

## Minutes of Tunstall Parish Council Meeting

Held on 13<sup>th</sup> January 2021 ~ 7.00pm

Via Zoom Video Conference

### Present

Cllr. Steve Smith (Chair)	Cllr. Katherine Barton	Cllr. Patricia Bessey ( <i>until 8.37pm</i> )
Cllr. Niels Petersen	Cllr. Kevin Ross	Cllr. Andy Vince
Cllr. Sophy Yeoman		

Judi Hallett (Clerk)	Cnty. Cllr. Andrew Reid	One member of the public
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### 1. To receive Apologies for absence:

Apologies for absence had been received from Cllr. Oliver Morgan (family commitment) and Cllr. Philip Noakes (previous engagement). These were accepted.

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

Cllrs. Smith and Barton declared non-pecuniary interests in item 5.d) as the Treasurer for Tunstall Bowls Club and as someone with links to Eyke Primary School.

### 3. 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 (*notes only*):
  - Covid-19 – Situation in Suffolk is dire and getting worse, the infection rate is increasing, and we are seeing more young people die, worst areas are Babergh and Ipswich, bed availability is poor. Residents must stick to the rules to help stop the spread. Vaccinations are now increasing, and Doctors and Pharmacies will be added soon to the distribution centres. There is support for residents on financial, physical, and mental difficulties and the word needs to be spread.
  - Core Services – These are still being delivered
  - Sizewell C – SCC have commented on the final consultation and there is both optimism and pessimism about the project
  - Q. How Can we get word of the Covid support out to people? A card was delivered to each address back in March giving details of the 'Home But Not Alone' service; details will be sent to the Clerk for distribution again.
  - Q. Covid Numbers – Are more young people dying of the new strain as a proportion of the deaths or are more young people dying as a result of it being more infectious? - The latter
  - Q. Over the past 2 or 3 weeks we have had a great deal of rain and we are increasingly worried that the Phase II of the Tunstall Drainage Remedial Works project will not work as the Catchment Pit does not seem to be working as it was supposed to. Can we perhaps have another meeting with the engineers? Yes, exceptionally good idea. I will arrange this in the next week or so.

Chair's initials: .....

- Q. We sent you a letter in November about highways concerns, is that still on the radar? Yes, it is still on my desk and will be actioned.

- Cllr Ray Herring – No report had been received.

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

- None

Action: Clerk

#### 4. To agree minutes of meetings dated 9<sup>th</sup> December 2020:

Cllr. Petersen 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. Finance Matters:

- a) To review Accounts for December 2020:

The Clerk had circulated the accounts as of 31<sup>st</sup> December. Questions regarding the purpose and protocol for the sheets had been asked via e-mail and answers copied to all Councillors. The following amendments were agreed to the Reserves Table:

- 'Printer for New Clerk' to be amended to 'Printer and Laptop for New Clerk' and raised to £650.00 (Cllr. Vince confirmed he was happy to remain the MUGA Administrator for the foreseeable future and would therefore need to use the recent machine purchased)
- 'New Speed Indicator Device' with a reserve of £500 to be added – *see discussion notes at 9. C)*

- b) To discuss and agree the Budget for 2021/22:

The Clerk displayed the amended draft budget. Comments had been received earlier in the day and the following items were agreed:

- The predicted income and expenditure on the MUGA would remain at £1,040 (due to the uncertainty of opening time and the exceptionally low likelihood of any maintenance being required in the first year) but it was to be noted on the budget that this was approximately 50% of the required income each year to meet the predicted maintenance costs over a 12-year period and the figure would be reviewed for the 2022/23 budget, once use and income was clearer.
- A category of 'Miscellaneous Expenditure' at £500 would be introduced. If not spent it would be moved over to the MUGA Reserves. This would be achieved by reducing expenditure in 3 other areas where figures were slightly generous.

The Clerk agreed to amend the budget along these lines and re-send as the 'Final'

- c) To discuss and agree Precept Request amount for 2021/22:

The Clerk advised Council that the 'zero change' Tax Base figure provided by ESC (i.e., the amount TPC could request for the Precept which would indicate a 'zero change' on Council Tax invoices) was £10,001. This figure was presently in the budget and it was agreed that, due to the current financial situation in the country and for many residents, the Precept should not be increased. Cllr. Barton proposed the precept request was £10,001. This was seconded by Cllr. Smith and all Councillors were in agreement. Clerk to officially request this amount from ESC.

Chair's initials: .....

d) To consider requests for Grants (to be paid April 2021):

*Cllrs. Smith and Barton took no part in this discussion.*

The Clerk displayed the proposed grant amounts (provisionally agreed at the December 2020 meeting) and it was noted that the total expenditure had been included in the balanced budget. With this in mind, Cllr. Petersen proposed the following grants be made in April 2021:

- Tunstall Bowls Club (new kitchen) - £400.00
- Activity Community of Eyke School (new sports surface) - £200.00
- D Lowne (for Community Lawn Mower) - £200.00

These amounts were seconded by Cllr. Vince and all Councillors were in favour (*Cllrs. Smith and Barton not voting*).

e) To review our Internal Accounting Procedures and the suitability of our Internal Auditor:

Details of the present internal accounting procedures and the Clerk’s opinion of the internal auditor had previously been sent to Councillors and were further expanded upon by the Clerk. After discussion, Cllr. Smith proposed their review had been achieved and no alterations were required. This was seconded by Cllr. Petersen and all Councillors were in agreement.

It was further noted that the present banking arrangements did not allow for online banking and would need reviewing when the new Clerk was in position.

f) To consider amended the General Reserves Policy to reduce it to between 50% and 100% of Precept value:

The Clerk explained that the Council’s current policy for ‘General Reserves’ (i.e., those not allocated to a particular project or possible expenditure) was between 9/12<sup>ths</sup> and 12/12<sup>ths</sup> of Precept value. As the Reserves were now more detailed, it was proposed by Cllr. Vince that this figure be altered to between 6/12<sup>ths</sup> and 12/12<sup>ths</sup> of Precept value. This was seconded by Cllr. Petersen and all Councillors were in agreement.

g) To authorise the following Invoices for Payment:

i. Tunstall Parish Council (trans of funds back to Savings Acc)	£5,000.00
ii. K Gwynne-Vince (TET Prizes)	£119.35
iii. J Hallett (Previous two months expenses)	£90.63

The above payments were proposed by Cllr. Smith seconded by Cllr. Yeoman and all Councillors were in agreement they be paid. The Clerk agreed to acquire signatories the following day.

The Clerk informed Council of a fourth payment, £171.49, to SC Norse for Grass cutting. She had queried this amount with SC Norse as the contract to cut 10 times had not been fulfilled and any cutting during January, February or March was unlikely. It was agreed she would retain the invoice until the matter was resolved with SC Norse.

f) To note Payments made since last meeting:

- i. None

g) <u>To note Payments received since last meeting:</u>	
i. VAT Refund	£1,064.63
h) <u>To note Bank Balances as of 31<sup>st</sup> December 2020:</u>	
i. Barclays Bank (Current Account)	£12,651.31
ii. IBS (Tunstall Parish Council)	£1,446.82
iii. IBS (Tunstall Common Fund)	£57,872.20
	<b>Action: Clerk</b>

**6. Multi-Use Games Area – to receive an update on the project from Cllrs. Smith and Vince:**

The following items were reported:

- Bank account still impossible to get set up due to Covid restrictions
- Facility publicised more and lots of local interest but not much from outside the village (it was felt this would increase once the facility was open and other villages advertised the availability)
- EADT would be involved with the official opening and potentially Terry Butcher would be asked to open it.

Councillors debated the possibility of running a friendly ‘knock out’ event with local villages, companies, etc. to increase awareness; possibly involving the Pub and/or Community Hall

**Action: Clerk and Cllrs Smith and Vince**

**7. Communication – To discuss which of the PC’s current work should be promoted and how to achieve this:**

The following comments were noted:

- The PC does a lot of good work that goes unnoticed by many residents
- We need to advertise better and through more channels
- We need to make better use of social media, the notice boards, and other forms of communications (the Bulletin and Grapevine are made good use of)
- Perhaps we can make better use of the Bulletin with articles about Councillors, Footpaths, etc.
- We need to promote the work of the Council more

It was concluded to keep this item on the agenda each month and to discuss what additional measures could be taken.

**Action: Clerk**

**8. Planning:**

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

- i. There were no applications to discuss.

## 9. Highways

- a) To receive an update on Highways issues raised with Cllr. Reid (Letter sent 23<sup>rd</sup> November 2020)  
– This matter was discussed with Cllr. Reid in his report. The Clerk reported that no further reply had been received as yet. She had requested a date by which a reply would be received and had been informed the matter would be dealt with as soon as possible.
- b) To receive update on Phase II of the Tunstall Drainage Remedial Works – This item was discussed with Cllr. Reid and the Clerk was asked to write to remind him of his commitment to organise a meeting on the subject with the SCC Highways engineers.
- c) To discuss purchasing a second Speed Indicator Device (SID) for the Common and Snape Maltings Areas of Tunstall – (Discussion held under item 5. A) when Reserve Allocations were discussed) It was agreed that the SIDs were a highly effective way of reminding drivers of the speed limit and that perhaps a second device would be a good idea. There were currently 5 posts around the village and use of the existing brackets would be an advantage when it came to moving the devices around. The Clerk indicated that it should be possible to obtain a grant from SCC and/or ESC for this and was asked to obtain some quotes. Councillors discussed the prospect of having a ‘data capture’ provision in the second device and the possibility of using funds from the Common account as the device would be on the Common; these would be fully considered once the quotes had been obtained.

*Cllr. Bessey left the meeting at 8.37pm*

- d) To discuss flooding on School Road / Blaxhall Church Road (and the suggestion the HSE should be involved) – The Clerk explained that the issue of flooding in School Road had been present long before the houses in Street Farm Close were built, Hopkins Homes had indicated in their Planning Application that they would try to resolve flooding in the area, but that ‘promise’ was never converted into a planning condition and so was not enforceable by ESC. Furthermore, the flooding did not enter homes and was on a 30mph stretch of road and was therefore an exceptionally low priority to SCC.

Cllr. Ross stated that he felt the issue had become worse after the houses were built; this opinion was not held by all.

The Clerk was asked to write to ESC, SCC, and Hopkins Homes to indicate the Parish Council’s disappointment that the issue had not been resolved and to continue to use the SCC Report It tool to report the flooding.

**Action: Clerk**

## 10. Recreation Ground/Community Centre:

- a) To discuss establishing the ‘Tunstall Play Park Regeneration Project’:

It was decided to defer this item to the February meeting, where it was hoped that Cllr. Noakes might take the lead.

Chair’s initials: .....

**11. Documentation – To review and accept where appropriate:**

- a. Suffolk Code of Conduct (2014) – Councillors had all been asked to review the Code. Cllr. Petersen proposed the review had been actioned. This was seconded by Cllr. Vince and all Councillors were in agreement
- b. Risk Assessment (Financial) – The Clerk had been sent a number of suggested amendments for all three RA’s. It was suggested that any further proposals were sent to her by 31<sup>st</sup> January and that she would then re-draft the documents ready for approval at the February meeting.
- c. Risk Assessment (MUGA) – As above
- d. Risk Assessment (Catchment Pit) – As above

**Action: All Councillors and Clerk**

**12. 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 agreed for Wednesday 10<sup>th</sup> February 2021, 7.00pm, via Video/Audio Conference.

The meeting closed at 8.58pm.

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

Date: .....

*Judi Hallett*  
Clerk to Tunstall Parish Council

Chair’s initials: .....