

Minutes of Tunstall Parish Council Meeting

Held on 9th March 2023 ~ 7.00pm

Tunstall Community Hall

Members

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

Cllr. Kevin Ross
Cllr. Bruce Firth-Clark
Cllr. Sophy Barrow

Present

Cllr. Karol Silovsky
Cllr. Sophy Barrow

Cllr. Kevin Ross
Cllr. Bruce Firth-Clark

Cllr. Oliver Morgan
Cllr. Lesley Cresswell

Attendees

Tiffany Pollock (Clerk)
1 member of the public

1. To receive Apologies for absence:

None.

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

None.

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 further 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 further reminder to Cllr. Herring.

Chair's initials:

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

Cllr. Firth-Clark explained that the JPTI group seems to have taken on planning matters which is not what was expected from a traffic initiative group. Cllr. Firth-Clark no longer wishes to represent the Parish Council on this group but would be interested in the future if the group discusses traffic issues.

Councillors agreed that the clerk should contact the group lead and request that the Parish Council are notified if discussions surrounding traffic concerns arise.

Action: Clerk

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

The data collected from Woodbridge Road and Orford Road was not as bad as had been expected, Councillors asked the Clerk for data to be collected from Tunstall Common. This will be reviewed at the next meeting.

Action: Clerk

5. To agree minutes of meeting dated 12th January 2023

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

6. To discuss the Kings Coronation celebration.

As advised prior to the meeting the Clerk requested funding from Cllr. Herring for mugs for the Kings Coronation, after discussions Councillors agreed that planting an Oak tree on the playing field would be more appropriate use of funds. The Clerk will contact Cllr. Herring to confirm reallocation of funding.

The Parish Council will invite residents to the playing field for picnics, games and planting of the tree at midday on 7th May 2023.

Action: Clerk

7. To discuss repairs required in the Children's play area

The Clerk had circulated the list of repairs prior to the meeting:

- **Repair fencing** - repair or replace fencing at the rear of the playground. Possibly fit gate for rear access.
- **Chalk board** - The facing needs re blacking if it is to remain
- **Zip Wire** - Both access ramps are slippery and require anti slip strips
- **Repair seat on climbing frame** – The securing bolt is missing from the blue seat and needs to be replaced.
- **Round Table & Chairs** – Table needs removing and replacing with similar design
- **Rope Climb Fixing** – Ground level bolt fixing needs to be replaced
- **Memorial Bench** – Bench is to be replaced
- **Remove old goal post**

Chair's initials:

After discussions Councillors agreed the following actions:

- Repair fencing – Clerk to obtain quotes for chain link fence, Cllr. Silovsky agreed to apply for grant funding from the National Lottery.
- Chalk Board – to be repainted
- Zip Wire – to be jet washed annually, warning signs to be installed for caution to be taken when ramps are wet
- Repair seat on climbing frame – Clerk to locate new bolts
- Round Table & Chairs – Clerk to obtain quotes
- Rope Climb Fixing – Clerk to locate new fixing
- Memorial Bench – Awaiting quotes from Cllr. Firth-Clark
- Remove old goal posts – This has now been removed

8. To review and discuss Action Log:

- Bank Mandate Changes – 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.
- Memorial bench replacement – Awaiting quote
- SID Data – Clerk has collected the data from Orford Road and Woodbridge 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.
- Quotes for projects for the sports and play funds – This will be discussed further on the agenda

Action: Clerk

9. To accept and acknowledge resignation from Cllr. Bessey

Councillors accepted and acknowledged Cllr. Bessey's resignation, the Clerk was asked to send Cllr. Bessey a message of thanks.

10. Recreation Ground/Community Hall:

- a) To receive update of the Community Hall Charity/Committee, including signing of the management agreement.

Councillors Morgan, Cresswell and Barrow who had been unable to attend the joint committee meeting read and signed the management agreement.

Chair's initials:

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

This was deferred to the next meeting.

Action: Clerk

11. Tunstall Common/Forest

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

Cllr. Ross advised the council that the funding scheme for Tunstall Common has been extended for another year, applying for the grants this year was harder. Cllr. Ross will cut further fire breaks and map the common. The AONB has cleared the scrub and planted 250 hedging plants.

12. To discuss and consider a donation of £150.00 - £200.00 towards The Great Tunstall Get Together on Saturday 1st July 2023.

The Clerk had circulated a grant request for The Great Tunstall Get Together prior to the meeting, Councillors agreed to fund the requested donation of up to £200 but would like details of how the money will be spent. This was proposed by Cllr. Firth-Clark and seconded by Cllr. Morgan, all Councillors were in agreement.

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

This was deferred to the next meeting.

Action: Clerk

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

Cllr. Silovsky indicated that he would be willing to carry out bank reconciliation checks, this was proposed by Cllr. Firth-Clark and seconded by Cllr. Cresswell, all Councillors were in agreement.

Action: Clerk

15. To discuss received estimates so far for projects for the Outdoor 'Sport' and 'Play' funds and agree next steps.

1. Childrens play area

The Clerk explained that there are various options for the Children's play area and that most companies she had contacted offer a free design service. Councillors asked the Clerk to arrange for some free designs to be drawn up.

2. Outdoor Gym

Companies offering design's for the play area also offer outdoor gym equipment, the Clerk will source options/quotes whilst looking into the Children's play area.

3. Improvements to the Community Hall Car Park

The Clerk is awaiting a quote.

4. Tunstall Bowls Club – New lawn mower to maintain the green

The estimated cost for the new lawn mower for the bowls club is just under £7000.00

Chair's initials:

5. Smaller Football Goals

This will be quoted at the same time as the Children’s play area.

6. Levelling of the playing field

The Clerk is awaiting a quote.

7. Community ride on lawn mower to maintain the playing field/children’s play area.

Councillors discussed the Community lawn mower and decided that this would not be a viable long-term option.

16. Finance Matters:

a) To receive accounts as of 28th February 2023

The Clerk had circulated the accounts as of 30th 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 authorise the following Invoices for Payment:

- i. East Suffolk Licence for use of land for village sign £19.03

The above payment was proposed by Cllr. Silovsky, seconded by Cllr. Barrow and all were in agreement it be paid.

c) To note Payments made since last meeting:

- i. T Pollock (Clerks salary, January) £292.92
- ii. T Pollock (Clerks salary, February) £292.92
- iii. HMRC £10.60

d) To note Payments received since last meeting:

- i. Suffolk County Council (Grant – Cllr. Reid, Cost of Living event) £101.43

e) To note Bank Balances as of 28th February 2023:

- ii. Barclays Bank (Current Account) ftbc
- iii. IBS (Tunstall Parish Council) £6,462.10
- iv. IBS (Tunstall Common Fund) £71,347.83
- v. Natwest (MUGA Account) ftbc

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

17. Planning:

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

DC/22/4019/ARM Proposal: Approval of Reserved Matters of Planning Permission DC/20/3890/OUT – Outline Application (With Some Matters Reserved) – Residential development for up to 75 dwellings, with associated open space, including community orchards and allotments, along with play space and integrated public rights of way. Land At Redwald Road, Rendlesham, Suffolk, IP12 2TZ
 Site address: Land At, Redwald Road, Rendlesham, Suffolk, IP12 2TZ.

Councillors made the following comments:

- The plans show a tree protection fence, but the trees have now been felled.
- Concerns for the access road, should Redwald Road be considered?
- Part of the road at the roundabout is known for flooding, will this development cause the flooding to be worsened.
- We need to highlight to the planning officers with our flooding concerns as we have no confidence that flooding has been considered as this may result in a similar scenario to School Road.
- Widening of the road needs to be confirmed, will this result in further trees being felled.
- Conclusion: **Objection** with comment the above comments.

Action: Clerk

b) Any other applications forthcoming:

- To discuss and agree a format for a public consultation for proposed planning behind the play area and Tunstall Bowls Club.

After a short discussion Councillors agreed that a public Q&A session should be held to discuss the proposed planning. The Clerk will arrange a time and date for this to be held, this will be advertised on the Tunstall Facebook page, Bulletin and Grapevine.

Action: Clerk

18. Documentation – to review and accept where appropriate:

- Risk Assessment (Catchment Pit, March 2023)
- Risk Assessment (Financial, March 2023)
- Risk Assessment (Non-Financial, March 2023)
- Asset Register
- Standing Orders
- Financial Regulations

The above documentation had been reviewed by Councillors prior to the meeting, Cllr. Silovsky proposed that the documents should be adopted, this was seconded by Cllr. Barrow and all Councillors were in agreement.

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

Items to add to the next agenda:

- Items carried forward from this meeting.
- Co-option of a new Councillor

The Clerk suggested that if bank statements are received from Barclays an additional meeting should be held to update the accounts for the end of year, Councillors agreed to meet on 29th March at 7pm in St Michaels Church.

The meeting closed at 9.05pm.

Signed:
Cllr. Karol Silovsky, Chair

Date:

Tiffany Pollock

Chair's initials:

Clerk to Tunstall Parish Council

Chair's initials: