Minutes of Tunstall Parish Council Meeting

Held on 19th May 2022 ~ 7.00pm

Tunstall Community Hall

Members

Cllr. Karol Silovsky	Cllr. Kevin Ross	Cllr. Patricia Bessey
Cllr. Oliver Morgan	Cllr. Andy Vince	Cllr. Bruce Firth-Clarke
Cllr. Lesley Cresswell	Cllr. Sophy Yeoman	

Present

Cllr. Karol Silovsky	Cllr. Kevin Ross	Cllr. Lesley Cresswell
Cllr. Andy Vince	Cllr. Bruce Firth-Clarke	Cllr. Sophy Yeoman
Cllr. Oliver Morgan		

Attendees

Tiffany Pollock (Clerk) Cllr. Ray Herring (District Councillor)

One member of the public

1. **To elect a Chair for 2022/23 and signing of the Declaration of Acceptance of Office**

Cllr. Firth-Clark proposed Cllr. Karol Silovsky be re-elected as Chair. This was seconded by Cllr. Yeoman and Cllr. Silovsky indicated he would be happy to stand. There were no other candidates, and all Councillors were in favour of this proposal.

Cllr. Silovsky took the Chair and signed the Declaration of Acceptance of Office.

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

Apologies had been received from Cllr. Andrew Reid and Cllr. Patricia Bessey (Work Commitments) these apologies were accepted.

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

No declarations of interest were made.

4. **Public Participation (15 minutes Maximum) – To receive:**

a) Reports or comment from any member of the public

A member of the public advised Councillors that they had been in contact with Fields in Trust with regards to the original agreement concerning the Community Hall/Bowls Club. Fields in Trust had been unable to discuss the matter, the Clerk will search for the agreement in the Parish Council office.

Action: Clerk

b) Reports from County and District Councillors

A report had been received from Cllr. Andrew Reid and forwarded onto the Councillors.

Cllr. Ray Herring handed out an Annual Overview Report and briefly discussed the matters contained.

There has been a council tax increase of 2.9% and East Suffolk Council is in a good position financially. With the partnership of Waveney and East Suffolk Council's housing has increased with investment going into housing paid for from a housing revenue account.

Cllr. Herring also confirmed that the clay investigations have now been completed by the Environment Agency and have been given the 'green light'. Cllr. Herring encouraged the Council to elect a representative for the Alde and Ore Partnership.

5. To elect a Vice-Chair of the Parish Council and signing of the Declaration of Acceptance of Office

There were no candidates – *deferred to the next meeting.*

6. To appoint persons to the following offices:

Responsible Finance Officer – The Clerk

Footpaths Warden – Cllr. Cresswell

SALC Representative – *There were no candidates – deferred to the next meeting.*

Internal Auditor – Mr Trevor Brown

The above appointments were proposed by Cllr. Silovsky, seconded by Cllr. Yeoman and all were in agreement.

7. To remind Councillors to review their Register of Member's Interests on the East Suffolk Council Website

The Clerk had previously sent an email to all Councillors with a link to the Register of Member's Interests on the East Suffolk Council Website and reminded all Councillors that it is their responsibility to check this.

8. To confirm all Direct Debits and Standing orders presently set up for the Council

The Clerk confirmed that there was only one standing order set up on the Council's account for the Information Commissioners Office of £35 paid annually. All agreed for this to be continued.

9. To agree Minutes of meeting dated 10th March 2022:

One correction of the date of the Jubilee Celebrations will need to be amended from the 6th June to the 4th June. This was agreed by all.

Cllr. Silovsky proposed the minutes to be adopted as a true record of the meeting once the above amendment had been made. This was seconded by Cllr. Vince and all Councillors were in agreement.

10.To review and discuss Action Log:

The action log was discussed and up to date, actions from this meeting will be added.

Action: Clerk

11. Highways:

a) To discuss and agree a response to Suffolk County Council's proposed road improvement scheme – sent to Councillors on 12th April

Councillors briefly discussed the proposed road improvement scheme but felt that the plans are not clear, it was agreed that a meeting with Highways should be requested asap. The Clerk will contact Cllr. Reid to arrange.

Action: Clerk

b) To receive update for speed management strategy for the village

Highways have received the report for speed management but have not sent their response, the Clerk will chase.

Action: Clerk

c) To discuss and agree response to Suffolk County Council Highways with regards to flooding concerns

Councillors discussed an appropriate response; the Clerk will draft a letter and forward to all Councillors prior to sending.

Action: Clerk

d) To discuss and agree plans going forward with relaunch of Tunstall Speed Watch Team, including Speed Gun and Speed indicator advice

Councillors discussed movement of the SID, it was agreed that Cllr's Vince, Yeoman and Firth-Clark will volunteer to move the SID around the village.

12. Recreation Ground/Community Centre:

a) To agree a date of the amendment to insurance, including transfer of assets to the Community Hall

The Clerk advised that the renewal for the Parish Council insurance will be on 1st June 2022, therefore this amendment will need to be made by then. Cllr. Vince proposed that the amendment is made by 1st June 2022, this was seconded by Cllr. Yeoman, all in favour.

b) To agree if Play Park inspections will continue to be organised by the Parish Council and decide what financial support will be available to the Community Hall for the play equipment

The Play Park is currently inspected by Ipswich Borough Council, reports are held securely and retained for 21 years. There is currently no charge for this, but the Clerk explained that there could be in future. Cllr. Yeoman proposed that inspections are continued, this was

seconded by Cllr. Silovsky, all in favour. Councillors discussed grant funding available from various organisations and will support where possible.

c) To agree that a safety inspection will be carried out by Ipswich Borough Council prior to the transfer of the play park equipment to Tunstall Community Hall

An inspection had been carried out two weeks prior to this meeting, with the report being stored securely by Ipswich Borough Council. There are four inspections carried out per year.

d) To agree date when funds held in the MUGA Bank account will be transferred and if this will include allocated funds held in reserves

There is currently £2000 held in reserves for the MUGA, as the asset is being moved to the Community Hall, Councillors agreed that the funds should be transferred. This was proposed by Cllr. Vince and seconded by Cllr. Yeoman.

The Clerk will arrange for the transfer to be made to the Community as soon as the bank mandate has been changed.

Action: Clerk

e) To ratify the contract for grass cutting of the Playing Field and surrounding area and to consider whether a contribution from the Community Hall should be requested

Councillors agreed to continue the contract of grass cutting with Norse, this was proposed by Cllr. Vince and seconded by Cllr. Yeoman.

A contribution will be discussed with Community Hall Trustees at their meeting on 30th May, it was suggested whether the hall hire could be reduced to compensate the grass cutting.

f) To agree a transition period and date for next joint meeting with Community Hall Trustees

Cllr. Herring agreed to chair a second joint meeting with the Community Hall Trustees on 14th July at 7pm in the Community Hall.

g) To discuss and agree whether TPC will cover costs for further legal advice for Heads of Agreement between TPC and Tunstall Community Hall Trustees

Cllr. Vince, the Clerk, and a trustee from the Community Hall will draft an agreement, this can then be used to obtain an accurate quote from solicitors.

Action: Cllr. Vince and Clerk

13. To discuss a proposed meeting with M. Bunbury's representative to discuss planning proposals in the pipeline and how our village would benefit from any developments and help with addressing flooding issues.

Cllr. Silovsky advised that after a brief discussion with Sir Bunbury's representative the Parish Council have an opportunity to discuss possible planning proposals for the village.

Councillors are concerned that there are not enough amenities available in the area to support further homes as well as increasing volumes of traffic on roads where there are existing dangers. Building being proposed would also mean developing on greenfield sites. It was agreed that the developer should be recommended to carry out a consultation.

14. Tunstall Common/Forest

a. To receive update from Cllr. Ross to the plans to produce a long-term Management plan.

Mowed areas and bracken pockets need to be sprayed, a new Napsac sprayer (approximately £50) and the spray Grazon (£50) will need to be purchased. This was proposed by Cllr. Silovsky and seconded by Cllr. Yeoman, all Councillors in agreement.

A site walk has been arranged for 7th June at 7pm, the Clerk will send a reminder to all Councillors.

Action: Clerk

15. Finance Matters:

a) To accept and sign accounts for year to 31st March 2022.

The accounts were accepted by all Councillors, proposed by Cllr. Vince and seconded by Cllr. Silovsky. It was noted that spending had increased, with reserves being used to cover the costs of the repair of the Speed indicator device as well as legal costs for the Community Hall Lease.

b) To accept Internal Auditor's Report for 2021/22 and 'Internal Auditors Report' of Part 3 of the Annual Governance and Accountability Return (AGAR) 2021/2022

Councillors had received the Internal Auditor's Report prior to the meeting, this was accepted by all Councillors, this was proposed by Cllr. Vince and seconded by Cllr. Morgan.

c) To declare Parish Council exempt from Limited Assurance Review by PKF Littlejohn LLP and completion of Certificate of Exemption

The certificate of exemption was read and completed by Cllr. Silovsky, this was proposed by Cllr. Vince and seconded by Cllr. Yeoman, all Councillors in agreement.

d) To agree and complete Section 1 of Part 2 of the AGAR 2021/22

Section 1 of Part 2 of the AGAR 2021/22 was read and signed by Cllr. Silovsky, this was proposed by Cllr. Yeoman and seconded by Cllr. Vince, all Councillors in agreement.

e) To agree and complete Section 2 of Part 2 of the AGAR 2021/22

Section 2 of Part 2 of the AGAR 2021/22 was read and signed by Cllr. Silovsky, this was proposed by Cllr. Morgan and seconded by Cllr. Vince, all Councillors in agreement.

f) To authorise the following Invoices for Payment:

i.	Birketts LLP (Disbursements)	£57.60
ii.	Tunstall Community Hall (Hall Hire)	£40.00

iii. Tunstall Community Hall (MUGA Electricity) £141.48
iv. T Pollock (Microsoft Subscription) £79.99

The above payments were proposed by Cllr. Silovsky, seconded by Cllr. Vince and all were in agreement they be paid.

g) To note Payments made since last meeting:

i.	Tunstall Community Hall	£40.00
ii.	SALC (6 months payroll)	£54.00
iii.	J Hallett (Backdated pay)	£22.80
iv.	T Pollock (Clerk Salary, March)	£346.20
v.	HMRC	£10.80
vi.	Suffolk Cloud (website)	£120.00
vii.	T Pollock (expenses)	£316.57
viii.	Tunstall Community Hall	£120.00
ix.	Suffolk Coastal Norse (Grass Cutting)	£70.66
x.	SALC (subscription)	£269.52
xi.	Suffolk Digital (six-month charge for Bulletin)	£420.00
xii.	T Pollock (Clerk Salary, April)	£293.12
xiii.	Citizens Advice (Grant)	£100.00
xiv.	Tunstall Bowls Club (Grant)	£400.00
xv.	D. Lowne (Community Lawn mower)	£200.00
xvi.	SARS (Grant)	£200.00
xvii.	Headway (Grant)	£100.00

e) To note Payments received since last meeting:

xviii.	East Suffolk Council (Precept, 1st instalment)	£5,125.52

f) To note Bank Balances as of 30th April 2022:

i.	Barclays Bank (Current Account)	£tbc
ii.	IBS (Tunstall Parish Council)	£6,449.28
iii.	IBS (Tunstall Common Fund)	£64,565.19
iv.	Natwest (MUGA Account)	£1,165.23

The Clerk explained that due to the bank mandate changes the April bank statement had not been received in time for the meeting.

16. Planning:

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

i. DC/22/1440/LBC 'Listed Building Consent – The Granary Café was a primary catering point on the Snape Maltings site up until the start of the pandemic, where the café was closed. The current proposals are to refurbish the café and improve the accessibility for customers, alongside improvements to the fenestration. The proposals includes replacing the late 20th century windows with new bespoke double glazed versions that take influence from the humble style of the existing. The original doors and frames are to be left in place, with new double glazed doors installed around – retaining the historic fabric but improving weatherproofing. A redesign of the internal layout has

been commissioned with Elite Food Service Design to improve the seating and catering internally in addition to replacing worn floor finishes and wall finishes. A new servery window will be added, acting as an external servery point, with the aim of bringing in more custom to the site and an ease of use for walkers or cyclists visiting the area. Alongside this, new fenestration will improve the light within the space. It is also proposed to remove a late 20th century timber shed, the low brick salt storage and defunct services such as external lights and service ducts that will help improve the appearance of the Granary. Site address: Snape Maltings Concert Hall, Snape Bridge, Tunstall, Woodbridge, IP17 1SP.

Comments:

- No Objection – this will improve facilities for walkers and cyclists
- The planned improvements are in keeping with the age of the building

Conclusion: No Objection

b) To ratify comments made on:

i. DC/22/0936/OUT 'Outline Application (With All Matters Reserved) – planning to self build a single storey home. The proposed building will be built using ecologically sustainable construction techniques and will meet zero carbon standards. Approximate living space of 280 sq metres. Site address: Shepherds Barn , Woodbridge Road, Tunstall, Suffolk, IP12 2JE'

Comments: 1 x Objection – due to road safety concerns, impact upon the environment and building upon a possible green field site. 2 x No Objection – but concerns of access arrangements Quality of submission is poor and does not provide enough information to make an informed judgement

Conclusion: Abstain – The above comments have been forwarded to East Suffolk Planning

ii. DC/22/0781/FUL 'The relocation of the artwork Migrant, by Alison Wilding, from its former location in the reed bed next to the footbridge by the Concert Hall, to the reed bed opposite the Riverview Restaurant. Site Address: Snape Maltings Concert Hall, Aldeburgh Music, Snape Bridge, Tunstall, Suffolk, IP17 1SP' Comments: No Objections.

Conclusion: No Objection

iii. Any other applications forthcoming
There were none.

17. Documents – To agree adoption of Safeguarding Policy – sent to Councillors 29th March

Cllr. Vince previously circulated a Safeguarding Policy, all Councillors were in agreement that the policy should be adopted, this was proposed by Cllr. Cresswell and seconded by Cllr. Silovsky.

18. To discuss Outdoor Playing Space Fund and agree next steps

The Clerk previously notified Councillors that there is just over £30,000 available from East Suffolk Council for Tunstall Parish to fund outdoor sport and play activities of which will need to be spent by 2027. East Suffolk Council encourages Parish Councils to research and offer village consultations prior to requesting funds. After a brief discussion Councillors agreed to hold a village consultation to give all residents an opportunity to give their suggestions. This will be advertised via the Grapevine, Tunstall Bulletin and the Tunstall Facebook page.

19. Multi Use Games Area – Update from the MUGA Steering Group

As the MUGA has now been open for over a year and the asset will be moving to the Community Hall trustees it was agreed that this item can be taken off future agendas.

20. To discuss County Broadband proposals and benefits for the village

Cllr. Silovsky advised that County Broadband are looking to offer fibre wifi throughout the village, there has been a flyer drop to residents to gauge interest and there will be a public meeting with County Broadband representatives to discuss further.

21. Meetings – To receive agenda items for next meeting and agree date of meetings

Items to add to the next agenda:

- To elect Vice-Chair of the Council
- To elect a representative for the Alde and Ore Partnership
- To elect a SALC representative

The date of the next Parish Council Meeting will be held on Thursday 21st July 2022 at 7pm in Tunstall Community Hall.

Signed: ……. Date: ……..
Cllr. Karol Silovsky, Chair

Tiffany Pollock
Clerk to Tunstall Parish Council

Chair's initials: …….