

Minutes of Tunstall Parish Council Meeting
Held on 8th November 2017 ~ 7.00pm
Tunstall Community Hall, Ashe Road, Tunstall

Present

Cllr. Stephen Saunders (Chair) Cllr. Kevin Ross (from 7.10pm) Cllr. Emma Johnson (from 7.10pm)
Cllr. John Hazelton Cllr. Steve Smith Cllr. Oliver Morgan
Cllr. Julian Hill Cllr. Caroline Meffan (after item 3)

Judi Hallett (Clerk) Cnty Cllr. Andrew Reid (*part*)

2 Members of the Public: Ms Caroline Meffan and Mr David Lowne

1. To receive Apologies for absence:

Apologies were received from Cllr. Lucy Silovsky (holiday)

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

This item was heard after item 3

Cllr. Smith declared a pecuniary interest in item 6 as the owner of Duck Lane.

Cllr. Hazelton declared a pecuniary interest in items 6 and 7 as the owner of The Green Man

A request for dispensation had been received from Cllr. Smith to allow him to discuss and vote on item 6. It was proposed that being allowed to vote would not be appropriate and Councillors agreed to allow Cllr. Smith to take part in discussion only and not any vote on this item.

Cllr. Hazelton confirmed he did not wish to apply for dispensation on either item 6 or 7.

3. To co-opt a Parish Councillor and signing of the Declaration of Acceptance of Office:

This item was heard before item 2

Ms Caroline Meffan indicated that she wished to join the Council and was welcomed aboard. Her co-option was proposed by Cllr. Hill, seconded by Cllr. Hazelton and all Councillors present agreed.

Cllr. Meffan signed the Declaration of Acceptance of Office and joined the table

4. Public Participation - To receive:

- a. Reports or comment from any member of the public – Mr Lowne raised again the lack of support from SCC Highways for drainage issues in the village. He asked if the Flood Elevation Scheme had ever been fully signed off. Residents had paid for the scheme, but it had not been completed correctly and had not been maintained since being put in place. Other items reported were half done and if floods were not near houses they were ignored. In addition, the SCC Highways reporting system did not work as items were often closed as not needing repair without properly being assessed. The Clerk was asked to prepare a letter to Dr Therese Coffey MP (copying in Cllr. Reid and SCC Highways) and circulate for review before sending.
- b. Reports from County and District Councillors – (heard between items 6 and 7) The following reports were given:
 - Cnty. Cllr. Reid's full report had been circulated and he expanded on:
 - Flue Jabs, GCSE Improvements, Fostering Service within Suffolk – *Clerk to promote on the Grapevine* – Additional signage at Wantisden Road and Woods Lane
 - Mr Lowne spoke to Cllr. Reid regarding Highways Issues. He asked if SCC Highways would take responsibility for flooding of properties caused by the lack of maintenance done on the Green Man Flood Elevation Scheme – Cllr. Reid agreed to seek guidance. Councillors felt it was ghastly that the scheme had been paid for by local tax payers, but it had never been completed to the required standard. The only reason flooding hadn't occurred in the last few years was because a sustained period of rain had not been seen.
 - Cllr. Meffan asked if additional signage could be placed at the Snape Triangle to slow vehicles – *it was agreed to discuss this at the January meeting.*
 - Dist. Cllr. Ray Herring – no report

Action: Clerk**5. To agree minutes of meetings dated 13th September and 20th October 2017**

All Councillors agreed that these were an accurate record of the meetings. Cllr. Hill proposed and Cllr. Hazelton seconded that they should be signed; all Councillors agreed.

6. To receive update from the Clerk on legal advice for Council's position with reference to Duck Lane Maintenance and discuss:

Cllr. Hazelton left the meeting.

The Clerk ran through each point raised by SCC Lawyer Cheryl Driver in her letter dated 30th October 2017. Cllr. Smith stated that it was a request from Cllr. Hazelton for a formal maintenance agreement that had started these discussions and not himself. However, he did feel that many other users, apart from himself, used the lane and that they would be contributing to wear and tear of the surface. It therefore seemed unfair that he should pay for the future maintenance costs. The Clerk informed Cllr. Smith that this had been put to the lawyer but that her reply had been that the use of the lane by users of the Community Centre and recreation ground would have been completely obvious to any purchaser of Duck Cottage.

Chairman's initials:

Comment was made that having sought legal advice, the Council would be ill-advised to go against it.

After discussion it was proposed by Cllr Hill that each of the recommendations, in the advice from the lawyer, be accepted. This was seconded by Cllr. Johnson and all Councillors permitted to vote agreed.

The specific elements were:

1. Tunstall Parish Council would not enter in to any land swap agreement with the owner of Duck Cottage, for monetary value or not.
2. Tunstall Parish Council will not enter in to any formal maintenance agreement with the owner of Duck Cottage. Instead it would assess the situation when repairs were needed and would decide on an individual case what, if any, contribution towards the cost of the repairs would be made.
3. Tunstall Parish Council will seek written evidence of continued use from residents who have used Duck Lane to access the Community Centre and recreation Ground for over 25 years and work with Suffolk Legal to establish legal Statutory Declarations.
4. Tunstall Parish Council would not seek to establish an Express Legal Easement over Duck Lane. They would instead rely on the Prescriptive Easement already established due to the highly unlikely event that the recreation ground would be sold.

Cllr. Smith acknowledged that the positive covenant entered in to by the previous owner of Duck Cottage and the then (and current) owners of the Green Man was a private matter.

Cllr. Hazelton re-entered the meeting

Action: Clerk

7. To discuss request from resident that the Green Man be registered as an Asset of Community Value:

Cllr. Hazelton left the meeting

Cllr. Saunders and the Clerk explained how the process worked for registering an Asset of Community Value and the processes and consequences for the Parish Council, the District Council and the owner of the Asset in question. Councillors debated both the positives and negatives of such a move (for all parties) but felt it was difficult to decide without knowing if there were already plans in place. It was agreed to ask Cllr. Hazelton to come back in to the meeting to inquire of him if he wished to disclose any known plans for the building.

Cllr. Hazelton re-entered the meeting

Cllr. Hazelton was happy to disclose that the only plans he had for the immediate future was to use the Green Man as a family home. The weekly outgoings had far exceeding the income for some time and it was just not viable to keep the pub open any longer. The pub was not used by local people and pubs of this sort have had their day; unless you are a gastro pub you don't survive these days. Cllr. Hazelton was thanked for this information.

Cllr. Hazelton left the meeting.

After further discussion Cllr. Smith proposed that the Council canvas local opinion through the December Bulletin and only proceed if there is a clear mandate from residents to do so. This was seconded by Cllr. Johnson and all Councillors were in agreement.

Cllr. Hazelton re-entered the meeting and was advised that the PC would canvas local opinion to see if there was appetite to apply to register the Green Man as an Asset of Community Value.

Action: Clerk

8. Planning:

- a) To discuss and agree response to the following Applications received:
 - i. DC/17/4174/AND - Non- Illuminated Advertisement Consent - Installation of signage at various locations within Snape Maltings - Snape Maltings, Tunstall:
 - o After discussion a response of ‘no objection’ was proposed and accepted by all Councillors
 - ii. DC/17/4175/LBC – Listed Building Consent for the above application, Snape Maltings, Tunstall:
 - o As above - After discussion a response of ‘no objection’ was proposed and accepted by all Councillors
 - iii. DC/17/4546/ADN - 4 Non-Illuminated Free-Standing Signs to direct the public to Snape Maltings Site, 2 signs with a front and reverse, 3 physical free-standing structures in total - Alliance House, Snape Bridge, Tunstall:
 - o After discussion a response of ‘no objection’ was proposed and accepted by all Councillors
 - iv. DC/17/4548/FUL - Proposed severance of existing residential property to form two independent dwellings. - 22 & 23 Pump Cottage & Blyth Barn Kings Arms Yard, Orford Road, Tunstall:
 - o After discussion a response of ‘no objection’ was proposed and accepted by all Councillors
 - v. DC/17/4675/LBC - Proposed severance of existing residential property to form two independent dwellings. - 22 & 23 Pump Cottage & Blyth Barn Kings Arms Yard, Orford Road, Tunstall:
 - o As above - After discussion a response of ‘no objection’ was proposed and accepted by all Councillors
 - vi. DC/17/4324/FUL – Various alterations to 2 Orford Road, Tunstall:
 - o After discussion a response of ‘no objection’ was proposed and accepted by all Councillors

The Clerk also advised that the application for the Baptist Chapel has been withdrawn and would be re-submitted. Cllr. Smith asked if the plans at Heath Cottage had been decided as yet by SCDC as there had been notification of one of the sets of plans.

Action: Clerk

9. Finance Matters:

- a. To review the accounts for September and October 2017:

Cllr. Morgan agreed to check the bank statements and Building Society Books against the accounts sheet previously sent to all Councillors.

Chairman’s initials:

b. To discuss and approve applications for Grants (List previously sent to Councillors):

After discussion it was agreed to grant the sum of £200 to the Bowls Club, Eyke Primary School and the Tunstall PCC. It was agreed not to grant any sum to the Disability Advice Service as this group fell outside the Council’s policy.

The Clerk was asked to notify all parties.

c. To discuss draft Budget for 2018/19 – sent to Councillors on 31st October 2017:

The Clerk ran through the main elements of the draft budget. It was suggested a separate amount for Maintenance was required (£500), the ICO charges (£35) required adding to the Subscriptions line and the expenses for the Common should be increased to £1,000 due to impending spraying works needed next year. Cllr. Ross advised that, starting next year, the Stewardship payments from NE would come as 75% of the annual grant and then 25% of the annual grant.

The Precept letter from SCDC indicated that, in order to keep the Parish Council’s request showing as zero, it was would necessary to request a Precept of £8,221.70. This was agreed by all Councillors.

d. Invoices for Payment:

i. J Hallett (Clerk) – Office + mileage expenses	£116.10
ii. SALC (Clerk’s Networking Day)	£19.20
iii. SC Norse (Grass cutting)	£166.50
iv. R C Wilson (Grass cutting at The Fields)	£46.00
v. S Saunders (Mileage expenses + Parking)	£18.20
vi. Tunstall Community Hall (Room and Office Hire)	£670.00

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

e. To note payments made since last meeting:

i. HMRC (Clerk’s PAYE)	£180.40
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f. To note payments received since last meeting:

i. Precept (2 nd Half)	£4,072.37
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g. Bank Balances as at 31st October 2017:

i. Barclays Bank (Current Account)	<i>Not available as bank statement not in</i>
ii. IBS (Tunstall Parish Council)	£10,785.23
iii. IBS (Tunstall Common Fund)	£32,415.02

Action: Clerk

10. To receive the Clerk's report and items arising from the last minutes not covered elsewhere:a) Mobile Shop:

The Clerk notified Council that she had meet the lady running the mobile shop and many residents were happy it was now coming to the village

b) Maintenance List:

Following the recent Asset Review, Councillors agreed to contract the services of Mr Gary Button (used by Ufford PC) for a short list of maintenance jobs to Council assets.

Action: Clerk

11. Review of Documentation – To confirm all TPC documentation has been reviewed by Councillors and to receive any suggested amendments:

All Councillors confirmed they had reviewed the Council's current documentation and that no amendments were required at this time.

12. Tunstall Common – To discuss status of Tunstall Forest, meeting with Forestry Commission and putting forward a Freedom of Information Request (details from Cllr. Ross):

Cllr. Ross suggested the Parish Council should use a Freedom of Information Request to ask the appropriate Government Department how much land has been given up on Public Forest Estates for Heathland and how much income the RSPB are getting. He suggested that the Council needed facts before it could go back to Therese Coffey MP. Councillors asked what TPC would do with the results, if they were forthcoming. Cllr. Ross suggested that the forests were being asset stripped and we needed to try to stop this or the forests would be lost for ever.

It was agreed that Cllr. Ross and Morgan would put together a few questions. The Clerk would then distribute these to the other Councillors. If all Councillors agreed they could go forward, then a FOI request would be put in. If there was any debate, then this matter would be discussed at the January meeting.

Action: Cllrs. Ross and Morgan

13. Highways:a) Requesting a traffic survey between Tunstall Village and Tunstall Common (Orford Road) to assess if a 40-mph buffer zone is appropriate (Cost £500):

It was agreed to defer this until the January meeting

b) Installation of new SID post at Tunstall Common and purchase of 2 brackets (£50 each):

Purchase of 2 additional brackets for the Common Post was agreed – Clerk to order

c) Purchase of additional SID:

It was agreed to defer this until the January meeting (*but high up on the agenda!*)

Action: Clerk

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

It was agreed that various items would be carried forward to the January agenda. The date of the next meeting was set for Wednesday 10th January 2018.

The meeting closed at 9.25pm.

Signed:
Chairman

Date:

Judi Hallett
Clerk to Tunstall Parish Council

Chairman's initials: