

**Minutes of Tunstall Parish Council Meeting**

Held on 11<sup>th</sup> May 2023 ~ 7.00pm

Tunstall Community Hall

**Members**

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

Cllr. Kevin Ross  
Cllr. Ben French  
Cllr. Sophy Barrow

Cllr. David Broomfield  
Cllr. Steve Smith  
Cllr. Neil Gilbert

**Present**

Cllr. Karol Silovsky  
Cllr. Sophy Barrow

Cllr. Kevin Ross  
Cllr. Oliver Morgan

Cllr. Lesley Cresswell  
Cllr. David Broomfield

**Attendees**

Tiffany Pollock (Clerk)  
Cllr. Tim Wilson – District Councillor

**1. To elect a Chair of the Parish Council and signing of the Declaration of Acceptance of Office.**

Cllr. Silovsky indicated that he would be willing to be re-elected as Chair of the Parish Council, this was proposed by Cllr. Ross and seconded by Cllr. Cresswell. 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. French (previous commitment), Cllr. Smith (previous commitment) and Cllr. Gilbert (family matter). These apologies were noted and accepted by all.

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

Cllr. Silovsky declared an interest as a member of the Parochial Church Council for St Michaels Church. Cllr. Cresswell declared an interest as a member of Tunstall Bowls Club.

**4. Signing of Declaration of Acceptance of Office and completion of Election Expenses Forms**

All Councillors present signed the Declaration of Acceptance of Office (following the Election on 4<sup>th</sup> May) and these were collected to be held by the Clerk.

All Councillors present completed their Election Expenses form and the Clerk agreed to deliver these to East Suffolk Council. The Clerk agreed to take both forms to the Councillors not present.

**Action: Clerk**

Chair's initials: .....

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

a) Reports or comment from any member of the public

No members of the public were in attendance, Cllr. Cresswell advised the Council that she has received concerns from a member of the public with regards to the road closure on Station Road, Campsea Ashe.

Members of the public tried to get through the road closure on Station Road on 26<sup>th</sup> April, the website stated two-way signals to be in place with no footpath closure. The road was closed, they had not been able to pass even via the path and had been told to go back to the neighbouring village.

A complaint was made on 26<sup>th</sup> April via the one.network website, automatic response was received to expect a reply in five days. A reply was received seven days later stating that this will be investigated.

Councillors agreed that it is very misleading to have a website which does not reflect the reality of the situation. The Clerk was asked to raise the complaint with Cllr. Reid and request that this is taken further.

Concerns were also discussed regarding the road closure sign at Bromeswell, drivers followed the diversion only to find that they still could not get through as the closure was on Tunstall Common. This resulted in traffic having to go back, the Clerk was asked to raise the complaint with Cllr. Reid and request that this is taken further.

**Action: Clerk**

b) Reports from County and District Councillors

A report had been received from Cllr. Reid which was sent to Councillors prior to the meeting.

Cllr. Wilson was welcomed by the Parish Council as the new District Councillor, Cllr. Wilson gave a short introduction of his background and that he had been a member of the green party for almost nine years. Cllr. Wilson is happy to support Tunstall and will assist with preparing a Neighbourhood plan.

The Council requested support with obtaining a response from East Suffolk Council Planning department for the issues raised regarding the flooding on School Road. Cllr. Wilson is happy to follow this up and requested the Clerk forward all the details.

**Action: Clerk**

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

Cllr. Barrow put her name forward to take on this role. This was proposed by Cllr. Cresswell, seconded by Cllr. Silovsky and all Councillors were in agreement. Cllr. Barrow signed the Declaration of Acceptance of Office.

**7. To appoint persons to the following offices:**

a) **Responsible Finance Officer** – Tiffany Pollock - Clerk

Chair's initials: .....

- b) **Tree Warden** – Cllr. Ross
- c) **Footpaths Warden** – Cllr. Cresswell
- d) **SALC Representative** – Cllr. Cresswell
- e) **Internal Auditor** – Trevor Brown

The above appointments were proposed by Cllr. Silovsky, this was seconded by Cllr. Barrow and all Councillors were in agreement.

**8. To receive instructions for the completion of the Register of Member’s Interests at East Suffolk Council**

The Clerk advised the Council that a link will be provided to all Councillors to log in and check the Register of Member’s Interest on the East Suffolk Council website, this is the responsibility of each Councillor to check that their details are correct.

**Action: Clerk**

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

The Clerk confirmed that there are no direct debits on the accounts but there is one standing order for the Information Commissioners Office for £40.00 annually.

**10. To agree Minutes of meeting dated 9th March 2023**

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

**Action: Clerk**

**11. Highways**

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

No formal quotation has been received, but Councillors have received an approximate guide price. The Clerk will continue to chase for an accurate quotation.

**Action: Clerk**

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

There has been no reply received from the planning department, Cllr. Wilson requested further details to be passed on to him to assist in an appropriate resolution.

**Action: Clerk**

**c) To discuss and review data from the speed indicator device**

*This was deferred to the next meeting.*

**12. Planning**

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

*There were none.*

**b) To discuss joining the East Suffolk Planning Alliance (ESPA)**

Councillors had received a message prior to the meeting from the ESPA group requesting whether the Parish Council would consider joining the group. Councillors agreed that this could be beneficial, Cllr. Silovsky proposed that Tunstall Parish Council become a member, this was seconded by Cllr. Barrow. All Councillors were in agreement. Cllr. Morgan advised that he would be happy to attend meetings as a representative.

Action: Clerk

**c) To discuss and agree next steps from the Q&A session held for the possible proposed planning to the rear of the Childrens play area and Bowls Club**

After a short discussion Councillors agreed that it would be essential to seek further views from residents for the proposed development, it was suggested that a questionnaire could be used. Councillors asked the Clerk to contact Cllr. Wilson and the ESPA for their input.

Action: Clerk

**d) To discuss developing a Neighbourhood Plan for Tunstall**

Cllr. Wilson highlighted the benefits of Neighbourhood Plans and the scope they hold when planning permission is considered for future developments. There are grants available which cover the majority of the total cost. Plans take years to put together and go through a five-stage process but once a plan is passed it would supersede the local plan. The Clerk agreed to send a link to Councillors with further information for Neighbourhood plans and will contact Ufford Parish Council who are currently in the process of developing their plan for further information.

Action: Clerk

**13. Tunstall Common/Forest**

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

Cllr. Ross has the GPS coordinates for the King's Oak which has been dedicated for the Coronation on Tunstall Common, Cllr. Ross agreed to look into costs for a steel guard to be placed around the tree along with a Tree Protection Order.

Complaints had been received from residents as an Oak tree had not been planted on the playing field for the Kings Coronation. The Clerk has responded to the complaints received and explained that concerns had been raised from residents for the planting of the tree and that an alternative solution had been found by dedicating a tree on Tunstall Common.

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

- **Bank Statements** – The Clerk has chased for bank statements to be sent numerous times; March 2023 statement required as a priority for end of year.
- **Flooding** – School Road, the Clerk has chased the planning department, Cllr. Wilson has agreed to assist. The Clerk will pass information over to Cllr. Wilson.
- **Highways** – Quote required for the bend on School Road, Clerk will continue to chase.
- **Memorial Bench** – The Clerk will chase for an update.

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- **SID Data** – Deferred to the next meeting.
- **Donation Requests for the Tunstall Bulletin** – Awaiting response.
- **Quotes for projects for the Outdoor Sport and Play funds** – Cllr. Silovsky has applied for a lottery grant for a shelter, fence and climbing frame.

Action: Clerk

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

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

*This was deferred to the next meeting.*

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

Although Cllr. Smith was not at the meeting; he had previously indicated that he would be willing to take on the role. The Clerk, as a trustee of the hall had previously been asked to update the Community Hall, Councillors agreed to continue this arrangement with the Clerk as representative. Cllr. Smith was thanked for his offer.

**16. To discuss future village events**

Cllr. Barrow asked whether the Parish Council had any responsibilities in organising events, Cllr. Silovsky stated that the insurance covers events that have been approved by the Council. The remit of the Parish Council was discussed that it was not their responsibility to put on events. The Council agreed that more communication between the Community Group and the Parish Council would be helpful. The Clerk was asked to communicate with the group and discuss how things might be moved forward.

Action: Clerk

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

*This was deferred to the next meeting.*

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

*This was deferred to the next meeting.*

**19. Finance Matters:**

- a) To accept and sign accounts to 31<sup>st</sup> March 2023

As previously explained as part of the Action Log (item 14) bank statements had not been received.

- b) To review accounts for April 2023

As above and item 14.

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c) To authorise the following Invoices for Payment:

- |      |  |         |
|------|--|---------|
| i.   | Suffolk Digital (Six months Tunstall Bulletin) | £522.00 |
| ii.  | Tunstall Community Hall                        | £80.00  |
| iii. | <i>Any other invoice presenting.</i>           |         |
|      | <i>None</i>                                    |         |

d) To note Payments made since last meeting:

- |       |                                  |         |
|-------|----------------------------------|---------|
| i.    | SALC (payroll)                   | £54.00  |
| ii.   | T Pollock (Clerks salary, March) | £292.92 |
| iii.  | HMRC                             | £10.60  |
| iv.   | Suffolk Cloud (Tunstall website) | £150.00 |
| v.    | SALC(subscription)               | £267.52 |
| vi.   | Tunstall Bowls Club (Grant)      | £450.00 |
| vii.  | Tunstall Community Hall (Grant)  | £400.00 |
| viii. | D. Lowne (Grant)                 | £150.00 |
| ix.   | T Pollock (Clerks salary, April) | £303.52 |
| x.    | T Pollock (Clerks expenses)      | £157.46 |

e) To note Payments received since last meeting:

This cannot be confirmed until the bank statement arrives.

f) To note Bank Balances as of 30<sup>th</sup> April 2023:

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

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

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

Items to add to the next agenda:

- Items carried forward from this meeting.

The meeting closed at 9.05pm.

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

Date: .....

*Tiffany Pollock*  
Clerk to Tunstall Parish Council

Chair's initials: .....