

**Minutes of Tunstall Parish Council Meeting**  
Held on 13<sup>th</sup> November 2019 ~ 7.00pm  
Tunstall Community Hall, Ashe Road, Tunstall

Present

Cllr. Steve Smith (Chair)                      Cllr. Oliver Morgan                      Cllr. Philip Noakes  
Cllr. Niels Petersen                              Cllr. Kevin Ross                              Cllr. Lucy Silovsky  
Cllr. Sophy Yeoman

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

3 members of the public were present

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

Apologies had been received from Cllr. John Hazelton (Family commitment) and Cllr. Katherine Barton (Family commitment). These apologies were accepted. The Editor of the Bulletin had also sent her apologies.

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

There were none.

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

a. Reports from County and District Councillors:

- Cllr. Andrew Reid – Cllr. Reid’s report had been circulated and he expanded on the following items:
  - Trading Standards Work – especially dealing with counterfeit cigarettes
  - Third Crossing at Lowestoft – Contract now out to tender
  - Breaking Point – New scheme to encourage teenagers aged 15 – 17 to learn about speed and safety on the roads
  - Proposed Draining works – Cllr. Reid explained the history around drainage works in the centre of the village to those new to the Council and members of the public. A meeting had taken place to show proposed plans where a local resident had proposed an alternative solution, to divert the water back to the ‘Catchment Pit’ on Sir Michael Bunbury’s land behind the Recreation Ground. SCC Highways engineers had now confirmed in a letter [received by the Council that day] that the alternative scheme was viable but that a few hurdles would need to be overcome, such as:
    - Permission from the individual landowners whose land the pipe would cross, to complete the work – the PC had been asked to undertake this
    - An agreement to take on responsibility of ownership and maintenance of the pipe by the Parish Council (estimates of necessary work could be provided to assist with discussions)
    - There would be disruption to the playing field for a number of days/weeks
    - Funding would need to be sought – SCC had suggested CIL funds could be used.

Chair’s initials: .....

It was pointed out (by a member of the public) that the original solution (to re-lay the pipes from the Green Man Pond along Woodbridge Road and Orford Road) would mean a complete closure of these roads for up to 2 months. The same member of the public also questioned the reasons why the PC were being asked to take on responsibility for the pipe (if the alternative approach was used), as the majority of the water being taken away from the Green Man pond was from the highway, with a little from the Green Man itself.

It was agreed that the PC would need to consider the scheme, and the responsibilities it was being asked to undertake, and would then reply to SCC Highways. The Clerk was asked to initiate discussions and take advice.

- Cllr Ray Herring – No report had been received
- b. Reports or comment from any member of the public – The following comments were made:
  - Proposed Draining works – *Contribution was made during Cllr. Reid's report.*
  - Flooding at Church Farm Barns - There is still a problem with flooding just beyond Church Farm Barns. SCC Highways have said there is *not* a problem, but I have reported it over 50 times now (at least 10 times a year) and I am looking for support from the PC. Why is work proposed at 'Shepherds Farm' on Woodbridge Road when there is never an issue there [confirmed by Cllr. Ross]. I am told it will be looked at year after year, but it never gets attention. All residents of Tunstall Common are affected as they have to travel through the large flood often. All that is needed is a couple of new grips to be cut along Orford Road (between Tunstall Hall and Church Farm Barns) this will stop the volume of water cascading down the road and collecting at the lowest point. It was agreed that the Clerk should write to SCC Highways on this matter and to question why work was planned in an area of Tunstall where no flooding occurs.
  - Flooding in School Road – I would like to know what is happening about the flooding that has occurred in School Road for many years. I have seen correspondence to say that Hopkins Homes said that they would “fund improvements to the highways drainage in the area” when the original application was submitted; is that going to happen? The Clerk explained that a document on the original application for the houses at Street Farm had indicated that flooding of the adjacent roads was a known historic issue and that the applicant agreed to “fund improvements”. This had been pointed out to SCC Highways who had advised that unfortunately no mechanism had been put in place when the application had been agreed, to allow for this work. However, they had agreed to approach ESC Planning to ask if the original document held any planning weight. The Clerk was asked to chase this.

**Action: Clerk**

#### **4. To agree minutes of meetings dated 14<sup>th</sup> October 2019:**

All Councillors agreed that the minutes were an accurate record of the meeting. Cllr. Noakes proposed and Cllr. Smith seconded the minutes should be signed and all Councillors agreed. The Clerk agreed to publish these on the Web Site.

**Action: Clerk**

Chair's initials: .....

**5. Discussion on division arrangements for Suffolk County Council:**

The Clerk reminded Councillors of the initial consultation distributed a number of weeks previously by the Boundaries Commission. A decision had already been taken to reduce the number of County Councillors to 70 (from 75) and now the Commission was looking for comments from parishes before the revised ‘divisions’ were drawn up and consulted upon.

Councillors felt the most important aspect would be for Tunstall to be linked with similar villages and not with large towns. The Clerk was asked to portrait this to the Commission.

**Action: Clerk**

**6. Planning:**

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

i. DC/19/4136/LBC | Listed Building Consent - Installation of Legacy Credit Board in Concert Hall Inner Foyer at Aldeburgh Music, Snape Maltings Concert Hall, Snape Bridge, Tunstall – Councillors made the following comments:

- No objections from me, this is fine
- **Conclusion: ‘No objection’** (Proposed by Cllr. Silovsky, seconded by Cllr. Noakes with all Councillors in agreement) – the Clerk was asked to send this comment directly to ESC

ii. DC/19/4286/FUL – Various changes to Trail Cottage, 2 Mill Lane, Tunstall Common – Councillors made the following comments:

- No objections
- **Conclusion: ‘No objection’** – (Proposed by Cllr. Smith, seconded by Cllr. Ross with all Councillors in agreement) the Clerk was asked to send this comment directly to ESC

**Action: Clerk**

**7. Highways/Flooding:**

a) To discuss flooding in School Road:

This item had been discussed fully in the Public Session and the Clerk had agreed to take appropriate action [see above for full notes].

b) To receive an update on the Woodbridge Road / Ashe Road / Orford Road junction signage:

The Clerk advised that, despite chasing SCC Highways twice, the estimate for the cost of erecting signs showing a bend and ‘Max Speed 20’ had not been received.

c) Community Speedwatch:

i. To receive an update on new volunteers:

Mr Lowne reported that the new volunteers had all passed their CRB checks and were ready to take part in the next session; which would take place as soon as it stopped raining!

ii. To receive an update on the purchase of our own equipment:

Mr Lowne reported that the new Gun had been received and had been suitably tested. The Clerk confirmed it had been added to the Asset Register.

d) Additional Item – Snape Bridge Crack:

The Clerk recounted that a kayaker had reported a significant crack appearing in the Snape Maltings Bridge. SCC Highways had been alerted and had reviewed the situation. In their opinion there was no immediate requirement for action, but they were monitoring the situation.

e) Additional Item – Proposed Drainage Works:

See text in Public Session.

f) Additional Item - Letter from resident of Snape Road:

The Clerk had forwarded a letter very recently received from a resident of Snape Road who was at her wits end with the HGV's and large pieces of farm traffic using the Orford Road/Snape Road junction and brushing past the houses, sometimes hitting them. A recent enormous vehicle had brought down electricity and telephone cables as well as tree branches and engineers took 48 hours to fix the issue. The Clerk had spoken to the resident separately and together they suggested three possible actions that could alleviate the situation:

- i. A sign as vehicles exit Bentwaters Park requiring them to turn left and access the A12 via Eyke, Bromeswell and Melton
- ii. A weight restriction on the B1069, starting where the A1152 ends at the entrance to Bentwaters Park and covering Tunstall and Snape, all the way to the A1094 at Snape Church
- iii. A long-term project to put a formal road from Bentwaters Park to the Wantisden Road (near to Wantisden Hall Farms), to allow traffic to exit Bentwaters Park through Wantisden, Butley and Melton.

Councillors felt these were reasonable proposals and asked the Clerk to write to SCC Highways.

**Action: Clerk**

**8. To receive an update on the Tunstall Bulletin and to discuss a proposal from the Editor:**

The Clerk read a proposal from the new Editor of the Tunstall Bulletin for possible changes to the way the Bulletin was edited and managed from January 2020:

- The Bulletin be completely financed by Tunstall PC from January 2020 onwards (first issue is February 2020)
- The estimated cost per year including paper would be £300.
- Both St Michael's & the Baptist chapel would be asked for a donation towards the cost of the Bulletin each year.
- The Bulletin would be made into two double sided sheets of A4 each month.
- There was potential to ask local businesses for sponsorship but these in turn would require advertising space which could take away space from villagers. The amount of advertising would therefore be limited and monitored.

Chair's initials: .....

Councillors felt this was an excellent way forward for the Bulletin. These plans were proposed by Cllr. Yeoman, seconded by Cllr. Noakes and all Councillors were in agreement. The Clerk was asked to advise the Editor and the retiring members of the PCC who had previously managed the Bulletin, of the new proposals. It was also suggested that increased use of social media could be used to promote the Bulletin.

**Action: Clerk**

#### **9. Recreation Ground/Community Centre:**

- a) To receive update on the MUGA and to agree proposals from Project Team:

The Clerk gave an update on the progress of the project. The project team had previously sent out a list of proposals to be discussed and, where possible agreed; these were:

- Our preferred contractor for supply of the MUGA is ETC
- Our preferred contractor for supply of the Lighting is R W Curle
- The base is porous tarmac, plus an anti-slip coating
- The position is besides the play park (where the posts are still marked)
- The size is 37.5m x 18m
- There are 2 x Single (1.2m wide) doors with slide bolts (lockable if necessary)
- Court markings will be Tennis and Netball, plus a 'D' at each end to be used by the footballers and basketball players
- 2 x Basketball Hoops (i.e. one each end)
- Solid Football Goal openings (no need for loose goals inside them)
- Existing Netball Posts to be used
- Fold Down Lamp posts to be installed (to aid maintenance)
- LED lighting to be used
- Recess sockets to be put in place for Tennis net

Cllr. Smith advised that he had spoken further to ETC and to Curles and both had offered improved quotations and reduced their prices. A number of items were debated (including back boards for the goals, pitch surface and gate entrance size) and after all were satisfied Cllr. Noakes proposed all the above items were agreed. This was seconded by Cllr Silovsky and all Councillors were in agreement.

The project team was thanked for all the work they had completed so far on the venture. With reference to the amended quotes, it was agreed that the spreadsheets should be updated to reflect these and then sent to all.

With reference to maintenance and other costs for the first year, it was proposed by Cllr. Petersen and seconded by Cllr. Noakes that the Council should set aside £1,500 from the project funds for this purpose. This was agreed by all.

In addition, it was acknowledged that many other items would need to be discussed at a later date. These included: A Management Committee, funding, booking process, gate locks, usage by Tunstall residents and people from outside the village, surrounding fencing and maintenance costs. The Clerk was asked to confirm with suppliers, update the spreadsheets and initiate the process for the Planning Application. The project team agreed to meet to progress the project.

**Action: Clerk**

Chair's initials: .....

- b) To discuss how TPC can assist the Community Centre and Bowls Club to access funds:

*Cllr. Smith detailed the position of each organisation (notes only):*

**Community Hall Committee** – healthy funds, changing rooms perhaps required in the future, lettings have increased, roof needs to be replaced soon

**Bowls Club** – in need of funds, access and facilities need to be improved, funding has been explored but many funds now closed, Cllr. Herring has offered help in the past and Cllr. Reid has offered help recently, only 25 members paying £25 per year

It was suggested that the Bowls Club could organise monthly Coffee Mornings, using the Community Hall in the winter. The Clerk also offered to help with completion of grant application forms.

- c) To discuss suggestion from a resident that outdoor gym equipment is installed on the Recreation Ground:

The Councillors felt this was a very good idea but that it should perhaps be put on hold until the MUGA project was completed. Then the area around the MUGA and in the Children’s Play Area could be assessed and the most appropriate location found. It was also felt that simple wooden blocks and bars could be set up to provide basic gym facilities at a very low cost.

- d) To discuss grass cutting and if additional cuts are required (i.e. a revision of the contract with ES Norse is required):

Councillors suggested that, at times, the grass around the Recreation Ground was too long and this made the area look very untidy. After discussion the Clerk was asked to confirm to ES Norse that all 10 cuts had been carried out this year and to ask what raising the number of cuts to 12 per year would cost, bearing in mind the installation of the MUGA would reduce the size of the grassed area.

It was also acknowledged that the ground was a haven for moles, but that treatment was limited to ‘gassing’ due to the nature of the location.

**Action: Clerk**

## 10. Tunstall Forest and Common:

- a. To discuss reply from Forestry England with reference to planting schedule:

A planting schedule had been received from Forestry England and passed on to the Councillors; unfortunately, not all had seen the mail. Upon review of the proposed schedule Councillors were very disappointed with the small volume of proposed re-planting.

It was stated that many parts of the forest were now void of trees and would be henceforth. Cllr. Silovsky offered to speak to her daughter who worked for an organisation linked to the benefits of outdoor activities and health to see if she had time to assist in preparation of a letter to Forestry England.

The Clerk agreed to re-print the maps provided by Forestry England back in 2016, showing proposed planting schedules and pass these to Cllr. Ross for mark up as to where re-planting had actually taken place.

b. To discuss reply from Forestry England with reference to litter bins for Tunstall Forest:

Councillors were disappointed in the response received from Forestry England with reference to litter and dog bins being placed at Sandgalls Car Park. They requested that the Clerk write further to FE to ask that their policy of asking people to take their litter home with them is clearly displayed.

c. To receive an update from Kevin Ross on the Government's 25 Year Forestry Plan and the Tunstall Common Plan:

Cllr. Ross further explained that the Government's 25 Year Forestry Plan had still not been published and until such time that it was, creating a plan for the Common would be impossible.

**Action: Cllr. Silovsky and Clerk**

**11. Finance Matters:**

a) To review accounts for September and October 2019:

The Clerk had forwarded the accounts to the Councillors previously. Cllr. Silovsky agreed to check the Bank Statements and B/S Books.

b) To review and agree grant requests (for payment in May 2020)

A list of the grant requests had been provided by the Clerk and the process was explained for the benefit of all. After discussion it was agreed to make the following grants (payable in April/May 2020):

- Tunstall Bowls Club - £300
- St Michael's and All Saints Church - £200

The Clerk was asked to advise both parties of the decision and to schedule in the payments for next year.

c) To discuss draft budget for 2020/2021:

The Clerk ran through the first draft of the budget for 2020/21. Councillors discussed each line and made suggestions for two additional lines of expenditure and the adjustment of other figures. The Clerk was asked to amend the proposed budget, re-issue for consideration and place on the agenda for agreement at the January meeting.

d) To discuss draft proposal for Precept amount for 2020/2021:

The Clerk gave details of the percentage decrease that would show on Council Tax bills, should the same level of Precept be requested as the current year. She also advised Councillors of the figure they could request, should they wish to show a 'Zero' change, a 1% increase, a 2% increase or a 4% increase. After discussion it was agreed that a small increase may be prudent. It was agreed that the Clerk would provide additional figures for a 2.5% increase and that the final decision would be made at the January meeting.

Chair's initials: .....

e) To receive Annual Savings Statement from Ipswich Building Society:

The annual savings statement was read out for information. The Clerk also advised that Barclays had sent a generic letter advising that their business account charges would be changing. However, as the PC did not incur bank charges it was felt this was not relevant to the Council.

f) To discuss request for funding for refreshments at the Village Carol Singing event on 16<sup>th</sup> December:

Councillors felt this was an excellent idea and authorised expenditure up to a total of £25 for the event. The Clerk was asked to advise the organisers.

g) To authorise the following Invoices for Payment:

i. J Hallett (Clerk) – Office + mileage expenses	£154.35
ii. Tunstall Community Hall (Office rent and room hire)	£680.00
iii. Speedar Ltd (Speed Gun)	£1,274.40
iv. S Smith (Travel Expenses and signs for Play Park)	£47.38

The above payments were proposed by Cllr. Smith, seconded by Cllr. Noakes and all Councillors were in agreement they be paid. The cheques were signed by Cllr. Silovsky and Cllr. Morgan.

c) To note Payments made since last meeting:

i. D Pickard (Village Planters)	£45.00
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d) To note Payments received since last meeting:

i. RPA (High Level Stewardship Payment)	£1,684.00
ii. SCC (Grant for Speed Gun)	£500.00

e) To note Bank Balances as at 31<sup>st</sup> October 2019:

i. Barclays Bank (Current Account)	£7,457.91
ii. IBS (Tunstall Parish Council)	£6,421.82
iii. IBS (Tunstall Common Fund)	£46,250.78

Action: Clerk

**12. Documentation – To review and accept the following documents:**

- a) Asset Register (Nov 2019)
- b) Financial Regulations (Nov 2019)
- c) Standing Orders (Sept 2018)

All three documents were confirmed as read. Cllr. Smith proposed all three be adopted. This was seconded by Cllr. Noakes and all Councillors were in agreement. The Clerk agreed to print final copies for signing and place the updated documents on the web site.

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

Items to add to the next agenda:

- Village Appearance - An update on previously agreed actions and proposed further steps
- Information Boards on Tunstall Common
- Pop-Up-Pubs in the Village

The date of the next meeting was set for Wednesday 8<sup>th</sup> January 2020.

The meeting closed at 9.35pm.

Signed: .....

Cllr. Steve Smith, Chair

Date: .....

*Judi Hallett*

Clerk to Tunstall Parish Council

Chair's initials: .....