

**Minutes of Tunstall Parish Council Meeting**

Held on 14<sup>th</sup> October 2020 ~ 7.00pm

Via Zoom Video Conference

Present

Cllr. Steve Smith (Chair)

Cllr. Philip Noakes

Judi Hallett (Clerk)

Cllr. Katherine Barton

Cllr. Kevin Ross

Cnty. Cllr. Andrew Reid

Cllr. Oliver Morgan

Cllr. Andy Vince

One member of the public

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

Apologies for absence had been received from Cllr. Niels Petersen (previous commitment) and Cllr. Sophy Yeoman (Away); 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. To co-opt a new Councillor and the signing of the 'Declaration of Acceptance of Office' form:**

The Clerk reported that unfortunately the candidate who had expressed an interest had now withdrawn as he was concerned the role would be too much at this present time. The Clerk was asked to advertise the position again.

**Action: Clerk**

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

a) Reports from County and District Councillors:

- Cllr. Andrew Reid – Monthly report had recently been circulated. Cllr. Reid expanded on the following topics: £300k available for rural electric vehicle charging points (should be sufficient for 100 points); the Archaeological Work for the Gullwing Bridge (Lowestoft) has started (project taking just 102 years to receive authorisation); Sizewell C – Cabinet members agreed they could not support the EDF Application for Sizewell C at the present time, due to many questions outstanding; Network Rail talks looking to unlock capacity from the region to central England and Boundary Changes within Suffolk – consultation presently underway. In answer to the question raised at the last meeting, the work on the central Tunstall drainage system is on the books to start in the first quarter of 2021; Cllr. Reid agreed to ask why affected landowners had not yet been consulted.
- Cllr Ray Herring – No report had been received.

Chair's initials: .....

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

- MUGA Groups – It was reported that a number of people were interested in joining various groups to use the MUGA. These details had been retained and would be followed up by the MUGA Steering Committee when the facility was fully open.
- Flooding in School Road – Cllr. Ross passed on a comment from the member of the public that the work carried out by Hopkins Homes (HH) at Street Farm Close had made the issue of flooding in School Road worse. The Clerk asked that the comments be put in writing to her, with maps and pictures if possible, in order that this could be forwarded to HH, SCC and ESC.

Action: Cllr. Ross

**5. To agree minutes of meetings dated 9<sup>th</sup> September 2020:**

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

Action: Clerk

**6. Multi-Use Games Area – to receive an update on the project and discuss the following suggestions put forward by the MUGA Steering Group (see mails of 5<sup>th</sup> Oct and 8<sup>th</sup> Oct):**

It was reported that the fencing was now complete but that the anti-slip surface and lines had not been laid due to the wet weather. It was hoped these would be completed in the next couple of weeks.

The following items were proposed by Cllr. Smith, seconded by Cllr. Barton and all Councillors were in agreement (Councillors were afforded time to question or comment on each):

- The MUGA Steering Group (MSG) be granted permission to manage the day-to-day running of the facility and all management operations; with the exception of where there was a financial implication which would need to be discussed and approved by the Parish Council
- The MSG would be headed by Cllr. Vince with Cllr. Smith being a member until the facility was up and running; other members would be monitored, and the group expanded if necessary. The group would then continue with at least one Councillor on it at all times.
- A Register of users and booking system would be in place for at least the next six months.
- The MUGA will be locked with a combination padlock and can only be opened by users who have booked the court and received the code.
- An Equipment storage cabinet/box to be kept outside of the MUGA; this will be locked with a combination padlock (with a different code to the MUGA padlock).
- A Notice board to be purchased for the MUGA – Cllr. Smith asked to purchase an A3 board the same as the new one for the Play Park (approx. £65.00).
- Access to view bookings available to all (no personal information to be shown). Bookings in the name of a group could be labelled as such.
- MSG to purchase a new laptop and Microsoft Business 365, initially for the purpose of managing the MUGA but then to be passed to the new Clerk in May/June 2021. A budget of £650.00 max was set aside for this and Cllr. Smith agreed to visit a large retailer to make initial enquiries.

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- The ‘Risk Assessment’, ‘MUGA Terms and Conditions for Use’, ‘Tunstall MUGA Aims and Goals’ and ‘Tunstall MUGA Covid-19 Secure Guidance’ documents be adopted and published
- A web page be set up and all information relating to the MUGA be published there.
- The TPC article in the November Bulletin be drafted by Cllr. Vince to give as much information about the MUGA as possible.
- A local resident to assist the MSG in setting up the Booking System once the hardware and software was purchased.

The subject of CCTV was taken separately as there were mixed feelings. Councillors made the following comments:

- The cost would be approx. £750.00 to both the Parish Council and the Hall Committee (who had agreed to share the cost of the project and have 2 cameras),
- What prompted CCTV to be considered? Tunstall is such a low crime area; I cannot even remember a window being smashed,
- We do not know how popular the MUGA is going to be, it may bring people in from outside Tunstall and perhaps it is best to have a deterrent in place from the start,
- We have such little anti-social behaviour and any that happens in the dark will not clearly be shown,
- Those wishing to cause trouble, often cover their faces and so cannot be identified on CCTV.
- Would the insurance be cheaper? [Unknown].

Cllr. Smith proposed CCTV was installed but there was no second for the motion, so it was not carried. It was however, agreed that the subject could be placed back on the agenda for discussion if there was a rise in crime in the village. The Clerk agreed to notify the Hall Committee.

**Action: Clerk**

## **7. Planning:**

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

- i. There were no applications to discuss
- ii. Development at Rendlesham – It was raised that a substantial development of 75 houses in Rendlesham had been submitted. This was on land between Ivy Lodge Road and the Bentwaters Park roundabout. The Clerk confirmed that Tunstall PC would not automatically be consulted as it was outside their parish boundary but was asked to circulate the information and for the application to be discussed at the next meeting

**Action: Clerk**

## **8. To receive notice of retirement of the Clerk with effect from 31<sup>st</sup> May 2021 and to set timetable for recruitment of new Clerk:**

The Chair announced that he had received a letter from the Clerk notifying the Council of her intention to retire from the post with effect from 31<sup>st</sup> May 2021.

A timetable for advertising of the position and recruitment of a new Clerk was proposed and agreed and the Clerk indicated that she would be happy to assist with all aspects of the mission.

**Action: Clerk**

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**9. Highways**

- a) To discuss the proposal from SCC to place a 7.5T Weight Restriction on Ivy Lodge Road, Campsea Ashe – Councillors made the following comments:
- If this is implemented, it will only result in more HGV traffic travelling through Tunstall and often opting to use Ashe Road to get to the A12,
  - The corner at the Green Man is very tight and the wall on that junction has been damaged twice recently,
  - If Sizewell C and the other Wind Farms get the go-ahead there will be even more HGV traffic from Bentwaters,
  - Tunstall will be further hit when areas such as Snape Bridge need maintenance, only a temporary issue but still causing many issues,
  - A house in Street Farm Close cannot sell due to increase in traffic on the road,
  - Who is paying for this work, although it is physically only signage it will be a lot of legal work?

The Clerk agreed to draft a letter for review before replying to SCC

- b) To discuss second incident on corner of Woodbridge Road and Orford Road – Cllr. Yeoman had asked that this item be deferred to the November meeting, when she could be present.
- c) To discuss if TPC wish to request any lanes in the village are designated as ‘Quiet Lanes’:  
Following an explanation of how Quiet Lanes work, Councillors requested the Clerk nominate Blaxhall Church Road and Mill Lane as Quiet Lanes. Cllr. Morgan declared an interest in suggesting Mill Lane as this was where he lived.

Action: Clerk

**10. Recreation Ground/Community Centre:**

- a) To discuss the lease and Trust Deed for the Tunstall Community Hall:

The Clerk and Chair had both issued documents explaining the lease and Trust Deed for the Tunstall Community Hall and there were no further comments about either. It was acknowledged that all parties (Councillors and Trustees) should be aware of these documents.

- b) To consider and agree the position of the field football goals:

The positive and negative consequences of moving/not moving/repositioning the goals were discussed. In conclusion the Clerk was asked to send out a survey, via the Grapevine, to ask for resident’s opinions and for the matter to be finally decided at the November meeting.

Action: Clerk

**11. Tunstall Common - To discuss cross charging for Administration costs for work carried out linked to Tunstall Common:**

Councillors (and the Clerk) made the following comments:

- The money from Natural England (NE) should only be used for physical work to the Common and not for administrative costs,
- The admin roles would be undertaken anyway, even if the NE money was not available,

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- We do not know what scheme will follow the NE one when it concludes in 18 months' time and if we get a big issue on the Common, we may need large portion of the money,
- Not using the fund for administration tasks means these expenses are coming from the precept; the funds are given for all 'management' tasks (including admin) and should be used as such. If the funds were paid back to the general account, they could be used for other purposes.

In conclusion it was agreed not to transfer any of the admin costs to the current account but to review the matter in 6 months' time.

**12. Finance Matters:**

a) To review Accounts for August 2020:

The accounts had been distributed to all and there were no questions. The Clerk was asked to ensure the £750.00 for CCTV was earmarked in Reserves.

b) To authorise the following Invoices for Payment:

i. SALC (Planning Webinar and Payroll Service)	£52.80
ii. Post Office Ltd (For IBC – Zip Wire Button)	£159.60
iii. Smith of Derby Ltd (Church Clock Maintenance)	£229.20
iv. ETC Sports Surfaces Ltd (3 <sup>rd</sup> Payment for MUGA)	£9,790.38
v. Tunstall Community Hall (Room and Office Hire 2020/21)	£660.00
vi. SC Norse (Grass Cutting)	£171.49

The above payments were proposed by Cllr. Smith, seconded by Cllr. Barton and all Councillors were in agreement they be paid. The Clerk agreed to take the cheques to the new cheque signatories for signing, if possible.

The Clerk was asked to contact SC Norse regarding re-visiting the grass cutting contract, now that the area of grass to be cut is much reduced.

f) To note Payments made since last meeting:

i. D Pollock (Fencing Panels for Play Park)	£298.05
ii. Suffolk Digital (6 months' Bulletins)	£420.00

g) To note Payments received since last meeting:

i. S106 Grant from ESC	£9,961.82
ii. Sport England (MGA Grant)	£19,093.00
iii. Wayleave (for Common Posts)	£18.85
iv. VAT Refund	£6,857.76
v. Precept	£5,000.00

h) To note Bank Balances as at 30<sup>th</sup> September 2020:

i. Barclays Bank (Current Account)	£22,844.60
ii. IBS (Tunstall Parish Council)	£1,445.13
iii. IBS (Tunstall Common Fund)	£50,229.89

Action: Clerk

**13. 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
- Items linked to Financial implications for the MUGA

Councillors commented why the subject of the Planning White Paper had not been on the agenda. The Clerk explained that she had not received any comments to date and had assumed therefore that the Council did not wish to make a comment. She agreed to forward the draft Ufford PC letter to all and Councillors agreed to pass back their comments swiftly, in order for a letter to be drafted (deadline for letters was 30<sup>th</sup> October).

The date of the next meeting was agreed for Wednesday 11<sup>th</sup> November 7.00pm, via Video/Audio Conference. The meeting closed at 8.49pm.

Signed: .....  
Cllr. Steve Smith, Chair

Date: .....

*Judi Hallett*  
Clerk to Tunstall Parish Council

Chair's initials: .....