

Minutes of Tunstall Parish Council Meeting

Held on 9th September 2020 ~ 7.00pm

Via Zoom Video Conference

Present

Cllr. Steve Smith (Chair)

Cllr. Katherine Barton

Cllr. Oliver Morgan (until 8.30pm)

Cllr. Niels Petersen

Cllr. Andy Vince

Cllr. Sophy Yeoman

Judi Hallett (Clerk)

Cnty. Cllr. Andrew Reid

Two members of the public

1. To receive Apologies for absence:

Apologies for absence had been received from Cllr. Philip Noakes (family matter); these were accepted.

2. 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.

3. Public Participation - To receive:

a) Reports from County and District Councillors:

- Cllr. Andrew Reid – Tri-weekly reports regarding Coronavirus were being circulated and monthly report would be re-sent. Cllr. Reid expanded on the following topics: Covid-19 and the County Council’s response; Third road crossing in Lowestoft; School transport; Highways maintenance; Free cycling lessons; Shooting in Kesgrave; Covid outbreak in Schools and Sizewell C (SCC response to the DCO). Q. *Is there an update on the drainage scheme for the Green Man Pond?* I will ensure I get one to you.
- Cllr Ray Herring – No report had been received.

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

- There were no comments

4. To agree minutes of meetings dated 19th August 2020:

Cllr. Vince proposed these be adopted as a true record of the meeting. This was seconded by Cllr. Barton and all Councillors were in agreement. The Clerk agreed to post them on the Website.

Action: Clerk

5. Planning:

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

- There were no applications*

Chair’s initials:

6. Recreation Ground/Community Centre:a) To receive update on the MUGA installation:

Cllr. Smith updated Council on the installation: the tarmac was almost finished (just the path to complete), the lights had been tested and were giving a higher quality light than had been expected and there was a small issue with the light timer to resolve. The tarmac would now need to dry out and the anti-slip and court markings would be painted on in a few weeks (weather dependent). It was likely that construction of the court would be complete by end-October.

A local resident had surveyed the site for CCTV and a quote for the work was imminent. It had been suggested that additional cameras for security around the Community Hall could be installed at the same time and the Hall Committee would (*subject to committee approval*) be favourable to sharing the costs. It was agreed to discuss this once the quote had been received.

b) To consider all options for the management of the facility:

Councillors made the following general comments:

- Construction is almost complete so we have to get things sorted as to how the facility will be managed; however, Covid restrictions have been tightened today and we have to follow those guidelines first and foremost
- In normal times, there may be no need for a strict booking and locking system; if problems arise then we would need to rethink but at the beginning we should not have this in place
- All sessions must be booked, and this would only be by registered users
- I have spoken to lots of people, strict booking of the court will not be popular
- The booking system can be separate from the locking system; the two may be linked but don't have to be
- I am all for using a good combination lock with registered users told the code and it changed on a regular basis
- We would need some sort of booking system so that people who had planned to play tennis for example, knew the court was theirs to use at a set time
- Booking/locking is not a problem in other villages, their MUGA's are open and no booking
- You need to ensure that if you have booked it you will be able to use it; I wouldn't feel comfortable confronting a group who were using it whilst I had it booked.
- I would want to see a booking system at least
- 'Coming home from school time' (e.g. 3.00pm ~ 6.00pm) should be open for easy access and all children to play together (subject to Covid rules of course)
- Having heavy security from the beginning will be very uninviting, not necessary for Tunstall
- The latest Covid rules need to be firstly understood and then any compliance costed, it could be that paying for regular cleaning is too costly as we will not have regular clubs bringing in revenue.
- People are getting used to booking things during the pandemic so they will get used to booking this.
- Our opening may have to be gradual
- What ever we decide we can review at any time

- I agree to booking at certain times, but it must be available in the late afternoon for open play without any booking
- All users would need to complete a registration form and by doing so will agree to the terms and conditions for the MUGA (yet to be written/agreed)
- We should limit the booking to one week in advance so that someone doesn't book out lots of popular slots (groups will obviously need longer term booking facility).
- There should be set times when clubs can use it and when it is bookable by individuals
- We have to set a system up for post-Covid and then have a system in place whilst Covid is with us; the two systems may be very different
- [Clerk] I have put in a call to Whitton Sports Centre to ask what rules they are following for the re-opening of their MUGA's and Tennis Courts. It may be an idea to follow their example
- Yes, we need to be guided by the local authorities and governing bodies for the various sports (e.g. LTA)
- Having looked at the Government guidance for re-opening facilities like this, regular cleaning is a key feature and this will have to be done by someone on a specific contract who keeps records; this can't be a casual arrangement.
- Niels (Cllr. Petersen) has produced a very comprehensive list of the items we need to consider, and there may be more to add. This is a very long list and we should perhaps put these in to a priority order?

It was agreed to try to establish Key Principles for the management of the MUGA. These were read individually by the Clerk, discussed, and amended - *please see Appendix A for list*. It was suggested that these principles should be referred to whenever discussing the management of the MUGA.

The Clerk reported that she had spent a great deal of time on this subject recently and that this could not continue due to other work commitments she had. She suggested that a separate sub committee be set up and Cllrs. Vince, Smith and Yeoman agreed to be part of this group; along with Mrs Tiffany Pollock. It was also suggested that a Grapevine message be sent out to ask if a resident or residents wished to join the group. Although this sub-committee was welcomed, it was acknowledged that the Parish Council must lead on the project until all management processes were in place and could possibly be handed over to a separate management committee, with set terms of reference. It was felt that this committee could use the list initiated by Cllr. Petersen to guide tasks needed to be complete.

The following actions were agreed:

- Clerk to send Grapevine re. MUGA Committee members
- Clerk to book separate MUGA Meeting (not full PC meeting) on 21st Sept at 6.00pm – for further discussions
- Clerk to circulate CCTV quote when it arrives
- Cllr. Smith to investigate development of an online booking system to co-ordinate with a 'punch pad' locking system, to be accessed from TPC website
- Clerk to investigate Covid opening rules with Whitton Sports Centre (and others) and report back.

Cllr. Morgan left the meeting at 8.30pm

Chair's initials:

c) To discuss quotes for replacing front fence to Children's Play Area:

The quotes received for the fence had been circulated to all. A question was asked as to how the specification for the fence was reached. It was felt having a metal fence would last longer than a wooden one, would match the MUGA and would be easier to maintain.

Having analysed the quotes, Cllr. Smith proposed the quote from ETC was accepted. This was seconded by Cllr. Vince and all Councillors were in agreement. The Clerk was asked to apply for funds from the S106 Play Pot for this expense.

d) To discuss purchase of 3 round picnic benches for Children's Play Area:

Mrs Pollock was thanked for obtaining a quote from Nelson Potter Ltd for the supply of these benches. Their purchase was proposed by Cllr. Yeoman, seconded by Cllr. Barton and all Councillors were in agreement that they be purchased. Again, the Clerk was asked to apply for funds from the S106 Play Pot for this expense.

Action: Clerk

7. Finance Matters:

a) To review Accounts for August 2020:

The accounts had been distributed to all. The Clerk suggested that, now the actual MUGA income and expenditure was showing on the accounts and predicted income/expenditure was more accurate, in her opinion there was no requirement to split out the MUGA figures as these were already shown in separate rows. Cllr. Petersen wished it to be recorded that he would still have liked to see a separate statement of account for MUGA funding, planned and actual expenditure.

Questions regarding the accounts had been answered outside of the meeting but due to technical issues it was not possible to know if these had been answered sufficiently. Anyone with any further queries was asked to contact the Clerk after the meeting. The paper copy of the accounts and review of the bank statements and building society books, would be carried out by a cheque signatory outside the meeting.

b) To discuss and adopt General Reserves Policy – draft sent to Councillors on 18th August 2020:

The draft policy was read out by the Clerk and stated:

“Tunstall Parish Council's General Reserves Policy is to hold between Nine and Twelve months Net Revenue Expenditure (NRE); where NRE is (subject to any planned surplus or deficit) Precept less any Loan Repayment and/or amounts included in Precept for Capital Projects and transfers to Earmarked Reserves. The amounts held in both General and Earmarked Reserves will be assessed on a quarterly basis by the Clerk and any division from the Policy will be reported to Council ”

The Clerk was asked what the current reserves stood at and agreed to show these on the Accounts Sheet when next issued. Adoption of the draft policy was proposed by Cllr. Smith, seconded by Cllr. Yeoman and all Councillors agreed it should be adopted.

Chair's initials:

- c) To accept recommendations for Salary Hourly Rate increase for the Clerk (from £11.22 to £11.53 per hour):

The Clerk explained how her hourly salary was linked to the NALC/SLCC set Pay Scales and that a rise of 31p per hour had been suggested. Cllr. Barton proposed this be agreed to. This was seconded by Cllr. Vince and all Councillors were in agreement. The Clerk was asked to inform SALC of the Council's decision.

- d) To authorise the following Invoices for Payment:

i. HMRC Cumbernauld (Clerk's PAYE)	£188.40
ii. J Hallett (Expense for previous 2 months)	£115.31
iii. ETC Sports Surfaces Ltd (MUGA)	£26,107.68
iv. Stephenson Bros Ltd (Asulox Spraying) – <i>Common Acc</i>	£1,200.00
v. J Hallett (Signs) – – <i>Common Acc</i>	£116.38
vi. K Ross (Chemicals and Work on Common) – – <i>Common Acc</i>	£1,967.46
vii. Suffolk Digital (Sept Bulletin)	£70.00
viii. S Smith (Play Park Notice Board)	£84.99
ix. R W Curle (2 nd 50% of MUGA Electrical contract)	£12,090.00

The above payments were proposed by Cllr. Yeoman, seconded by Cllr. Barton and all Councillors were in agreement they be paid. The Clerk agreed to take the cheques to Cllrs. Smith and Morgan for signing.

The Clerk reported that an issue with Cllr. Barton's previous address details had now been resolved with the bank and that the mandate changes should be authorised shortly.

- f) To note Payments made since last meeting:

i. J Hallett (Three months' Salary)	£754.08
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- g) To note Payments received since last meeting:

i. None

- h) To note Bank Balances as at 30th August 2020:

i. Barclays Bank (Current Account)	£20,670.32
ii. IBS (Tunstall Parish Council)	£1,445.13
iii. IBS (Tunstall Common Fund)	£53,513.73

- i) Additional Item - To discuss paying for Bulletin printing six months in advance:

The Clerk explained that Suffolk Digital were quite a small company and would rather be paid either monthly or half yearly, in advance. Councillors decided this was a sensible step to take and the Clerk was asked to obtain an invoice for the Oct 2020 ~ Mar 2021 editions.

Action: Clerk

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

Items to add to the next agenda:

- Co-option of a new Councillor
- Discussion on positioning of the Football Goals
- Cross charging for work linked to Tunstall Common

The date of the next meeting was agreed for Wednesday 14th October 7.00pm, via Video/Audio Conference. The meeting closed at 8.50pm.

Signed:
Cllr. Steve Smith, Chair

Date:

Judi Hallett
Clerk to Tunstall Parish Council

Chair's initials:

Appendix A – Principles for Management of the Tunstall MUGA –
WORKING DRAFT

- 1) All principles covering management of the Tunstall MUGA are subject to UK legislation and UK Government guidance for Covid-19 in place at the time and any guidance issued by the governing body of a particular sport, for example the Lawn Tennis Association or England Netball.
- 2) It is the Council's aim that the MUGA will be 'self-funding' (via hire charges and grant funding), aiming to keep to a minimum any recovery of costs via other methods, whilst not overly compromising availability of use to Tunstall residents
- 3) A booking system will be provided that is designed to provide fair access to all users, gives priority to Tunstall residents and avoids use of the facility being dominated by a minority
- 4) All use of the MUGA will be subject to prior booking, payment of the appropriate fee (if any) and acceptance of the terms and conditions of use. Booking of the MUGA must be an easy task for all.
- 5) The MUGA will be available, free of charge, to individual Tunstall residents, at certain times, and any booking system will reflect this.
- 6) Subject to the above, and a suitable scale of charges, the MUGA will be promoted and made available for bookings, at certain times, by those outside the parish
- ~~7) There will be a period every day of 'Open Play', i.e. residents encouraged to use the court and play sport with other residents (this may still need to be booked by someone)~~
- 8) A database will be kept of all MUGA users. Format to be agreed (possibly Excel) and management of the database also to be agreed (possibly Parish Clerk or Secretary of a MUGA Management Committee – if there is one)
- 9) Any regulation governing the use of the MUGA is subject to review at any time. Review will be based on feedback, usage figures, costs, legislation, etc.
- 10) Locking Arrangements - tbc