr. Hazelton reported that the bench had been installed that afternoon.

- e) Cllr. Taylor’s resignation – The Clerk reported that sadly Cllr. Taylor had handed in her resignation with effect from May 2016. However, on a brighter note, Dr Lucy Silovsky and Mrs Tiffany Pollock had expressed an interest in becoming Councillors and were hoping to join in January.

- f) Confirmation of 2016 meeting dates: The Clerk confirmed the 2016 meeting dates would be:

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|-----------------------------------|------------------------------|
| • 13 th January | • 13 th July |
| • 9 th March | • 14 th September |
| • 11 th May (inc. APM) | • 9 th November |

Action: Clerk

13. Flooding:

- a) Report on Flood Basin from Clerk – The Clerk reported that the Deed of Grant had now been signed by both parties and one copy had been sent back to Sir Michael Bunbury. She would now set up quarterly inspections for review of the pit.

- b) Flood Water Drainage Issues – The Clerk read a series of e-mails between herself, Cllr. Reid and David Chenery (SCC Highways) in which Mr Chenery confirmed that the estimate for ‘realigning the piping’ in the Green Man pit outlet manhole was on Robin Warne’s list to do but that other jobs had taken priority.

Cllr. Hazelton suggested that the outlet for the Green Man pond had not been right since the bus stop and shelter were put in place in the 1950’s or 1960’s. The Clerk was asked to continue to chase this work.

14. Community Centre:

- a) Report from Cllr. Saunders with regard to work to improve the Community Centre – Cllr.
Saunders gave a précis of current work being carried out at the Community Centre including roof insulation, repair to the roof, new heaters in the Committee Room and decoration of the toilets.

15. To acknowledge Correspondence received by the Clerk:

- a) *None*

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

The date of the next meeting was set for Wednesday 13th January 2016.

The meeting closed at 9.28pm

Signed:

Date:

Chairman

Judi Hallett
Clerk to Tunstall Parish Council