

Minutes of Tunstall Parish Council Meeting

Held on 31st August 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 (until 7.32pm) Cllr. Lesley Cresswell (until 7.55pm)
Cllr. Sophy Barrow

Attendees

Tiffany Pollock (Clerk)
Cllr. Tim Wilson (District Councillor)
1 Member of public

1. To receive apologies for absence.

Apologies had been received from Cllr. Broomfield (holiday), Cllr. Morgan (holiday) the apologies were accepted by all.

Apologies had also been received from Cllr. Andrew Reid.

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 and Cllr. Silovsky as a trustee of Tunstall Community Hall for item 14.

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

a) Reports or comment from any member of the public

A member of the public raised concerns at the lack of response from Suffolk County Council's online 'Report it' system.

They noted that the current contractor working on the Highways seems to be spending public funds unnecessarily by authorising two workers to attend both ends of each road closure.

The member of the public asked if the Parish Council had raised the issues of flooding when they met with highways, the Clerk explained that the previous highways meeting held was to discuss road safety improvements for the bend of Orford/Woodbridge Road. Although the Clerk did advise that she has been chasing highways for a response for flooding but had not received any response, the Clerk will forward copies to Cllr. Wilson and Cllr. Reid.

Chair's initials:

The member of public felt that a site meeting to discuss flooding with highways would be required, they noted that the highways 'self-help' guidance states that drains should be cleaned yearly as part of regular maintenance, yet this has clearly not been the case for Tunstall.

Cllr. Cresswell stated that she felt disappointed that a Parish Councillor had stated how the Bowls Club should be run.

b) Reports from County and District Councillors

Reports from Cllr. Reid and Cllr. Wilson had been circulated to Councillors and uploaded onto the website prior to the meeting.

Cllr. Ross requested that Item 8 was moved and discussed next on the agenda due to having to leave the meeting early. This request was accepted by the Chair and all Councillors agreed.

4. To agree Minutes of meeting dated 13th July 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).

5. Planning:

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

DC/23/3026/FUL: Construction of a single storey extension to the front elevation for additional bedroom en-suite and new entrance area. Site address: 8 Orford Road, Tunstall, Woodbridge, Suffolk, IP12 2JN

Councillors had no concerns for the proposed plans. **Conclusion: No Objection** (proposed by Cllr. Silovsky, seconded by Cllr. French, all Councillors in favour).

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.

Cllr. Silovsky advised Councillors that the land owner would appreciate a response from the Parish Council with next steps from the Q&A session. The Clerk had previously circulated an example questionnaire provided by ESPA and distributed an example set of questions from Cllr. Broomfield.

After a short discussion it was agreed for all Councillors to submit suggested questions to the Clerk to develop a draft questionnaire for the next meeting.

6. To discuss the Tunstall Grapevine, Bulletin and webpage

Councillors briefly discussed the Tunstall Grapevine, Bulletin and webpage, it was felt that they are fit for function and at present not a high priority.

7. Highways

- a) To discuss a message received from a resident with regard to flooding on Woodbridge Road.

As previously discussed, (item 3. a.) the Clerk has contacted highways with regard to outstanding flooding issues in Tunstall, the Clerk will continue to chase this and copy messages to Cllr. Wilson and Cllr. Reid.

Action: Clerk

- b) To receive an update for outstanding flooding issues

As per previous item, no response has been received.

- c) To receive an update for road safety improvements for the bend on Woodbridge/Orford Road.

Cllr. Barrow explained contact with East Suffolk planning had been held prior to the meeting with highways and had not been to discuss improvements for the bend on Woodbridge/Orford Road.

No quote has been received from highways for any suggested improvements, the Clerk will contact highways and Cllr. Reid for an update.

It was noted that vehicles continue to be parking on the junction of School Road.

8. Tunstall Common/Forest

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

Cllr. Ross reported that it is a quiet time of year for any maintenance, nothing further to report.

- b) To discuss reports of overnight camping at Tunstall Common

Cllr. Ross feels that campervans parking on Tunstall Common is not an issue, Cllr. Ross usually approaches any campers directly and they have moved on and not caused any problems. Cllr. Ross will continue to keep a close eye on the situation and will notify Councillors if there are any issues.

9. To discuss current grass cutting arrangement.

Cllr. Silovsky advised that this agenda item had been suggested by another Councillor to offer the grass cutting of the playing field and area surrounding the Community Hall to the Bowls Club to help them raise funds.

The lawn mower belonging to the Bowls Club would not be suitable for the playing field and Councillors felt that the current arrangement is working well.

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, Clerk will contact highways.
- Additional post for the SID at Snape Maltings – awaiting confirmation of possible locations.

Chair's initials:

- Donation requests for the Bulletin – awaiting responses.
- Quotes for Sport and Play funding – this will be discussed at item 14

Action: Clerk

11. Recreation Ground/Community Hall

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

Cllr. Silovsky reported that the lighting in the rear corridor have been completed, nothing further to report.

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.

This item was deferred to the next meeting.

13. To discuss and arrange a village litter pick

Councillors agreed that a litter pick should be organised, Councillors requested the Clerk to contact Cllr. Cresswell to ask if she would like to organise this. It was suggested signposts could be cleaned during the litter pick.

14. 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. Cllr. Silovsky requested that all Councillors attend the next meeting as a decision to allocate funds to projects will need to be made.

15. To discuss quote received for the replacement cross bar for the swings.

The Clerk circulated a quote received from NGF Play for the replacement cross bar for the swings at a total of £884.43, this was the only supplier willing to quote for repair. A saving of £150.00 can be made if the Council are able to offer assistance with installation.

Councillors agreed the quote for repair to be accepted, this was proposed by Cllr. Barrow and seconded by Cllr. Silovsky. The Clerk will contact NGF Play to carry out the repair.

Action: Clerk

16. Finance Matters:

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

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

The Clerk highlighted that bank statements for the MUGA bank account had not been received.

b) To receive an update for Barclays banking issues including compensation offered

Councillors agreed to accept compensation from Barclays, this was proposed by Cllr. Barrow and seconded by Cllr. French, all Councillors were in agreement.

The Clerk will forward the details to Cllr. Silovsky (as a signatory) to authorise the acceptance.

c) To authorise the following Invoices for Payment:

i.	Suffolk Coastal Norse (Grass Cutting, April – June 2023)	£187.39
ii.	Tunstall Community Hall	£25.00
iii.	David Bracey (Play area inspection)	£120.00
iv.	Any other invoice presenting.	

d) To note Payments made since last meeting:

i.	T. Pollock (Clerks salary, July)	£335.84
ii.	T. Brown (Internal auditor)	£210.00
iii.	HMRC	£8.00
iv.	East Suffolk (Election expenses)	£100.98

e) To note Payments received since last meeting:

- i. None

f) To note Bank Balances as of 31st July 2023:

i.	Barclays Bank (Current Account)	£1,674.53
ii.	Suffolk BS (Tunstall Parish Council)	£6,544.46
iii.	Suffolk BS (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. French.

17. 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 next meeting will be held on 28th September at 7pm in the Community Hall.

The meeting closed at 8.34pm.

Signed:
Cllr. Karol Silovsky, Chair

Date:

Tiffany Pollock
Clerk to Tunstall Parish Council

Chair's initials: