

Minutes of Tunstall Parish Council Meeting

Held on 13th July 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. Neil Gilbert

Present

Cllr. Karol Silovsky
Cllr. Ben French

Cllr. Kevin Ross
Cllr. Oliver Morgan

Cllr. Lesley Cresswell
Cllr. David Broomfield

Attendees

Tiffany Pollock (Clerk)
Cllr. Andrew Reid (County Councillor)
24 Members of public

1. To receive apologies for absence.

Apologies had been received from Cllr. Gilbert (holiday), Cllr. Barrow (unwell), the apologies were accepted by all.

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

Interests were declared by Cllr. French and Cllr. Cresswell as members of Tunstall Bowls Club, for item 13.

Cllr. Morgan declared an interest in planning application DC/23/2156/OUT as an immediate neighbour of the proposed plans, item 4 a).

3. Public Participation (15 Minutes Maximum) To receive:

a) Reports or comment from any member of the public

The following comments were made by members of the public in regard to planning application DC/23/2156/OUT Proposal: Outline Application (Some Matters Reserved) – Hybrid planning application consisting of an outline planning application with all matters reserved except for access for the erection of up to three dwellings and a full planning application for the replacement of one existing dwelling, widening of access road and provision of public open space. Site address: Land at Tunstall Common, Tunstall, Suffolk

- The proposed development is outside of the settlement boundary. Any planning application outside of the settlement boundary must be refused unless it falls within the local plan policy framework, (the cluster policy has been quoted by the applicant).

Chair's initials:

- The land as it stands is within a natural environment and is within the AONB and next to a SSSI site.
- Many residents from Tunstall Common have objected to the plans and have attended this meeting as well as submitting objections directly to East Suffolk Council.
- There is historic context to the area at Tunstall Common and the plans do not fit with the vernacular of the houses.
- This is a hybrid application and the applicant seems to separate this into two separate applications. This cannot be looked at in this way. The application is for 4 houses therefore should be a public consultation and a pre-application should have been submitted.
- This is a major development and at the moment there is no local need and no public interest, there are large developments being built locally in Rendlesham.
- The plans do not include any affordable housing.
- Cluster policy – the plans have referred to the cluster policy but this is not possible. To be within policy there needs to be houses either side of the proposed plans, so that any planned dwellings become an infill (gaps in teeth given as an example). This does not apply to this application, because the Baptist Chapel is only incidental and is not a dwelling. The cluster policy also requires any development to be adjacent to a highway this does not apply to this application as the lane leading up to the Baptist Chapel has no public right of way and thus is not within policy.
- No letters of support have been received.
- The access would need to be made via a quiet lane (Mill Lane) the proposed development would increase traffic substantially.
- Traffic speed is already an issue on Mill Lane and Orford Road.
- There is no available public transport, part of the planning policy is not to encourage development which rely on private car use. There are no pavements or cycleways to any public transport.
- Tunstall Common has no facilities, all journeys have to be made by own transport arrangements.
- Flooding is an ongoing issue. Mill House has been flooded and required a bund to be built around the perimeter of the house. There is run off from the field which runs through to Mill Lane. This plan would worsen the situation because of additional hard standing.
- The plans show road widening, this is not possible without encroaching on others land/property, particularly land belonging to Rosemary Cottage.
- Both Mill Lane and the lane to the Baptist Chapel are single track lanes.

- Bin lorries are not able get through the Baptist Chapel Lane and the bins are left at the end of the lane. An increase in bins would become a problem and a nuisance.
- Overall the residents of the Common have huge concerns and they object to this planning application.
- The Mill Lane junction on Orford road is dangerous and there are often accidents, any increase in traffic would worsen this.
- The sewage system often overflows if there are more housing developments the system will not cope.
- A representative from East Suffolk Planning Alliance introduced themselves and attended the meeting to listen to comments made in regard to the planning application. The representative offered reassurance that ESPA will be willing to support the objections in any way they can.
- Some of the land included in the plans for widening the access is common land and owned by Tunstall Parish Council.
- This application would not go ahead if the Baptist Chapel had not had conversations with the land owner.
- Cllr. Silovsky thanked the members of the public for their comments and encouraged others to write to East Suffolk Council with their comments if they wish to do so.

Other comments received from members of the public:

- Speed indicator device: why was this left at Tunstall Common for two months and only working for two weeks.

The Clerk explained that she is currently the only person moving the SID around the village, until further volunteers come forward the Clerk will continue to do her best within her workload capacity.

- Road Closures: a member of the public had raised issues with regards to road closures in Bromeswell and Campsea Ashe, the Clerk had forwarded the response received from Suffolk County Council, but the member of the public felt that this had not answered the questions raised.

Cllr. Reid asked the Clerk to forward this onto him to investigate.

Action: Clerk

- A member of public questioned if the issues between the Community Hall and Parish Council had been resolved and if members of the public are able to view the document prepared by solicitors (as instructed and paid for by the Parish Council).

Cllr. Silovsky stated that the document is not readily available for public access as it contains legally privileged information.

- The member of the public insisted that the Parish Council clearly minute that members of the public are not allowed to view the document even though it was paid for from Parish Council funds (tax payers money).

Chair's initials:

Cllr. Ross felt that it is wrong to withhold the document and that it should be shared with members of the public.

Cllr. Silovsky stated that Tunstall Parish Council's legal obligation is to not to disclose the details as per solicitor's instructions.

Cllr. Silovsky thanked all members of the public for attending the meeting and explained that they are welcome to continue to stay and observe the rest of the meeting.

b) Reports from County and District Councillors

A report from Cllr. Reid was circulated to Councillors and uploaded onto the website prior to the meeting. Cllr. Reid highlighted that the report has a main focus on trading standards.

4. Planning:

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

DC/23/2156/OUT Proposal: Outline Application (Some Matters Reserved) – Hybrid planning application consisting of an outline planning application with all matters reserved except for access for the erection of up to three dwellings and a full planning application for the replacement of one existing dwelling, widening of access road and provision of public open space. Site address: Land at Tunstall Common, Tunstall, Suffolk

Councillors made the following comments:

- There is froth in parts of the sewage system running up to the treatment plant at Blaxhall, water users at Iken Cliff have been suffering from river rash. The plant is not coping with the current levels of chemicals and waste. Councillors asked the clerk to write to Anglian water with concerns and FOI of servicing and maintenance works.
- We need the countryside and we need to protect it.
- There is no appropriate access.
- There are so many faults with this application it should not have been submitted.
- The Mill Lane junction at Orford Road is dangerous and any increase of traffic is going to worsen this.
- This site is a green field site and within the AONB and should not be developed.
- This is outside the settlement boundary and does not comply with the local plan or the cluster policy.
- The access is a single track lane and is not practical.
- The access cannot be widened without using land that belongs to others including common land.
- The road to the Chapel is not a public road and Mill Lane is a designated quiet lane any increase in traffic would not be acceptable.

Chair's initials:

- There is no local need for further development, the style is not suitable and looks like an urban cul de sac.
- There is a main plan and an alternative within this application. The alternative plan could lead to further unwanted development it were to be granted.

5 Councillors voted to object this application and 1 Councillor abstained (Cllr. Morgan) from voting.

Conclusion: Objection, the Clerk was asked to send an objection to this application including the above comments to East Suffolk Council.

Action: Clerk

b) Any other applications forthcoming or planning matters:

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.

The Clerk explained that ESPA would be willing to offer their support with moving this forward but they have not provided any examples of questionnaires as requested. After a short discussion Councillors agreed that ESPA should be contacted again and that the agent working for the land owner should be asked if they are able to provide any examples of questionnaires.

Action: Clerk

5. To agree minutes of meeting dated 28th June 2023

Cllr. Cresswell proposed the minutes to be adopted as a true record of the meeting. This was seconded by Cllr. French and all Councillors were in agreement, the minutes were signed by Cllr. Silovsky (Chair).

Action: Clerk

6. To discuss and agree allocations of projects for Councillor responsibility.

Councillors discussed allocations of projects and responsibilities of Councillors, it was noted that some Councillors are already looking after footpaths, Tunstall Common and finance matters. Councillors noted that any projects or decisions would not be made without being discussed at a meeting.

7. To elect a Councillor for quarterly checks of the catchment pit

Cllr. Broomfield and Cllr. French volunteered to carry out the checks on a quarterly basis, the Clerk will forward previous inspection details to both Councillors for reference.

Action: Clerk

8. Highways

a) To receive an update for ongoing flooding issues on School Road.

The Clerk advised that Tim Wilson is following this up with East Suffolk Council planning, the history and cause of the flooding was briefly discussed as well as the lack of maintenance and clearance of gullies. Councillors question whether gullies could be cleared by an alternative means, the Clerk will forward Councillors the Suffolk Highways 'self help scheme'

Chair's initials:

for review. Councillors agreed to raise this issue and the historic issue of flooding at the Green Man pond at the highways meeting in August.

Action: Clerk and Councillors

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

Councillors reviewed the data sent by the Clerk prior to the meeting, Cllr. Broomfield, Cllr. Cresswell and Cllr. Morgan agreed to help move the SID between locations through the village. The Clerk will arrange a rota and keys for each Councillor.

Action: Clerk

9. Tunstall Common/Forest

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

Cllr. Ross advised Councillors that nightjars are back at the common again this year, it is a quiet time of year for any maintenance, nothing further to report.

10. To review and discuss Action Log

- Flooding – School Road, Cllr. Wilson is chasing this up with the planning department.
- Highways – Quote required for the bend on Woodbridge Road, Highways meeting will be held with Councillors in August.
- Memorial Bench Replacement – Pricing of £150.00 has been received for the replacement bench, all Councillors agreed that this was acceptable, this was proposed by Cllr. Silovsky and seconded by Cllr. Cresswell.
- SID Data – This was circulated to Councillors prior to the meeting.
- Additional post for the SID at Snape Maltings – Clerk will be meeting with the Police next week to discuss.
- Donation requests for the Bulletin – awaiting responses.
- Quotes for Sport and Play funding – this will be discussed at item 13
- Bank Mandate for Suffolk Building Society – to be completed by Councillors.

Action: Clerk and Councillors

11. Recreation Ground/Community Hall

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

Cllr. Silovsky reported that the Community Hall Committee are now down to three trustees, although it was noted that the hall is continuing to be run smoothly.

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

Cllr. Silovsky indicated that he would be willing to volunteer as a representative and trustee of the Community Hall, this was proposed by Cllr. Broomfield and seconded by Cllr. Cresswell, all Councillors were in agreement.

12. 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.

Councillors suggested that Cllr. Gilbert may be interested in taking on this role, the Clerk was asked to contact Cllr. Gilbert directly and to add this onto the next agenda for discussion.

Cllr. Silovsky declared that the Standing Orders were suspended to allow the meeting conclude, all Councillors were in agreement.

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

After short discussion of costings received, Councillors asked the Clerk to send pricing out to all Councillors for review and to add this item on the next agenda for discussion.

14. To discuss play inspection report findings and agree next steps

Councillors agreed to hold a meeting at the play area to go through items on the report, this will be held on Tuesday 18th July at 2pm.

15. Finance Matters:

- a) To review accounts up to 31st May 2023

The Clerk had circulated the accounts to all Councillors prior to the meeting, the accounts were proposed by Cllr. Silovsky and seconded by Cllr. Broomfield, all Councillors were in agreement. Cllr. Silovsky agreed to sign the bank statements and review the building society books.

- b) To accept Internal Auditor's report for 2022/23 and 'Internal Auditors Report' of Part 3 of the Annual Governance and Accountability Return (AGAR)

These documents had been circulated to all Councillors. They were both proposed as 'accepted' by Cllr. Silovsky, seconded by Cllr. Cresswell and all Councillors were in agreement.

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

The Clerk advised the Council that they were entitled to declare themselves exempt from a Limited Assurance Review by PFK Littlejohn LLP, due to their income and expenditure both being under £25,000. Cllr. Silovsky proposed that this be formally declared, and the Exemption Certificate signed. This was seconded by Cllr. French and all Councillors were in agreement. The Chair and RFO signed the Certificate.

d) To agree and complete Section 1 of Part 2 of the AGAR 2022/23

This was agreed and proposed by Cllr. Silovsky, seconded by Cllr. Morgan and all Councillors were in agreement. The Chair and RFO signed the official copy.

e) To agree and completed Section 2 of Part 2 of the AGAR 2022/23

This was agreed and proposed by Cllr. Silovsky, seconded by Cllr. Morgan and all Councillors were in agreement. The Chair and RFO signed the official copy.

The Clerk agreed to publish all documentation on the web site and send any necessary paperwork to PKF Littlejohn LLP.

f) To discuss banking arrangements with Barclays and to consider compensation offered

The Clerk had circulated correspondence received from Barclays apologising and offering £150.00 compensation for the inconvenient and errors made to all Councillors prior to the meeting. After a short discussion Cllr. Morgan (as one of the signatories) agreed to contact Barclays to discuss further.

g) To authorise the following Invoices for Payment:

i.	Suffolk Coastal Norse	£187.39
ii.	Tunstall Community Hall	£25.00
iii.	David Bracey (Play area inspection)	£120.00
iv.	Any other invoice presenting.	
v.	T. Pollock (Clerks salary, July)	£335.84
vi.	HMRC	£8.00
vii.	T. Brown (Auditor)	£210.00

h) To note Payments made since last meeting:

None

i) To note Bank Balances as of 31st May 2023:

i.	Barclays Bank (Current Account)	£5,279.60
ii.	Suffolk BS (Tunstall Parish Council)	£6,544.46
iii.	Suffolk BS (Tunstall Common Fund)	£71,347.83
iv.	Natwest (MUGA Account)	£2,206.57

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

16. 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.
- Signage and lack of white lines at Mill Lane.

The next meeting will be held on 31st August at 7pm in the Community Hall.

Chair's initials:

The meeting closed at 9.30pm.

Signed:
Cllr. Karol Silovsky, Chair

Date:

Tiffany Pollock
Clerk to Tunstall Parish Council

Chair's initials: