

**Minutes of Tunstall Parish Council Meeting**  
 Held on 14<sup>th</sup> March 2018 ~ 7.00pm  
 Tunstall Community Hall, Ashe Road, Tunstall

Present

Cllr. Steve Smith (Chair after item 1)      Cllr. Kevin Ross      Cllr. Caroline Meffan  
 Cllr. John Hazelton      Cllr. Lucy Silovsky      Cllr. Philip Noakes

Judi Hallett (Clerk)

No members of the public were present

**1. To elect a Chair of the Parish Council and signing of the Declaration of Acceptance of Office:**

The following nominations were received:

Nominee	Proposer	Secunder	Votes For	Votes Against
<b>Cllr. Steve Smith</b>	Cllr. Meffan	Cllr. Ross	6	0
<b>Cllr. Caroline Meffan</b>	Cllr. Silovsky	Cllr. Noakes	<i>No vote taken</i>	

Cllr. Smith was duly elected as Chair, signed the Declaration of Acceptance of Office form and took the Chair.

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

Apologies were received from Cllr. Emma Johnson (Work commitments), Cllr. Oliver Morgan (Childcare issues) and Cllr. Andrew Reid (Family bereavement).

**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.

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

No members of the public were present. The Clerk was asked to advertise the vacancy again.

**Action: Clerk**

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

- a. Reports or comment from any member of the public – Cllr. Noakes commented that a member of the public had raised concerns with him regarding the state of some of the tracks on Tunstall Common (*see minute 18. b.*)

Chair's initials: .....

b. Reports from County and District Councillors – The following reports were given:

- Cnty. Cllr. Reid – Report had been circulated to all Councillors
- Dist. Cllr. Ray Herring – No report had been submitted.

6. **To elect a Vice-Chair of the Parish Council and signing of the Declaration of Acceptance of office:**

The following nominations were received:

Nominee	Proposer	Seconder	Votes For	Votes Against
Cllr. Caroline Meffan	Cllr. Silovsky	Cllr. Smith	6	0

Cllr. Meffan was duly elected as Vice-Chair and signed the Declaration of Acceptance of Office form.

7. **To agree minutes of meeting dated 10<sup>th</sup> January 2018:**

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

8. **Planning:**

a) To discuss and agree response to the following Applications received:

- i. DC/17/5380/OUT - Outline Planning Application for up to 290 dwellings at Land At Redwald Road Rendlesham. Comments:
  - The Clerk read a synopsis of the comments submitted by Rendlesham PC
  - Councillors also had concern over social isolation, overcrowding of doctors and dentist surgeries, impact on air quality in the area and lack of public transport
  - In conclusion a response of '**objection**' to the proposed development was proposed and accepted by all Councillors
- ii. DC/18/0877/FUL - Two storey side extension and part two-storey, part single storey rear extension - The Orchards Orford Road. Comments:
  - Much improvement on previous plans
  - No inappropriate veranda
  - In conclusion a response of '**No objection**' to the proposed development was proposed and accepted by all Councillors

Action: Clerk

9. **Highways:**

a) To discuss the mail from Amanda Mays regarding the Floor Protection System in Tunstall and its maintenance and possible alternatives to paying for work to be completed:

Councillors discussed recent e-mail exchanges between SCC Highways/Flooding Team, TPC and a Tunstall resident. Although the correspondence from SCC detailed that 'cyclic cleaning' was scheduled, it gave no indication when that schedule would start or what intervals drains, gullies and ditches would be cleared out.

A recent photo of the Green Man Gully blocked had been sent to SCC. The Clerk was asked to continue to report issues as it was SCC's responsibility to resolve them.

Cllr. Hazelton reported garden and tree rubbish had been thrown on to Green Lane and in to the ditch opposite the Snape Road. The Clerk agreed to send a Grapevine message to ask for this to be stopped.

b) To discuss traffic calming measures at the Snape Bridge area of Tunstall

Cllr. Meffan reported that the traffic speeds around the Snape Bridge area were extremely fast and many of her neighbours had contacted her with reference to this. She also reported that a Speed Watch Team had now been set up in Snape, of which she was a member. The Clerk was asked to request a location near the Notice Board was sanctioned for the Speed Watch team to use.

The Clerk also agreed to obtain a quote from our Maintenance Man for constructing a Village Gateway and to ask SCC the rules about erecting this as you approach the Snape Maltings area from Dunningworth Hall. The Clerk was also asked to obtain a quote for a sign reading 'TUNSTALL – Please drive carefully' as you cross the Alde from Snape.

c) To receive update on the Common SID Post:

The Clerk reported she had chased this on a number of occasions but would do so again. If this failed Councillors would consider putting it in themselves.

**Action: Clerk**

**10. To receive update from Clerk as to Statements of Truth regarding use of Duck Lane**

The Clerk advised that she had again re-drafted a statement following comments from Suffolk Legal on her first attempt. However, she now felt a further meeting with Suffolk Legal was necessary to complete the task. Councillors authorised up to £500 further expenditure on this project and the Clerk agreed to contact Mrs Driver again.

Councillors also suggested the Clerk apply to register the grass section only of Snape Triangle as the Parish Councils due to the maintenance they have carried out on it for a number of years.

**Action: Clerk**

**11. An update on new Data Protection Legislation:**

The Clerk updated the Council on the Data Protection legislation coming in to force in May 2018. She had worked extensively with LCPAS on this subject and was very happy to take on the role as Data Protection Officer for the Council. This would need to be declared at the May meeting.

**Action: Clerk**

**12. To receive an update on the upgrade to wired broadband facilities in the village:**

Cllr. Noakes reported that his Broadband Speed had jumped from 1.2Mbps to 38Mbps following the switch on of the Green BT Cabinet at the Church. Information had been received that the other two cabinets were due to go live in early April and the Clerk was asked to send a Grapevine message once this had happened.

**Action: Clerk**

**13. Clerk's Review – To receive a report from Cllr. Silovsky and to discuss a formal HR role for one or two Councillors:**

Cllr Silovsky's report on the Clerk's Annual Review had been previously circulated and was accepted. It was suggested that the role of 'Personnel Councillor' should be established and Cllr. Silovsky was formally adopted in to this position.

Councillors asked the Clerk to formally record their thanks for her hard work.

**14. To consider an event to mark the 100<sup>th</sup> anniversary of the end of World War 1:**

The Clerk gave details of a Ring of Beacons planned by Mr Bruno Peek for 11<sup>th</sup> November and asked if Tunstall should consider a separate event. Cllr. Silovsky advised that she had considered holding an exhibition in the church and agreed to give the matter further thought and report back to the May meeting.

**15. Finance Matters:**

a. To review the accounts for January and February 2018:

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

b. To consider a grant to the Neighbourhood Watch Association (£50.00):

After discussion Councillors decided against granting funds to the Neighbourhood Watch Association.

c. To discuss level of reserves and any projects for 2018:

Councillors felt the renewal of the Community Centre Car Park should be our next priority and agreed £3,000 from the reserves should be earmarked for this project.

The Clerk was asked to approach Hopkins Homes to see if they may provide a quote for the car park resurfacing and also to remind them of the Play Park apparatus they had previously discussed adding to the existing equipment.

d. To consider subscribing to LCPAS (£100 per year):

After discussion it was proposed by Cllr. Hazelton to subscribe to LCPAS for a year. This was seconded by Cllr. Silovsky and all Councillors were in favour. Councillors agreed to consider the SALC subscription in May.

e. To discuss authorised signatories on Barclays and Ipswich Building Society Accounts:

It was agreed to add Cllr. Smith to all Bank and Building Society accounts as a cheque signatory.

f. To acknowledge receipt of the BDO External Audit Report 2016/17:

The Clerk explained that although the BDO report had been received in September 2017 she had omitted to record this in the minutes. Receipt of the BDO External Audit report was acknowledged.

g. <u>Invoices for Payment:</u>	
i. J Hallett (Clerk) – Office + mileage expenses	£66.73
ii. Local Council Public Advisory Service (Data Protection Papers)	£30.00
iii. Suffolk Coastal District Council (Licence for Sign)	£24.66
iv. HMRC Cumbernauld (Clerk’s PAYE)	£180.40
v. SALC (Training)	£60.00

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

h. <u>To note payments made since last meeting:</u>	
i. J Hallett (3 month’s salary)	£721.68
i. <u>To note payments received since last meeting:</u>	
i. Tunstall Community Hall (Grass cross charge)	£200.00
j. <u>Bank Balances as at 28<sup>th</sup> February 2018:</u>	
i. Barclays Bank (Current Account)	£2,098.92
ii. IBS (Tunstall Parish Council)	£10,866.12
iii. IBS (Tunstall Common Fund)	£32,431.21

The Clerk confirmed that the amounts in the two IBS accounts had been swapped, along with the names so that the Common Account now received the higher interest rate.

**Action: Clerk**

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

a) New resident’s Welcome Booklet:

The Clerk reported that this was now complete, and the welcome letters would be delivered to the Show Home Reception shortly. Special thanks were given to Mr Richard Taylor for his magnificent map.

b) To discuss the recent announcement by SCDC that a charge will be made for the Brown Bin collection:

Councillors decided not to make any further comment to SCDC on this subject. However, the Clerk was asked to put out a Grapevine message to ask if anyone had any legitimate use for any brown bins no longer used.

**Action: Clerk**

**17. Documentation – To accept the following proposed documentation:**

- a) Tunstall Parish Council Risk Assessment (Catchment Pit) March 2018 – Cllr. Hazelton proposed this document be adopted, this was seconded by Cllr. Meffan and all Councillors agreed. The Clerk was asked to post on the Web pages
- b) Tunstall Parish Council Risk Assessment (Financial) March 2018 – *as above*
- c) Tunstall Parish Council Risk Assessment (Non-Financial) March 2018 – *as above*
- d) Suffolk Code of Conduct (Review only) – All Councillors confirmed they had reviewed the Code of Conduct

**Action: Clerk**

Chair’s initials: .....

**18. Tunstall Common/Forest:**

- a. To discuss the SCDC Clean Air Report – Cllr. Ross gave a detailed report about the effect of wood burners, felling of trees that are not replenished, the anaerobic digester, kiln dried logs and the result of grants being handed out for felling. He suggested there is a great risk there will soon be no forests in this part of the country. He was also concerned about the volume of plant material being brought in to the country bringing fungi and disease. It was agreed to wait until a reply had been received from Michael Grove MP and to discuss this matter again at the May meeting.
- b. To discuss state of paths, signage and daily users of Tunstall Forest – Many Councillors reported the very bad state of some of the paths on the Common and the confusion as to exactly what was causing it and which paths permitted which type of use (footpath, bridleway, RUPP, etc). It was agreed appropriate signage was required to aid walkers, cyclists and horse riders. The Clerk was asked to:
  - i. Request a definitive map of the paths from SCC Rights of Way Committee,
  - ii. Provide map to Local Liveries and
  - iii. Investigate the cost of an Information Panel (possibly through Natural England)
- c. To discuss Information Panels and Dog Bins for the Common – See above re. Information Panels. After discussion it was agreed to purchase 1 additional dog bin for the Bracken Farm Car Park. The Clerk also agreed to promote the ‘Get a stick and Flick It’ campaign.

Action: Clerk

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

Items to add to the next agenda:

- Solar Panels for Tunstall Community Centre

The date of the next meeting was set for Wednesday 9<sup>th</sup> May 2018. This would start at 7.30pm and would be preceded by the Annual Parish Meeting.

The meeting closed at 9.30pm.

Signed: .....  
Chair

Date: .....

*Judi Hallett*  
Clerk to Tunstall Parish Council

Chair’s initials: .....