

Minutes of Tunstall Parish Council Meeting
Held on 30th May 2024 ~ Following the Annual Parish Meeting,
Tunstall Community Hall

Members

Cllr. Karol Silovsky
Cllr. Oliver Morgan
Cllr. Neil Gilbert

Cllr. Kevin Ross
Cllr. Patrick Spencer
Cllr. Ben French

Cllr. David Broomfield
Cllr. John Denny (after item 4)

Present

Cllr. Karol Silovsky
Cllr. Kevin Ross
Cllr. Oliver Morgan

Cllr. David Broomfield
Cllr. Ben French

Cllr. John Denny (after item 4)
Cllr. Neil Gilbert

Tiffany Pollock (Clerk)

5 members of the public

1. To elect a Chair for 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. French and seconded by Cllr. Gilbert. 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. Spencer (unwell), these were accepted by all. Apologies had also been received from Cllr. Andrew Reid (County Councillor).

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

There were none.

4. Co-option of 1 Councillor and the signing of the Declaration of Acceptance of Office

Mr John Denny indicated that he would like to stand for co-option as a Parish Council, after a short introduction, Cllr. Silovsky proposed Mr Denny to be co-opted, this was seconded by Cllr. French and all Councillors were in agreement.

Cllr. Denny signed the declaration of acceptance of office.

5. Public Participation - To receive:

- a) Reports or comment from any member of the public

Chair's initials:

Cllr. Eliot Sayer from Iken Parish Council introduced himself to Councillors and would be keen to link with the Tree warden for Tunstall.

Cllr. Ross requested permission from the Chair to discuss item 17 next due to needing to leave the meeting early. This was agreed by the Chair.

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

Cllr. Broomfield indicated that he would be willing to be re-elected as Vice-Chair, this was proposed by Cllr. Silovsky and seconded by Cllr. Gilbert. There were no other candidates, and all Councillors were in favour of this proposal.

Cllr. Broomfield signed the Declaration of Acceptance of Office.

7. To discuss roles and responsibilities of Councillors

Cllr. Broomfield suggested that all Councillors take on a role and responsibility, this will be decided as part of the next agenda item.

8. To appoint persons to the following offices:

- a. Responsible Finance Officer – Clerk (proposed by Cllr. French, seconded by Cllr. Silovsky)
- b. Tree Warden – Cllr. Ross (proposed by Cllr. Silovsky, seconded by Cllr. Broomfield)
- c. Footpaths Warden – Cllr. Gilbert (proposed by Cllr. Morgan, seconded by Cllr. Silovsky)
- d. SALC Representative – Cllr. Broomfield (proposed by Cllr. Silovsky, seconded by Cllr. Gilbert)
- e. Councillors to carry out internal control – Cllr. French (proposed by Cllr. Silovsky, seconded by Cllr. Gilbert)
- f. Internal Auditor – Mr. Trevor Brown (proposed by Cllr. Gilbert, seconded by Cllr. French)
- g. Catchment Pit inspector – Cllr. Broomfield and Cllr. French (proposed by Cllr. Silovsky, seconded by Cllr. Morgan)
- h. Speed Indicator team – Cllr. Morgan, Cllr. Broomfield, Cllr. Gilbert and led by Cllr. Denny (proposed by Cllr. Gilbert seconded by Cllr. Silovsky)
- i. Community Hall Representative – Cllr. Silovsky (proposed by Cllr. French, seconded by Cllr. Gilbert)

All Councillors were in agreement.

9. To remind Councillors to review their Register of Member's Interests on the East Suffolk Council Web Site

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

Cllr's. Ross and Gilbert gave their apologies and left the meeting.

Chair's initials:

10. 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 £35.00 annually.

11. To confirm bank and building society signatories and elect a new signatory for the building society accounts

The Clerk confirmed that current signatories are Cllr. Silovsky, Cllr. Morgan and Cllr. Ross for the Barclays current account and both building society accounts.

12. To agree Minutes of meeting dated 14th March 2024

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

13. To discuss kerb installed alongside Tunstall Grange on Woodbridge Road

Details of the kerb had been sent to all Councillors prior the meeting, the resident of Tunstall Grange was in attendance and permission was given for their input.

The resident explained that the installation of the kerb and drain was carried out due to flooding on the road, highways have inspected the kerb and have requested that it is removed. The resident is seeking support from the Parish Council for the installation of a kerb which is approved by highways, at the residents' expense. All Councillors agreed to support this.

14. To discuss current grass cutting arrangements in Ashe Road, adjacent to Street Farm Close

A resident raised concern with the lack of grass cutting on Ashe Road, on the bend next to Street Farm Close. The Council only cut the grass one metre width from the road, the resident feels that this is a hazard for both pedestrians and road users. The Clerk has contacted the County Council to confirm ownership and responsibility of the land. Cllr. Broomfield suggested the resident adds this to the SCC 'Report It' system online.

15. Highways – To receive an update for ongoing flooding issues

Cllr. Broomfield gave a brief update and confirmed that meetings had been held with landowners as well as the Highways Community Liaison Officer. Landowners have agreed to assist where possible, and surveys of the land at Tunstall Common have been undertaken.

The engineer has visited the Green Man pond, Cllr. Broomfield will continue to chase this for further updates. Highways have confirmed that the gully on School Road is not within the budget.

Cllr. Broomfield reported that 16 residents have volunteered to help with any future flooding incidents and have received training for the pump.

16. Recreation Ground/Community Hall – To receive an update of the Community Hall Charity/Committee

The Community Hall update was given within the Annual Parish meeting, this report will be uploaded to the Tunstall website. The shelter for the Children’s play area will need to be decided in conjunction with the Community Hall Trustees.

17. Tunstall Common/Forest – To receive an update from Cllr. Ross for Tunstall Common/Forest

Cllr. Ross raised concerns that there is an infestation which has been found within the roots of Oak trees at Wantisden. Although this is not within the Tunstall boundary, we need to be mindful of this and write to the Forestry Commission. This is heading towards Tunstall Common and could jump to other species such as silver birch.

Councillors agreed that a letter should be written to the Forestry Commission highlighting the concerns and to include a request for details of their deer management policy. Cllr. Ross will provide further information to the Clerk.

18. To discuss next steps for developing a neighbourhood plan

Councillors agreed to pursue a neighbourhood plan for Tunstall, the Clerk will arrange a meeting for Councillors and Cllr. Tim Wilson to discuss further. This will be added to the next agenda.

19. Planning

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

- i. *None at time of publishing*
- ii. Any other applications forthcoming
- iii. To discuss next steps for proposed planning behind playing field and the Bowls Club.
Cllr. Broomfield confirmed that the landowner had received a copy of the flooding issues within Tunstall as requested. Many residents who responded to the proposed planning questionnaire objected to the plans, therefore Councillors felt that they are unable to support the proposal.
The Clerk will contact the landowner and agent to confirm that the Parish Council do not support this proposal.

Cllr. French gave his apologies and left the meeting.

20. Finance Matters:

a) To accept and sign Accounts to 31st March 2024

The accounts had been circulated to all Councillors prior to the meeting, these were proposed as accepted by Cllr. Silovsky and seconded by Cllr. Broomfield, all Councillors were in agreement.

- b) To accept Internal Auditor’s Report for 2023/24 and Page 3 of Form 3 ‘Annual Internal Audit Report 2023/24’ of the Annual Governance and Accountability Return (AGAR) 2023/24

Councillors had received the Internal Auditor’s Report prior to the meeting, this was accepted by all Councillors, this was proposed by Cllr. Silovsky and seconded by Cllr. Broomfield.

- c) To agree and complete Section 1 ‘Annual Governance Statement 2023/24’ of the AGAR 2023/24

Section 1 of the Annual Governance Statement 2023/24 was read and completed by Cllr. Silovsky, this was proposed by Cllr. Morgan and seconded by Cllr. Morgan, all Councillors were in agreement.

- d) To agree and complete Section 2 ‘Accounting Statements 2023/24’ of the AGAR 2023/24

Section 2 of the Accounting Statements 2023/24 of the AGAR 2023/24 was read and completed by Cllr. Silovsky, this proposed by Cllr. Broomfield and seconded by Cllr. Morgan, all Councillors were in agreement.

- e) To authorise the following Invoices for Payment:

i. T Pollock (Clerks salary)	£371.84
ii. SALC (Subscription)	£281.12
iii. Suffolk Digital (six months bulletin)	£540.00
iv. Clear Councils insurance	£842.86
v. <i>Any other invoice presenting</i>	

The above payments were proposed by Cllr. Silovsky, seconded by Cllr. Morgan and all were in agreement they be paid.

- f) To note Payments made since last meeting:

i. SALC (Payroll Service)	£54.00
ii. Suffolk Cloud (Website)	£120.00
iii. Information Commissioners Office	£35.00

- b) To note Payments received since last meeting:

iv. Precepts (50%)	£5,170.99
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- c) To note Bank Balances as of 30th April 2024:

i. Barclays Bank (Current Account)	£
ii. IBS (Tunstall Parish Council)	£6,663.31
iii. IBS (Tunstall Common Fund)	£80,089.86

21. To receive agenda items for next meeting and agree date of Next Meeting:

Cllr. Broomfield requested if it could be noted that the spoil from the development of the Community Hall had been placed parallel to the Hall on the opposite side of the playing field next to the ditch. This is important to note that if the landowner agrees to clear the ditch there may be a liability to Tunstall Parish Council for this to be removed.

Chair’s initials:

Items to add to the next agenda:

- Items from this meeting.

The date of the next meeting was agreed for Tuesday 9th July, 6.00pm, in Tunstall Community Hall.

Meeting closed at 9.00pm.

Signed:
Cllr. Karol Silovsky, Chair

Date:

Tiffany Pollock
Clerk to Tunstall Parish Council

Chair's initials: