

Minutes of Tunstall Parish Council Meeting
Held on 14th November 2018 ~ 7.00pm
Tunstall Community Hall, Ashe Road, Tunstall

Present

Cllr. Steve Smith (Chair)
Cllr. Oliver Morgan
Cllr. Kirsty Watson

Cllr. John Hazelton
Cllr. Kevin Ross

Cllr. Caroline Meffan
Cllr. Lucy Silovsky

Judi Hallett (Clerk)

Cnty. Cllr. Andrew Reid

1 member of the public was present

1. To receive Apologies for absence:

Apologies were received from Cllr. Philip Noakes (Family commitments). This apology was noted.

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

Cllr. Silovsky declared a non-pecuniary interest in item 13. b. as her husband was currently Chair of SARS.

3. Public Participation - To receive:

a. Reports from County and District Councillors:

- Cllr Ray Herring – no report submitted
- Cllr. Andrew Reid – Report had been circulated. Cllr. Reid expanded on the Third Crossing at Lowestoft, a CQC Report on Suffolk Home Care Service and the SCC Budget constraints for 2019/20 (see below for issues with flooding)

b. Reports or comment from any member of the public – A member of the public spoken to both the Parish Council and Cllr. Reid regarding the drainage systems in Tunstall. A summary of the comments:

- A recent examination of the drainage system (which was paid for by tax payers) is in a much worse state than originally thought.
- A site visit by two representatives from SCC and SCC Highways was welcomed and a list of agreed actions produced by the Tunstall resident were initially responded to, but no further communication has been forthcoming.
- Some inspection work was carried out, but the team were only booked for a few hours and could not complete the job. They also found blocked drains and incorrect sized pipes which resulted in the inspection being impossible to complete.
- At installation the system worked well but due to very little, if any, maintenance they system is not currently capable of working if we get sustained rain.

Chair's initials:

- The perception is that the system is working because there has been no flooding, this is not the case, there has been no flooding because the rainfall levels have been very low
- It needs a fully qualified engineer and a team given the correct number of hours to complete the job.
- The job was not completed correctly in the first place and the contractors must be made to return to correct it.
- Cllr. Reid could/would not guarantee that SCC would pay any costs arising from flooding caused by the blocked or incorrectly laid drains
- The houses at risk are those opposite the Green Man Pond as these are low; these residents probably do realise they are at risk due to previous issues, but they would not know the new system is blocked
- A formal complaint [from the resident present] had been very poorly handled and not dealt with satisfactorily
- Cllr. Reid agreed to check that any payment to Kier MG had been made after the work had been fully checked and signed off
- Cllr. Reid also confirmed he would go back to Cllr Mary Evans to escalate this situation (answers to both the above situations would be sent back to TPC as soon as possible)
- It was agreed to allow SCC one more chance to rectify the situation and then a Freedom of Information Request would be used to discover how much the system cost and who signed it off.
- The Clerk was asked to chase this situation at least fortnightly and to offer assistance to SCC Highways with local knowledge, photographs, maps, etc.

Action: Clerk and Cllr. Reid

4. To agree minutes of meetings dated 12th September and 15th October 2018:

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

5. Planning:

- a) To discuss and agree response to the following Applications received:
 - i. DC/18/4501/VOC – small amendments to the agreed plans for 2 The Orchards, Orford Road, Tunstall. Councillors made the following comments:
 - Very small change and will not have any bearing
 - No problems
 - The Clerk was to convey a comment of ‘no objection’ to the District Council

Action: Clerk

6. Development at Street Farm – To discuss requesting a site visit to understand the drainage systems:

The Clerk read a long e-mail chain regarding this subject, concluding in information provided by Cllr. Ray Herring.

Cllr. Ross still had grave concerns about the old ponds, but it was agreed to monitor the situation as the very low rainfall made the assessment difficult at present.

Action: All Councillors

Chair's initials:

7. To discuss suggestions received for the S106 money (£30k ~~£~~):

The Clerk explained that no further projects had been put forward, so it left the 4 basic categories as detailed at the September meeting. The Clerk was asked to speak to SCDC to rule out any that did not meet the S106 criteria and then organise a 'poll' to allow residents to assess the options and vote for their favourite.

A short period of discussion on the merits of each option was held but it was felt appropriate not to continue this until all possible options were clear.

Action: Clerk

8. The Green Man – To discuss public meeting on 15th September and to receive an update from Cllr. Smith:

Cllr. Smith reported that the meeting on the 15th September had been well attended with lots of ideas put forward. A small working party had been formed and individuals of this group now had specific tasks to complete; further information would be available at the January meeting.

Action: Cllr. Smith

9. Highways/Flooding:

- a) To discuss writing a letter to Andrew Reid regarding the Highways Matters being dealt with by Amanda Mays:

This matter had been dealt with under the Public Participation section of the meeting

- b) To discuss working with Snape PC regarding improved bus routes through both villages:

The Clerk explained that Snape Parish Council were interested in working with TPC to lobby SCC for an improved bus service. Councillors felt this was very important and the Clerk agreed to include an item in the December Bulletin to ask residents' their views.

The Clerk was also asked to thank Snape PC for the opportunity to work with them.

Action: Clerk

10. Tunstall Common/Forest:

- a) To discuss responses received to Freedom of Information Request – The Clerk apologised for being slow to put this request in and subsequently a reply had not been received yet.
- b) To receive update on the 5/10/20 Year Plan for Tunstall Common – Councillors discussed the process by which the original Stewardship Agreement was set up for the RPA funding and the requirement then to have a survey and short-term plan. It was agreed that a written document needed to be produced to record the short, medium and long term plans for the common in to the future. Very kindly, the member of the public present offered to work with Cllr, Ross to produce such a document.

The Clerk agreed to send the original Stewardship Agreement to the member of the public.

- c) To discuss information boards v's Notice Boards at the Common – After discussion it was agreed that the Information Boards would probably be more appropriate than Notice Boards. Cllr. Ross agreed to speak to Neil Lister of the Suffolk Coast and Heaths AONB to ask for details of boards they had erected

Action: Cllr. Ross

11. Community Council – To receive update from Cllr. Watson:

Cllr. Watson reported that the initial meeting of the group was very positive with 4 or 5 people stepping up to a core committee. It had been agreed to organise the first event in the spring; details to follow.

Action: Cllr. Watson

Cllr. Watson left the meeting at 8.30pm

12. Recreation Ground:

- a) To receive update from Clerk as to Statements of Truth regarding use of Duck Lane and registration of Council land

The Clerk notified Council that two former statements of truth had been discovered by Mrs Driver at SCC. The Clerk had asked if it was still appropriate to have further statements and was waiting for a reply from Mrs Driver.

- b) To discuss grass cutting regime on the recreation ground:

After discussion it was agreed to monitor the length of the grass over the next 12 months and then re-visit this subject if it was felt 10 cuts per year was not enough.

- c) To discuss setting up a Play Park Committee to look at maintenance and improvements:

It was agreed that this was needed but perhaps it could be a role for the new Community Council to lead. The Clerk was asked to speak to Cllr. Watson to add it to their next agenda.

- d) To discuss repairing tarmac at the entrance to the car park (end of Duck Lane):

It was agreed that this was desperately needed. Cllr. Smith agreed to obtain 3 or 4 quotes for the work and to mark out the exact area to ensure all quotes were based on the same volume of work.

Action: Clerk and Cllr. Smith

13. Finance Matters:

- a) To review accounts for September and October 2018:

The accounts had been passed to all Councillors and there were no questions. Cllr. Morgan checked figures against the bank statements and B/S Books.

b) To discuss and agree any grant requests for April 2019:

After discussion it was agreed to give the following grants in April 2019:

- Tunstall Bowls Club - £300
- Tunstall Parochial Church Council - £200

These grants were proposed by Cllr. Hazelton, seconded by Cllr. Meffan and Councillors voted 5 'For' with 1 'Abstention'.

Although a grant to SARS was not agreed it was felt that perhaps a separate event could be organised to raise money for this charity

c) To discuss draft budget prepared by the Clerk (final agreement in January 2019 meeting):

The initial draft budget was examined. Councillors were asked to convey their comments to the Clerk by the end of December as the budget and Precept amounts would need to be agreed at the January meeting. The Clerk also agreed to add in the cost of the 2019 Election once notified.

d) To discuss Precept amount required for 2019/20 (final agreement in January 2019 meeting):

It was agreed to set this at the January meeting, once the final budget was set and the 'Zero Change' figure had been received from SCDC. Due to the new houses at Street Farm it was likely that the Parish Council would be able to raise the precept but still keep a 'zero change' for households on the Council Tax documentation. However, the Parish Council did not rule out adding a modest rise, in line with inflation, to allow future projects to take place.

e) To authorise the following Invoices for Payment:

i. J Hallett (Clerk) – Office + mileage expenses	£51.82
ii. G Watson (Maintenance)	£255.00
iii. SALC (Payroll)	£21.60
iv. Tunstall Community Hall (Office rent and hall hire for 2018)	£730.00
v. L Silovsky ('There but not there' Silhouettes and other items)	£361.58

Expenditure on the 'There but not there' Silhouettes and other items for the WW1 Centenary event was agreed at £361.58.

The above payments were agreed, and the cheques were signed by Cllr. Morgan and Cllr. Hazelton.

f) To note Payments made since last meeting:

i. SC Norse (Grass)	£166.50
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g) To note Payments received since last meeting:

i. Wayleave (Poles on Common)	£118.59
ii. SCDC (Half Precept)	£4,110.85
iii. VAT Refund	£131.38

h) To note Bank Balances as at 31st October 2018:

i. Barclays Bank (Current Account)	£5,099.99
ii. IBS (Tunstall Parish Council)	£10,884.40
iii. IBS (Tunstall Common Fund)	£37,996.46

Action: Clerk

Chair's initials:

14. Documentation – To adopt the following proposed documentation:

- a. Financial Regulations – November 2018 (*sent to Councillors on 20th Oct 2018*)
- b. Disciplinary Procedure – November 2018 (*sent to Councillors on 9th Nov 2018*)
- c. Freedom of Information Policy – November 2018 (*sent to Councillors on 9th Nov 2018*)
- d. Grants Awards Policy – November 2018 (*sent to Councillors on 9th Nov 2018*)
- e. Grievance Procedure – November 2018 (*sent to Councillors on 9th Nov 2018*)
- f. Health and Safety Policy – November 2018 (*sent to Councillors on 9th Nov 2018*)

The above documents were proposed for adoption by Cllr. Smith, seconded by Cllr. Silovsky and all Councillors were in agreement they be adopted. The Clerk was asked to print one copy for signing and publish on the web site.

Cllr. Hazelton advised that some of the notices on the notice boards required updating.

Action: Clerk

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

Items to add to the next agenda:

- Items carried forward from this meeting
- Budget for 2019/20

The date of the next meeting was set for Wednesday 9th January 2019.

The meeting closed at 9.09pm.

Signed:
Cllr. Steve Smith, Chair

Date:

Judi Hallett
Clerk to Tunstall Parish Council

Chair's initials: