

Minutes of Tunstall Parish Council Meeting
Held on 8th January 2020 ~ 7.00pm
Tunstall Community Hall, Ashe Road, Tunstall

Present

Cllr. Steve Smith (Chair) Cllr. Katherine Barton Cllr. John Hazelton
Cllr. Oliver Morgan Cllr. Philip Noakes Cllr. Niels Petersen
Cllr. Kevin Ross

Judi Hallett (Clerk) Dist. Cllr. Ray Herring (*part*)

2 members of the public were present

1. To receive Apologies for absence:

Apologies had been received from Cllr. Lucy Silovsky (Unwell), Cllr. Sophy Yeoman (Unwell) and Cnty Cllr. Andrew Reid (previous engagement). These apologies were accepted.

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 – Report would be circulated when received
- Cllr Ray Herring – Reported on the following items: New Council processes becoming establish; Brexit and the General Election had meant the end of 2019 was relatively quiet for the District Council; Community Partnership Workshops – RH hoped TPC would be involved; drainage from the new Street Farm Close in to the Attenuation Ponds behind the development; Drainage in School Road and Rendlesham – a recent application for redevelopment of the Sports Club had been refused but this may be resubmitted.

b. Reports or comment from any member of the public – The following comments were made:

- Flooding at Church Farm Barns – A member of the public suggested they would speak at the relevant item on the agenda.

Action: Clerk

4. To agree minutes of meetings dated 13th November 2019:

All Councillors agreed that the minutes were an accurate record of the meeting. Cllr. Smith proposed and Cllr. Noakes 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. Planning:

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

- i. DC/19/5026/PN3 - Prior Notification - Conversion of former agricultural building to dwelling at Plunketts Barns, School Road, Tunstall – Councillors made the following comments:
- A neighbour has suggested the roof could have Suffolk Pantiles to match the adjacent buildings, I think this is a good idea [all agreed]
 - **Conclusion: ‘No objection’** but with a suggestion that Suffolk Pantiles were used on the roof – the Clerk was asked to send this comment directly to ESC

Action: Clerk

6. Village Appearance

a) To discuss previously agreed actions:

It was recorded that the bus shelter had been cleared of leaves (although some were back again) and the untidy hedge along Orford Road had been removed.

b) To propose further steps that should be taken:

A list of untidy areas of the village was discussed. It was suggested that the Parish Council should take the lead with this matter and have a regular item on the agenda and organise a sustained campaign to tidy up the village.

Discussion was had with reference to setting up a working party to clear pathways, pavements, untidy hedgerows, etc. Caution was urged by the Clerk as TPC did not have a license to work on the highway and in the event of an accident the volunteers would not be covered. However, it was noted that Ufford PC had recently set up a formal Volunteer Footpaths Working Group, who had been trained by SCC Rights of Way Team, had the relevant H&S equipment and were thus covered by both Parish and County Council insurance. It was agreed to ask for volunteers to set up such a group in Tunstall.

Action: Clerk

7. Village Pop-Up-Pub – To discuss ways TPC could support and/or promote a regular event:

After discussion it was proposed by Cllr. Ross to provide £15 to cover the cost of the heating in the Church for a ‘Pop-Up-Pub’ style event in February or March. This was seconded by Cllr. Morgan and Councillors voted 4 For, 2 Against with 1 Abstention. The Clerk was asked to notify Cllr. Silovsky of this decision.

8. To discuss the legalities of granting financial assistance for any religious order

NALC’s advise on this item had been passed to all Councillors. Discussion was had around the requirement to ensure the Parish Council acted within the law, against the requirement to support volunteers in keeping key and historic areas of village tidy and accessible to all.

In conclusion it was suggested that any future requests for grants should come from an individual who maintains a ‘Community Lawnmower’ for general use in the village communal areas.

9. Highways/Flooding:

a) To receive update on flooding (in particularly School Road and at Church Farm Barns:

The Clerk had compiled a comprehensive list of all flooding issues and the current situation. She was asked to add flooding at Old Hall Farm in School Road.

Each item on the list was discussed with the Council either agreeing to the suggested actions to be taken or giving a steer to the Clerk. The agreed actions were:

- Church Farm Barns – Clerk to chase Sophie Farrington for update on last day of each month
- School Road (Opp. Tunstall Green) – Clerk to contact Developers of Street Farm Close to suggest they install a gully at the low point, clear out the pipe (which it is believed is under the road to Pondsides) and allow the water to drain to the SCC owned pond in Pondsides
- Flood Basin / Catchment Pit – Clerk to set up meeting with Steven Halls
- Green Man Pond and Pipe Network along to Gables Farm – Clerk to go back to SCC Highways to say that the Parish Council would support the ‘alternative’ solution (back to the Catchment Pit) if the following can be assured from SCC (and if any one of the elements cannot be assured then the subject is concluded and the SCC Scheme will be followed):
 - The work would only cut across land owned by Tunstall PC and Sir Michael Bunbury and would avoid the proposed location for the MUGA
 - All negotiations would be conducted by SCC, including the paying of all reasonable legal fees incurred by either Tunstall PC or Sir Michael Bunbury.
 - All expenses for the construction will be paid by SCC and
 - All future maintenance costs will be covered by SCC
- Ashe Road – Clerk to chase SCC every 3 months
- Snape Road (O/S Stanford House) - Clerk to chase SCC every 3 months
- Orford Road (Close to Livery Stables Hay Dump) - Clerk to chase SCC after 2nd Feb 2020
- School Road (O/S Old Hall Farm) – Clerk to report issue again and to chase SCC every 3 months

Extensive discussions were had with reference to inefficient working practices, inappropriate road closures and poor work planning, leading to return work required. It was acknowledged that those working on the roads had the right to work in a safe environment but that this had to be balanced with the inconvenience and cost of a total road closure where temporary traffic lights would provide adequate safe working space.

It was suggested SCC staff who carried out inappropriate work practices be ‘named and shamed’; however, this was not agreed. It was clear that a member of the public was not happy with the efforts TPC were putting in to put pressure on SCC to resolve the flooding issues and the gentleman in question left the meeting.

Action: Clerk

10. Recreation Ground/Community Centre:

- a) To receive update on the MUGA and to agree further proposals from Project Team (to include opening and closing times for the facility):

The Clerk gave an update on the progress of the project, which included the following items:

- ESC had confirmed both the 'Play' and 'Sport' pots could be used for the MUGA
- SE were just waiting for the Safeguarding Policy before the offer letter was released
- The Planning Application would be submitted after the meeting

With reference to the Opening and Closing times for the MUGA, after debate Cllr. Hazelton proposed 9:00am ~ 9.00pm every day of the week. This was seconded by Cllr. Barton. Councillors voted 6 For, 0 Against with 1 Abstention.

Action: Clerk

- b) To receive update on the grass cutting regime and future options:

After discussion it was agreed to monitor the grass cutting for the first half of 2020 and revisit the contract once the MUGA was installed. Councillors did discuss the possibility of relaying the turf and installing drainage, but this was felt to be a huge and expensive task. It was also suggested that a suitable lawnmower could be purchased, and someone employed to cut the grass. However, it was thought the cost of the mower, the cost of a storage facility and the cost to employ someone to cut the grass would far outweigh the present costs.

Action: Clerk

11. Tunstall Forest and Common:

- a) To receive update on Forestry England planting schedule of the Forest:

The Clerk had prepared a letter and a number of Councillors had contributed. Cllr. Ross took a hard copy away and agreed to review it within the next 48 hours.

- b) To receive update from Forestry England with reference litter policy being displayed at the Sandgalls Car Park:

The Clerk reported that FE had agreed to put up temporary signs

- c) To discuss damage to 'Footpath' signs on the Common:

This item was partially debated but it was then agreed to defer to the March meeting.

- d) To discuss proposed content of Information Boards for Tunstall Common (including fires, Bar-B-Q's, use of foliage, etc):

It was agreed to defer this item to the March meeting.

Action: Clerk

12. To appoint a representative to attend the newly formed Alde and Ore Community Partnership (AOCP):

Cllr. Peterson volunteered to be TPC’s representative on this group and the Clerk was asked to pass his contact details on to the AOEP.

Action: Clerk

13. Finance Matters:

a) To review accounts for November and December 2019:

The Clerk had forwarded the accounts to the Councillors previously. Cllr. Noakes agreed to check the Bank Statements.

b) To discuss and agree the draft budget for 2020/2021:

The Clerk ran through the second draft of the budget for 2020/21. A couple of amendments were made, and two points clarified. After discussion Cllr. Smith proposed the amended budget was approved. This was seconded by Cllr. Morgan and all Councillors were in agreement.

c) To discuss and agree draft proposal for Precept amount for 2020/2021:

The Clerk gave details of a number of figures relating to the Precept amount from last year and this year. After discussion it was agreed to request £10,000 as the precept amount for 2020/2021. This was proposed by Cllr. Noakes, seconded by Cllr. Smith and all Councillors were in agreement.

d) To carry out a review of the Internal Financial Controls and discuss the efficiency of our Internal Audit:

Councillors reviewed the finance controls they had in place and the Clerk had previously given details of the credentials of Mr Brown, the Internal Auditor. After short discussion Councillors felt there was no requirement for any changes.

e) To consider request from Disability Advice Service for a Grant:

After discussion it was agreed not to make a grant to the DAS.

f) To authorise the following Invoices for Payment:

i. Planning Portal (MUGA Planning Application)	£256.00
ii. J Hallett (Clerk) – Office + mileage expenses	£128.23
iii. T Pollock (Expenses for Carol Singing)	£25.50
iv. SC Norse Ltd (Grass Cutting)	£99.90

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

g) <u>To note Payments made since last meeting:</u>	
i. J Hallett (Three months' salary)	£754.08
ii. HMRC Cumbernauld (Clerk's PAYE)	£188.40
iii. Staples UK Ltd (Paper for Bulletin)	£132.48
iv. Hirst Signs (2 Road signs)	£115.74
h) <u>To note Payments received since last meeting:</u>	
i. Rural Payments Agency (For Common HLSA)	£6,736.00
ii. Sudbourne and Tunstall Baptist Church (Grant for Bulletin Costs)	£150.00
i) <u>To note Bank Balances as at 31st December 2019:</u>	
i. Barclays Bank (Current Account)	£4,701.11
ii. IBS (Tunstall Parish Council)	£6,436.39
iii. IBS (Tunstall Common Fund)	£53,513.73

Action: Clerk

14. Documentation – To review and accept the following documents:

- a) TPC Safeguarding Policy January 2016

Councillors discussed the merits of two different versions of the draft document. After discussion it was agreed to base our policy on the template supplied by the NSPCC. The Clerk agreed to finalise the document in to TPC standards and send around for approval via e-mail and signing once approved.

Action: Clerk

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

Items to add to the next agenda:

- Items deferred from this meeting
- The prospect of moving to monthly meetings

The date of the next meeting was set for Wednesday 11th March 2020.

The meeting closed at 9.37pm.

Signed:
Cllr. Steve Smith, Chair

Date:

Judi Hallett
Clerk to Tunstall Parish Council

Chair's initials: