

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

Held on 9<sup>th</sup> March 2016 ~ 7.00pm

### Present

Cllr. Stephen Saunders (Chair)  
Cllr. John Hazelton

Cllr. Kevin Ross  
Cllr. Julian Hill

Cllr. Matthew Gowen

Judi Hallett (Clerk)

Sir Edward Greenwell

Mrs Amanda Bettinson

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

Apologies were received Cllr. Andrew Reid (holiday), Cllr. Lucy Silovsky (unwell) and Cllr. Oliver Morgan (family commitment)

### **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 from AOEP Draft Estuary Consultation Team (Sir Edward Greenwell and Mrs Amanda Bettinson) –

- A report on the work of the Alde and Ore Estuary Partnership was given by Sir Edward Greenwell (*transcript available from the Clerk*)
- Questions were asked regarding sites for potential building, funding and timetable of work.
- The Clerk offered assistance with advertising exhibitions and promoting web sites.
- Sir Edward & Mrs Bettinson were thanked for their attendance and very interesting talk.

*Sir Edward and Mrs Bettinson left the meeting at 7.28pm*

- Cllr Ross asked if the Council felt it was appropriate to explore the possibility of the Snape Maltings area being re-designated within the Snape Parish boundary. If this were the case, Tunstall would have no river frontage and therefore no requirement to potentially accept small parcels of farming land within the village being developed. Councillors cautiously noted this view point but suggested it should not be taken any further at this stage.

#### b. Reports of Comment from SCC/SCDC Councillors –

- i. Cllr. Reid – no report had been submitted
- ii. Cllr. Herring – no report had been submitted

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

**4. To agree minutes of meetings dated 13<sup>th</sup> January 2016**

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

**5. Planning:**

a) To discuss any Applications received:

- There were no planning applications to discuss
- The Clerk confirmed that the application at 'Ouistream' had been withdrawn.

**6. Finance Matters:**

a. To review the accounts for January and December 2016:

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

b. To ratify the expenditure on Village planters (agreed in principle at January meeting) to a maximum of £65:

Cllr. Gowen proposed this expenditure be agreed, this was seconded by Cllr. Hill and all Councillors were in favour. The Clerk was asked to inform Mrs Pickard.

c. To consider a grant request from Tunstall Bowls Club for a donation for the year 2016/2017:

After discussion Cllr. Hazleton proposed a donation of £300, to be paid in May 2016. This was seconded by Cllr. Hill and all Councillors were in agreement. This is the same figure as this years' award.

d. Invoices for Payment:

i. J Hallett (Clerk) – Office + mileage expenses	£121.19
ii. SALC (Cllr. Silovsky's training)	£120.00
iii. L Silovsky (Travel expenses to training)	£33.12
iv. R C Wilson (Grass cutting at The Fields)	£44.00
v. SALC (Good Councillor Guides)	£11.25

The above payments were proposed by Cllr. Hill, seconded by Cllr. Hazleton, all Councillors in favour; cheques were signed by Cllr. Hazleton and Cllr. Saunders.

e. To note payments made since last meeting:

i. J Hallett (3 months' salary)	£768.40
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f. To note payments received since last meeting:

i. RPA Payment (Common Acc)	£3,368.00
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g. Bank Balances as at 29<sup>th</sup> February 2016:

i. Barclays Bank (Current Account)	£3,673.69
ii. IBS (Tunstall Parish Council)	£10,681.52
iii. IBS (Tunstall Common Fund)	£25,915.28

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

- a) To receive update on the Speedwatch monitoring by local residents from Cllr. Hazelton – Cllr. Hazelton reported that the batteries seemed to be working fine and now that David Lowne was back from holiday the first monitoring session would take place very soon. The Clerk reported that Sutton had now joined the scheme and may want the equipment at the end of March
- b) To receive an update on the purchase of Speed Indicator Device – The Clerk advised that the company supplying the Radarlux machine had not returned e-mails regarding solar panels and she had been informed they had move their operations to Germany. The Chairman reported that Snape were very pleased with their two Radarlux machines but they did need charging every 5 – 7 days. After discussion the following actions were agreed:
  - i. Clerk to speak to SCC Highways to see if they were having issues reaching the supplier or had any intentions of changing now that the company did not have a UK operations team.
  - ii. Cllr. Saunders to speak to Snape PC about their experience.
  - iii. Clerk to let Cllrs Reid and Herring know the situation.
- c) Tunstall Common Signs – The Clerk advised that the three sites for the new Tunstall Common would cost £831.48. Cllr. Ross showed concern that the signs were too big and that smaller ones would be adequate. After discussion Cllr. Gowen proposed these signs be purchased, this was seconded by Cllr. Ross and all Councillors were in favour. Clerk to liaise with SCC Highways.
- d) To receive an update on the new notice boards – The Clerk reported that she had not heard any further from Mr Dean Smith. Cllr. Ross agreed to speak to him to obtain an update.
- e) To discuss format of the Annual Parish Meeting in May – It was decided to keep the format of the Annual Parish Meeting the same as last year and hold this at 6.15pm on Wed 11<sup>th</sup> May.
- f) To discuss Clerk setting up a Training Programme (over 2 evenings) for Councillors – In principle Councillors felt this would be a valuable session to organise. The Clerk agreed to obtain quotes from both SALC and Jane Cole (LCPAS).
- g) To discuss purchase of a Fire Safe Box for important Council documentation (£36.49 inc. VAT) – Councillors agreed this would be a good idea for such a small cost. Cllr. Hill proposed the purchase, this was seconded by Cllr. Hazelton and all Councillors were in agreement. The Clerk was instructed to purchase the box.
- h) To receive an update from Cllr. Hill with reference to Broadband facilities in Tunstall – Cllr. Hill's report had previously been circulated and he was thanked for all his work in this area. As a further update it was noted that a) Fibre WiFi were in the process of negotiating an aerial on top of St Michael's Church, b) County Broadband's coverage seems to be growing fast and c) there is a planned upgrade of the BT Cables in Sept 2017 with details available in Sept 2016. It was also hoped the Better Broadband team may be able to do another presentation to the village in the summer of 2016 to show which areas of the village will be upgraded. Cllr. Hill also passed round an analysis of the Broadband deployment plan by postcode which indicated some populated areas that may not be upgraded early.

**Action: Clerk and Cllrs. Ross and Saunders**

**8. To discuss if the Parish Council wishes SCDC to carry out a Community Governance Review with a view to reducing the number of Parish Councillors from nine to seven:**

After discussion it was agreed not to pursue this option at present but to continue to encourage residents to join. The Clerk was asked to promote the Council in the Bulletin and via the Grapevine periodically.

**9. Clerk**

- a) To receive report from Cllr. Saunders with reference to the Clerk's annual review – Cllr. Saunders gave a synopsis of the Clerk's annual review and thanked the Clerk for her work.
- b) To discuss Clerk's Pay Scale (currently SCP20) and whether to raise this to SCP21 in line with contract (from £9.90 per hour to £10.26 per hour) – After clarification of the Clerk's contract, it was unanimously agreed to award the Clerk one additional Spinal Column Point, to SCP 21 (£10.26 per hour). The Clerk suggested that as she had been paid up to 29<sup>th</sup> February it might be easiest to apply this from 1<sup>st</sup> March; this was agreed.
- c) To discuss Pension provision for the Clerk and appoint working party to take this forward – The Clerk reported that advice given by SALC indicated that there were 2 definite providers of pension facilities for Parish Clerks: SCC Local Authority Scheme and NEST. Councillors indicated that initial investigations showed that the SCC Scheme was very expensive and this would have to be justified to the public if it were considered. Cllr Saunders asked that the Clerk write to all Councillors to ask if any two would be prepared to form a small working party to take this matter forward. Cllr. Hazleton volunteered as he had already had to investigate options for his staff.

**Action: Clerk**

**10. Documentation and Representatives:**

- a) To review the Code of Conduct (passed to Councillors on 1<sup>st</sup> Feb) – Cllr. Saunders asked if everyone had had chance to read all five pieces of documentation and if there were any further amendments to those already made. Receipt was acknowledged by all Councillors and there were no further amendments. Cllr. Hazleton proposed that they be adopted, this was seconded by Cllr. Gowen and all Councillors were in favour. Cllr. Hill was thanked for his additional work in assessing this documentation. The Clerk was asked to print out hard copies for the Chair to sign and to upload the new documents to the web site.
- b) To review the Risk Assessments (passed to Councillors on 25<sup>th</sup> Feb) – see above.
- c) To adopt the Freedom of Information Requests Procedure (passed to Councillors on 20<sup>th</sup> Feb) – See above.
- d) To adopt the Financial Regulations 2016 (passed to Councillors on 23<sup>rd</sup> Feb) – See above.
- e) To adopt the Publication Scheme 2016 (passed to Councillors on 1<sup>st</sup> March) – See above.
- f) To appoint a SALC Representative – Cllr. Hill stated he would be willing to act as SALC representative, if there were no further candidates. This was unanimously agreed and the Clerk was asked to inform SALC.

**Action: Clerk**

**11. Community Centre:**

- a) Report from Cllr. Saunders with regard to work to improve the Community Centre – Cllr. Saunders reported that the new flooring in the toilets had now been laid and that he was working with the committee to organise a quote for a false ceiling above the stage area.
- b) To receive an update from the Clerk with reference to the Community Centre Trust Deed – The Clerk read a letter from Mr Turner (Birketts) and was requested to ask for an estimation of costs before any substantial work was carried out. Cllr. Saunders also agreed to speak to the Hall Committee about a contribution towards the cost of updating the Trust Deed.

**Action: Clerk and Cllr. Saunders**

**12. To receive update on Tunstall Common from Cllr. Ross:**

Cllr. Ross reported that the working party on Sunday 6<sup>th</sup> March had achieved a great deal. He had recently spoken to Natural England and they would do a site visit in the summer. Much scrub may need to be cut down at the end of the stewardship scheme but all key species were present on the site.

**13. To acknowledge Correspondence received by the Clerk:**

- a) £200 grant from Cllr. Herring for The Queen’s 90<sup>th</sup> Birthday celebrations - The Clerk reported that the sum of £200 had been granted by Cllr. Herring to all his parishes, to use to celebrate the Queen’s 90<sup>th</sup> Birthday. She agreed to speak to local people to organise an event and report back to the Council.
- b) Correspondence/Planning Hub – The Clerk read a suggestion from Cllr. Silovsky that instead of plans and correspondence being passed round, it could be held in the Green Man and Councillors could go there to view the papers. Cllr. Hazleton was in favour of this and it was agreed to trial it for 6 months. It was also agreed that paper work should not be taken away from the pub.
- c) Coastal Accessible Transport Services Ltd (CATS) – The Clerk read a letter from the CAT’s team regarding bus services through the village and it was agreed that she would assist with promotion of this facility.
- d) Bowls Open Event – The Clerk informed Council that the annual Bowls Club recruiting event would take place on Saturday 16<sup>th</sup> April this year; all were welcome.

**Action: Clerk**

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

The date of the next meeting was set for Wednesday 11<sup>th</sup> May 2016. The meeting closed at 9.18pm.

Signed: .....  
Chairman

Date: .....

*Judi Hallett*  
Clerk to Tunstall Parish Council