

Minutes of Tunstall Parish Council Meeting
Held on 9th January 2019 ~ 7.00pm
Tunstall Community Hall, Ashe Road, Tunstall

Present

Cllr. Steve Smith (Chair)
Cllr. Oliver Morgan
Cllr. Lucy Silovsky

Cllr. John Hazelton
Cllr. Philip Noakes

Cllr. Caroline Meffan
Cllr. Kevin Ross

Judi Hallett (Clerk)

Cnty. Cllr. Andrew Reid

Dist. Cllr. Ray Herring

3 members of the public were present

1. To receive Apologies for absence:

Apologies were received from Cllr. Kirsty Watson (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. Hazelton declared a pecuniary interest in item 7 as the owner of the Green Man Pub. The Chair suggested this item be moved to the end of the meeting as this was agreed by all.

3. Public Participation - To receive:

a. Reports from County and District Councillors:

- Cllr. Andrew Reid – Report had been circulated. Cllr. Reid ask that it be taken his report had been read. He then gave a full report on progress with reference to the flood water drainage issues in the village. A detailed description of correspondence between SCC Highways, TPC and a member of the public was given, including details of some work already carried out and plans for future maintenance.

Cllr. Reid confirmed that the pipe near the Green Man Bus Shelter was not damaged by Flowline whilst they were cutting the tree roots, it was already damaged; this statement was rebuked by a member of the public. Cllr. Reid apologised for the long timescale required to complete the work and advised that SCC were dealing with over 500 other sites in the County.

The following additional comments were put forward by members of the public:

- We are grateful for signs of movement on these issues, but can you be more certain when the work will be done. Our house is prone to flooding and we found it difficult to get insurance due to the last flooding. Can SCC guarantee they will pay compensation? If the pond overflowed again it would really affect people's lives and be a real issue.

Chair's initials:

- A scheme was tabled in 2013 to deal with these issues and 6 years down the line they are still outstanding. The clearing of the gullies and grips is only a small element. SCC claim to be dealing with old pipework but in reality, this should only be 4 years old, if it had been replaced when the work was supposed to be done. The operator of the root clearing machine freely admitted they had damaged the pipe and there should be video evidence of this. We, the tax payer, are funding the same contractor to put right mistakes they made in the first place. This could take over a year to resolve. The additional work could be carried out in a relatively small timescale if temporary traffic management was used
- Clearing of the ditches in Orford Road should have been done last September, SCC had all the contact info for the owners but did nothing with it (member of the public committed to sending SCC Highways the contact info again). A senior SCC Highways officer had previously admitted one of the ditches (next to the horse paddock) was part of the Highways infrastructure & that SCC would clear it, this had not been done.

Cllr Reid stated he wanted to do as much as he could for residents. He committed to drawing up a list of issues outstanding and a programme of works (with SCC Highways) and to provide solid dates by which these issues would be resolved.

Broadband – The Clerk advised Council that some residents were still finding it difficult to upgrade their Broadband if they were connected to Box 13. Better Broadband Suffolk had requested a list of all those affected, and the Clerk had agreed to send out a Grapevine message to gather this information.

- Cllr Ray Herring – Cllr. Herring reported on the following items:
 - New East Suffolk Council - elections in May, likely 3% increase in Council Tax, finances looking good, new policies in place and constitution redrawn
 - Sizewell C Consultation – all need to contribute, steering towards road and rail led transport options, issue upgrading the rail network in time, campus will be on site
 - Local Plan – Final draft agreed, considerable growth for some areas and smaller parishes more protected
 - Public Forest Estate – *TPC Councillors raised grave concerns around the amount of deforestation in the area, the lack of replanting and inappropriate fences.* Not really an issue for SCDC to deal with but depends on what is happening, RH would be interested in hearing concerns from TPC Councillors – Clerk to forward copies of correspondence.
 - Enabling Communities Budget – Still funds left for appropriate projects

b. Reports or comment from any member of the public – Please see above

Action: Clerk and Cllr. Reid

4. To agree minutes of meetings dated 14th November and 17th December 2018:

All Councillors agreed that these were an accurate record of the meetings. Cllr. Hazelton proposed and Cllr. Meffan seconded minutes for meeting dated 14th November should be signed; Cllr. Noakes proposed and Cllr. Silovsky seconded minutes for meeting dated 18th December should be signed, all Councillors agreed. The Clerk agreed to publish these on the Web Site.

Action: Clerk

Chair's initials:

5. Planning:

- a) To discuss and agree response to the following Applications received:
 - i. DC/18/5123/FUL - Removal of existing decayed and unsafe external staircase. Replacement with similar staircase. - Aldeburgh Music, Snape Maltings Concert Hall, Snape Bridge, Tunstall. Councillors made the following comments:
 - No problems
 - The Clerk was to convey a comment of ‘no objection’ to the District Council
 - ii. DC/18/0178/PN3 – Appeal on refusal by SCDC for conversion of a barn at Plunketts Barn, School Road, Tunstall. Councillors made the following comments:
 - We did not comment on the original application as it was requested under ‘Permitted Development’ rules
 - We do not wish to comment on the appeal – *No further action to be taken*

Action: Clerk

6. To receive update on the S106 money (£30k \pm), possible projects and obtaining residents views:

The Clerk detailed the three options at SCDC had confirmed would be eligible to receive the funding. It was agreed to list these in the February Bulletin article and to ask residents to vote on the three options. The draft article was discussed, and a few amendments were suggested. The Clerk agreed to manage the voting using the Electoral role.

Action: Clerk

7. The Green Man – To receive an update from Cllr. Smith and to finalise statement for ACV Review:

Cllr. Smith stated that the core group, set up to take forward the possible submission of a bid to purchase the Green Man, had not succeeded, due to, in their opinion, the very high valuation placed on the property by Mr and Mrs Hazelton. It had been suggested that until a more sensible valuation was placed on the pub there would be no progress.

Text appearing in the box below was discussed at the end of the meeting.

The Clerk left the meeting

Cllr. Smith addressed Cllr. Hazelton regarding a letter that had been sent to SCDC from Mr and Mrs Hazelton that appeared to accuse the Clerk of taking the lead in TPC’s bid to list the Green Man as an Asset of Community Value. The words in the letter had greatly angered the Clerk who felt she was only doing her job in completing all the clerical activities for the Council. Cllr. Hazelton was asked to apologise to the Clerk.

The Clerk returned to the meeting

Cllr. Hazelton apologised to the Clerk for the content of the letter and this apology was accepted

Cllr. Hazelton left the meeting

Cllr. Meffan left the meeting at 9.05pm

Councillors discussed the content of the draft statement and a few amendments were suggested. The Clerk was asked to re-draw the statement and send to all Councillors (with the exception of Cllr. Hazelton) for final approval. Cllr Smith agreed to read the statement at the hearing on 14th January.

Cllrs discussed further steps that should be taken after the hearing and the Clerk was asked to prepare a letter to SCDC for review.

Action: Clerk

8. Highways/Flooding:

- a) To receive an update on 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 receive an update on working with Snape PC regarding improved bus routes through both villages:

The Clerk explained that, to date, no comments had been received by herself as a result of the article in the December Bulletin. She suggested a further note was put out on the Grapevine and that she then contacts Snape PC with comments received.

Action: Clerk

9. Tunstall Common/Forest:

- a) To discuss responses received to Freedom of Information Request – The Clerk had circulated a mail from the RPA with a link to a web site where details of all payments made by them through the Stewardship Schemes could be viewed. Councillors again raised concerns regarding deforestation and lack of re-planting. It was agreed to monitor the situation.
- b) To receive update on the 5/10/20 Year Plan for Tunstall Common – Cllr. Ross indicated that he had been very busy but would look at this matter in the coming weeks.
- c) To discuss information boards v's Notice Boards at the Common – Cllr. Ross had provided the Clerk with details of a number of firms who produced such boards. After discussion Cllr's Ross and Noakes agreed to work together to produce a draft board. Cllr. Silovsky agreed to provide them with contact details of a local designer who may be willing to do the art work

Action: Cllrs. Ross, Noakes and Silovsky

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

The Clerk reported that another meeting of the Community Council would be arranged shortly to discuss a summer fete.

Cllr. Ross advised that a Christmas Tree had been placed on the Common and had been well received. He agreed to speak to Cllr. Watson about organising the event more thoroughly for Christmas 2019.

Action: Cllrs. Watson and Ross

11. WW1 Centenary Commemoration Event – to reflect on the event and to discuss possible similar events:

Cllr. Silovsky reported that she was still receiving comments of appreciation following the event on 11th November. An article on the event was already on the village web site and this would be enhanced with further text and pictures shortly. It was agreed that the Tommy's should be boxed and stored in the Council office, if there was room.

Cllr. Silovsky indicated that she intended to organise another event for the first Saturday of November 2019. This would probably be a family event for all ages in the Community Centre (quiz, games night or something similar) but would involve the Tommy's in order that their sacrifice could quietly be remembered and hopefully modern-day veterans would attend as well. The Clerk agreed to provisionally book the hall.

Action: Clerk and Cllr Silovsky

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 advised the Council that the draft Statement of Truth from the Chair of the Community Hall Committee was presently with Mrs Driver for review.

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

Cllr. Smith reported he had obtained 2 quotes for the work to renew the tarmac at the end of Duck Lane and start of the CC Car Park. These were for £7,995 + VAT and £3,970 + VAT.

Cllr. Smith agreed to obtain at least one further quote so that the contract could be discussed at the March meeting. The Clerk was asked to speak to Cllr. Herring to see if a contribution could be made from his Enabling Communities budget (£2,000 was suggested).

Whilst on the subject of the Recreation Ground, Cllrs raised concerns with the number of mole hills on the football pitch and the Clerk was asked to contact SC Norse.

Action: Clerk and Cllr. Smith

13. Finance Matters:

- a) To review accounts for November and December 2018:

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

- b) To discuss draft budget for 2019/20, as amended by the Clerk:

The re-drawn draft budget was carefully examined. Significant amendments to this year's figures were explained and discussed. Cllrs. commented that the Council needed funds to complete projects but had to balance this with the financial constraints on residents.

The draft budget was agreed by all Councillors.

c) To discuss Precept amount required for 2019/20:

The Clerk disclosed four different possible precept figures: zero change, zero change + CPI (2.4%), zero change + 5% and zero change + 10%. After discussion Cllr. Meffan proposed a precept of £8,664.00 was requested (being just over 5%). This was seconded by Cllr. Smith and Councillors voted 6:1 in favour.

The Clerk was asked to request this figure from SCDC and explain the rise in the March Bulletin.

d) NJC Pay Scales – To discuss NJC pay rates from 1st April 2018 and implications for Clerk’s Pay:

After short discussion it was proposed by Cllr. Silovsky that the Clerk’s pay rate be amended in line with the NJC suggested rate (a rise of 27p per hour) form 1st April 2019. This was seconded by Cllr. Meffan and all Councillors were in agreement – Clerk to advise SALC.

e) Review of Internal Financial Controls and efficiency of Internal Audit:

The Clerk referred to an e-mail she had sent to all Councillors on 14th December 2018, detailing the financial controls that were in place for the Council and the Internal Auditor’s qualifications to complete an effective audit.

All Councillors were in agreement that these controls were sufficient and appropriate.

f) To authorise the following Invoices for Payment:

i. J Hallett (Clerk) – Office + mileage expenses	£51.82
ii. HMRC Cumbernauld (Clerk’s PAYE)	£184.00
iii. D Pickard (Winter Planters)	£37.05
iv. SALC (Clerk’s Networking Event)	£6.79
v. SC Norse (Grass Cutting)	£166.50
vi. J Hazelton (Mileage)	£11.70
vii. Tunstall PCC (Bulletin for 2018)	£67.78
viii. K Ross (Maintenance on Common) – <i>Common Acc</i>	£460.00

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

f) To note Payments made since last meeting:

i. J Hallett (3 Month’s Salary)	£736.05
ii. Smith of Derby (Church Clock Cleaning)	£216.00

g) To note Payments received since last meeting:

i. RPA Stewardship Payment	£1,684.00
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h) To note Bank Balances as at 31st December 2018:

i. Barclays Bank (Current Account)	£2,927.94
ii. IBS (Tunstall Parish Council)	£10,900.77
iii. IBS (Tunstall Common Fund)	£40,017.28

Action: Clerk

Chair’s initials:

14. Documentation – To adopt the following proposed documentation:

- a. Asset and Responsibility Register – January 2019 (*sent to Councillors on 16th Nov 2018*)
- b. Sickness and Absence Policy - January 2019 (*sent to Councillors on 22nd Nov 2018*)

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

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

The date of the next meeting was set for Wednesday 13th March 2019.

The meeting closed at 9.33pm.

Signed:
Cllr. Steve Smith, Chair

Date:

Judi Hallett
Clerk to Tunstall Parish Council

Chair's initials: