

**Minutes of Tunstall Parish Council Meeting**

Held on 12<sup>th</sup> January 2023 ~ 7.00pm

Tunstall Community Hall

**Members**

Cllr. Karol Silovsky  
Cllr. Oliver Morgan  
Cllr. Lesley Cresswell

Cllr. Kevin Ross  
Cllr. Andy Vince  
Cllr. Sophy Yeoman

Cllr. Patricia Bessey  
Cllr. Bruce Firth-Clark

**Present**

Cllr. Karol Silovsky  
Cllr. Andy Vince  
Cllr. Sophy Yeoman

Cllr. Kevin Ross  
Cllr. Lesley Cresswell  
Cllr. Bruce Firth-Clark

Cllr. Bruce Firth-Clark  
Cllr. Patricia Bessey

**Attendees**

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

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

Apologies had been received from Cllr. Andrew Reid (County Councillor).

**2. 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.*

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

a) Reports or comment from any member of the public

*None.*

b) Reports from County and District Councillors

Cllr. Herring reported that East Suffolk will be proposing that Council tax is increased by 2.85% and that budgets are being reviewed. Social housing in the Waveney area are in good order but housing will need continued investment.

A Councillor raised concerns of the lack of cleaning and maintenance of local rivers, with a rise in cases of bird flu this is something that needs to be addressed. Cllr. Herring agreed with the concerns and suggested that this was raised with the environmental agency.

**4. Highways**

- a) To receive an update for estimated costs for Orford Road

No further update, awaiting costings from Highways, the Clerk will send a reminder.

**Action: Clerk**

- b) To receive an update for ongoing flooding issues on School Road

The Clerk has requested a response from East Suffolk, this has been copied to Cllr. Herring. The Clerk will send a reminder to Cllr. Herring.

**Action: Clerk**

- c) To elect an additional representative for the Joint Parish Traffic Initiative

Cllr. Firth-Clark indicated that he would be willing to become an additional representative for Tunstall, this was proposed by Cllr. Silovsky and seconded by Cllr. Yeoman, all Councillors were in agreement.

- d) To discuss and review data from the speed indicator device

Councillors agreed for this to be added to the next agenda so that a further data from another location could be considered.

**Action: Clerk**

**5. To agree minutes of meeting dated 3<sup>rd</sup> November 2022**

Cllr. Vince proposed the minutes to be adopted as a true record of the meeting. This was seconded by Cllr. Yeoman and all Councillors were in agreement.

**6. To accept and acknowledge resignation from Cllr. Vince and agree additional bank signatories.**

Councillors thanked Cllr. Vince for his work and input as part of the Council, Cllr. Vince indicated that he would remain as a trustee of the Community Hall and will continue managing the MUGA.

Cllr. Cresswell indicated that she would be willing to become a signatory for the bank account, this was proposed by Cllr. Yeoman and seconded by Cllr. Morgan, all Councillors were in agreement.

**7. To elect a representative for the Alde and Ore Estuary Partnership**

Cllr. Morgan indicated that he would be willing become the representative for Tunstall, this was proposed by Cllr. Cresswell and seconded by Cllr. Bessey, all Councillors were in agreement.

**8. To review and discuss Action Log:**

- Bank Mandate Changes – The mandate change has not yet been completed, Barclays are processing the changes.
- Flooding – The Clerk will continue to chase East Suffolk Planning for a response from the letter highlighting the flooding on School Road next to Alde House. This has been copied to Cllr. Herring for assistance.
- Highways – speeding on Woodbridge Road, estimate of costs for the bend on Orford Road – Awaiting quotes from Highways.
- Joint Committee meeting with Tunstall Community Hall Trustees – Date to be confirmed.
- Memorial bench replacement – Awaiting quote
- SID Data – Clerk has collected the data from Orford Road
- Additional post for the SID at Snape Maltings – Decision on exact location to be made, Clerk has contacted the Police for locations.
- Donation requests for Tunstall Bulletin – Requests have been sent to St Michaels Church and Grace Church.

Action: Clerk

**9. Recreation Ground/Community Hall:**

a) To receive update of the Community Hall Charity/Committee

The management agreement is yet to be signed by both parties, the Clerk explained that the agreement will need to be signed by the last remaining lessee prior to a joint meeting being held. The Clerk will contact the Councillors and the Community Hall Committee with a proposed meeting date.

Action: Clerk

b) To elect a Parish Council representative for Tunstall Community Hall Management Committee

Cllr. Yeoman indicated that she would be willing to become the Parish Council representative, although due to teaching commitments she would be unable to attend on Monday evenings. The Clerk will contact the Community Hall Committee and advise.

Action: Clerk

**10. To appoint a Councillor to inspect the Catchment pit quarterly**

Cllr. Firth-Clark indicated that he would be willing to carry out the inspections, this was proposed by Cllr. Silovsky and seconded by Cllr. Vince, all Councillors were in agreement. Cllr. Vince agreed to carry out the next inspection with Cllr. Firth-Clark.

**11. Tunstall Common/Forest**

a) To receive update from Cllr. Ross for Tunstall Common/Forest.

Cllr. Ross advised that the payment from the Rural Payment Agency had been received for Tunstall Common. There was a short discussion raising concerns that the grant systems and that the Government continue to promote maintenance of open habitat when we should be encouraging planting trees for our own fuel.

**12. To receive an update for the Sea Link and Euro Link consultations.**

Cllr. Cresswell attended the online meeting for the consultations, other attendees voiced the same concerns as the Tunstall Parish Council, that there was not enough detail on the maps and that you cannot have a full consultation without the full details.

The Clerk agreed to send the details of this to Cllr. Herring.

Action: Clerk

**13. To appoint a non-signatory Councillor to conduct reviews of the system of internal control on a quarterly basis with a written report of any findings to be submitted to the Council**

Cllr. Bessey indicated that she would be willing to conduct the reviews, this was proposed by Cllr. Silovsky and seconded by Cllr. Cresswell, all Councillors were in agreement.

Action: Clerk

**14. To appoint a Councillor to have responsibility for bank reconciliation checks**

Cllr. Silovsky and Cllr. Firth-Clark indicated that they would be willing to form a finance committee, this was proposed by Cllr. Yeoman and seconded by Cllr. Cresswell.

Action: Clerk

**15. To discuss and decide if the new salary rate should be applied to the Clerks salary as per 2022/23 National Salary Award – sent to Councillors 28<sup>th</sup> November 2022**

Cllr. Silovsky proposed that the new salary rate in line with the Nations Salary Award from NALC should be applied to the Clerks salary, this was seconded by Cllr. Cresswell and all Councillors were in agreement. The Clerk will contact SALC and request that this is applied.

Action: Clerk

**16. To discuss and decide locations for dog fouling signs/stickers**

After a short discussion Councillors agreed to place one of the larger signs on the rear of the memorial bench at the playing field and the second sign to the railings on the footpath at the corner of School Road. The Clerk will contact Highways to confirm this. Other sticker will be placed on the dog poo bins around the village.

Action: Clerk

**17. To discuss and decide any actions to assist with School Transport to Farlingaye – in conjunction with messages received from a resident**

Councillors discussed the concerns of the lack of school transport from Tunstall and Farlingaye as well as school catchment areas. Councillors agreed to awaiting further information from Suffolk County Council.

**18. To discuss Outdoor 'Sport and 'Play' funds, including votes received and agree next steps.**

Chair's initials: .....

The Clerk confirmed the order of votes received (1 being most favoured)

1. Childrens play area
2. Outdoor Gym
3. Improvements to the Community Hall Car Park
4. Tunstall Bowls Club – New lawn mower to maintain the green
5. Smaller Football Goals
6. Levelling of the playing field
7. Community ride on lawn mower to maintain the playing field/children’s play area.

Councillors requested the Clerk to provide quotes for all the above items to be discussed at the next meeting.

**19. Finance Matters:**

- a) To receive accounts as of 31<sup>st</sup> December 2022

The Clerk had circulated the accounts as of 30<sup>th</sup> September 2022 and explained that further bank statement’s had not been received and that any further statements will not be produced until the mandate changes are complete.

- b) To discuss draft budget for 2023/2024

The draft budget had been circulated to Councillors prior to the meeting, the Clerk explained that this is not up to date due to the bank mandate.

- c) To discuss and agree precept

Councillors discussed the precept from East Suffolk and agreed to request £10,251.03 which would show as a 1.44% increase on residents council tax bills. This was proposed by Cllr. Silovsky and seconded by Cllr. Bessey, all Councillors were in agreement.

- d) To authorise the following Invoices for Payment:

i. Suffolk Coastal Norse (Grass Cutting)	£582.19
ii. T Pollock (Clerks expenses)	£124.04

The above payment was proposed by Cllr. Yeoman, seconded by Cllr. Firth-Clark and all were in agreement it be paid.

- e) To note Payments made since last meeting:

i. Suffolk Digital (Bulletin 6 months)	£486.00
ii. HMRC	£10.60
iii. T Pollock (Clerks salary, November)	£292.92
iv. Tunstall Community Hall (office hire)	£300.00
v. Tunstall Community Hall (hall hire)	£80.00
vi. T Pollock (Clerks expenses)	£117.40
vii. T Pollock (Clerks salary, December)	£293.12
viii. HMRC	£10.40
ix. Tunstall Community Hall (hall hire)	£80.00

Chair’s initials: .....

f) To note Payments received since last meeting:

i. Natural England	£6,462.10
ii. Suffolk Building Society (interest)	£637.70

g) To note Bank Balances as of 31<sup>st</sup> December 2022:

iii. Barclays Bank (Current Account)	£tbc
iv. IBS (Tunstall Parish Council)	£6,462.10
v. IBS (Tunstall Common Fund)	£71,347.83
vi. Natwest (MUGA Account)	£1,826.57

All listed payments were accepted by all, proposed by Cllr. Yeoman, seconded by Cllr. Silovsky.

**20. Planning:**

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

There were no applications.

b) Any other applications forthcoming:

- *There were none*

**21. Documentation – to review and accept where appropriate:**

- Suffolk Code of Conduct (2020)
- Internal Controls

Councillors had received and reviewed the above documents prior to the meeting, Cllr. Silovsky proposed that both documents should be adopted by the Council, this was seconded by Cllr. Morgan and all Councillors were in agreement.

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

The following meeting dates were agreed:

- 9<sup>th</sup> March
- 11<sup>th</sup> May
- 13<sup>th</sup> July
- 31<sup>st</sup> August

The meeting closed at 8.52pm.

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

Date: .....

*Tiffany Pollock*  
Clerk to Tunstall Parish Council

Chair's initials: .....