

Minutes of Tunstall Parish Council Meeting

Held on 6th November 2024 ~ Tunstall Community Hall

Members

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

Cllr. Kevin Ross
Cllr. John Denny
Cllr. Ben French

Cllr. David Broomfield
Cllr. Anna Spencer
Cllr. Lesley Cresswell (after item 4)

Present

Cllr. Karol Silovsky
Cllr. Kevin Ross

Cllr. David Broomfield
Cllr. John Denny

Cllr. Neil Gilbert
Cllr. Lesley Cresswell (after item 4)

Tiffany Pollock (Clerk)
Cllr. Andrew Reid (County Councillor)

2 Members of the public

1. To receive apologies for absence

Apologies had been received from Cllr. Morgan, Cllr. French and Cllr. Spencer these were accepted by all.

Apologies had also been received from Cllr. Tim Wilson (District Councillor).

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

There were none.

3. Public Participation - To receive:

a) Reports or comment from any member of the public

A member of the public raised ongoing concerns regarding the urgency of the flooding of the Green Man Pond, the flooding at the pond had been discussed last year as well as at the September Parish Council meeting. The resident had met with a representative from Suffolk County Council flooding along with Cllr. Broomfield earlier today, who agreed that weather conditions are the same as last year and another storm like Storm Babet could occur.

The resident highlighted that it is disappointing to see that the work at Tunstall Common has not been started by Suffolk County Council which had been promised in August this year and that a 2nd pump for residents at Tunstall Common had not been purchased. Cllr. Silovsky provided assurance that this will be discussed and agreed later in the agenda (item 7).

Councillors briefly discussed where water could be discharged at Tunstall Common, Cllr. Ross suggested that the corner opposite the Wantisden Road junction would be suitable. The site was previously used as an old council dump and is not in our stewardship scheme.

Chair's initials:

It was noted by a resident that the community emergency plan on the website was out of date, this is on the agenda (item 9) for discussion.

b) Reports from County and District Councillors

A report had been received from Cllr. Reid and circulated to Councillors prior to the meeting, the Clerk will upload this to the Tunstall website.

Cllr. Reid briefly talked through the report and highlighted the availability of interest free loans to make homes more energy efficient. The Clerk will forward this information onto residents via the Tunstall Grapevine and upload the report to the Tunstall website.

Cllr. Broomfield raised concerns at the lack of response from Cllr. Paul West (SCC Highways) for flooding at the Green Man Pond. Ben Cook (SCC Highways) has agreed to attend a meeting to go through questions and the timeline moving forward. There is still no confirmed date for works to be carried out at Tunstall Common, however the Tunstall flood team and local landowners are being proactive in assisting where possible.

Cllr. Broomfield highlighted that it has taken highways 10 months to create a design for the new pipe to be installed at the Green Man Pond, it was noted that cameras have been used to check the existing pipes, which have been maintained and jetted. Cllr. Broomfield has maintained a record of communication with highways which so far has recorded over 400 emails.

Cllr. Reid offered to attend the meeting with Ben Cook (SCC Highways). Councillors briefly discussed the lack of a chevron sign on Ashe Road as well as the potential danger, Cllr. Reid will discuss this further with highways. A resident has requested new signage for the Snape junction on Orford Road, Cllr. Reid will review the request along with any remaining budget available.

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

Lesley Cresswell indicated that she would like to stand for co-option as a Parish Councillor, after a short introduction, Cllr. Silovsky proposed Lesley Cresswell to be co-opted, this was seconded by Cllr. Gilbert and all Councillors were in agreement.

Cllr. Cresswell signed the declaration of acceptance of office.

5. To agree Minutes of meeting dated 25th September 2024

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

6. Tunstall Common/Forest – To receive an update from Tunstall Common

Cllr. Ross confirmed that there had been 2 National Landscape work parties at Tunstall Common and that the Parish Council continue to be in the same stewardship scheme as we had been as part of the EU. There continues to be a drive for heathland grants as well as grants for farms to grow trees. Cllr. Ross has noted that the number of adders at the common has decreased however there has been an increase in grass snakes.

The disease affecting trees locally is seen in the root, the trees are blowing over and the disease is jumping to various tree species. The Clerk will send a reminder to Cllr. French to draft a letter with Cllr. Ross to highlight the concerns and send this to the Forestry Commission and Jenny Riddell-Carpenter MP.

Action: Cllr. French & Cllr. Ross

7. To discuss funding for an additional pump for Tunstall Common

Councillors agreed to fund a 2nd pump at Tunstall Common at a budget of up to £500, this was proposed by Cllr. Cresswell, seconded by Cllr. Denny and all Councillors were in agreement. Cllr. Broomfield agreed to order the pump.

Councillors agreed that a flood team at the common will be responsible for the pump and Cllr. Broomfield will produce instructions for use.

Action: Cllr. Broomfield

8. Clerk to reconfirm her role and indicate where Councillors need to take ownership

Cllr. Broomfield believes that the Clerk does more work than her role should consist of and suggested that Councillors should take on more. It was noted that communication needs to be centralised using the Parish Clerks email.

Cllr. Cresswell agreed to write the monthly Parish Council Bulletin articles.

Action: Cllr. Cresswell

9. To elect a Councillor to review and develop the Community Emergency Plan

Cllr. Silovsky indicated that he would be willing to review and develop the Community Emergency Plan, this was proposed by Cllr. Broomfield, seconded by Cllr. Gilbert and all Councillors were in agreement.

Action: Cllr. Silovsky

10. To discuss the village website and updates going forward

The Clerk advised Councillors that SALC are encouraged Parish Councils to move websites to gov.uk as well as gov.org email address. The Clerk will contact providers for estimate of costs and report back at the next meeting.

Action: Clerk

11. Highways

a. To elect a Councillor to represent Highways

Cllr. Broomfield indicated that he would be willing to represent highways, this was proposed by Cllr. Silovsky, seconded by Cllr. Denny and all Councillors were in agreement.

b. To receive an update for ongoing flooding issues

This was discussed during items 3. a and b.

c. To receive an update for the safety concerns raised in Orford Road

Councillors reported that the overgrown hedges on Orford Road have been cut.

d. To receive an update for the request of a larger 'no left turn' sign for HGVs at the Snape Junction on Orford Road and missing chevron sign on Ashe Road

Awaiting feedback from Cllr. Reid.

e. To receive an update from letter sent to local farms

No further update, although Councillors noted that agricultural traffic has been travelling through Tunstall with more caution.

12. Planning:

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

- **Proposal: DC/24/3207/FUL Change of use of residential annex to separate dwelling house. Site address: Plunketts Barn, School Road, Tunstall, Woodbridge, Suffolk, IP12 2DA**

Conclusion: **No Objection**, proposed by Cllr. Gilbert, seconded by Cllr. Broomfield. All Councillors in agreement. The Clerk will send the response to the planning department.

Action: Clerk

b. Any other applications forthcoming or planning matters:

There were none.

13. To receive an update from Cllr. Morgan for the neighbourhood plan

Deferred to the next meeting.

14. To consider Councillor email communications including response timeframe

Cllr. Broomfield requested that email responses are dealt with within three days, if a majority is not reached the Clerk should contact the Chair or Vice-Chair for advice.

15. To receive an update from footpath warden – Cllr. Gilbert

Cllr. Gilbert reported that the hedges on the path between Hockett Crescent have been cut.

16. To review and discuss Action Log.

- Additional post for the SID at Snape Maltings – Cllr. Denny will send a request for an update.

Action: Cllr. Denny

17. Recreation Ground/Community Hall

a. To receive an update of the Community Hall Charity/Committee

Cllr. Silovsky confirmed that the Community Hall Trustees agreed that the £750.00 held in Parish Council reserves for CCTV at the Community Hall could be used to go towards the Children's play area shelter.

Cllr. Denny reported that there is 10 adults and 5 children who are interested in table tennis and that he will be approaching Sports England for a possible grant towards 2 table tennis tables.

18. To receive an update from Cllr. Morgan as representative for East Suffolk Planning Alliance

Deferred to the next meeting.

19. Finance Matters:

a) To accept and sign Accounts to 30th September 2024

The Clerk had circulated the accounts as of 30th September 2024 these were proposed by Cllr. Silovsky and seconded by Cllr. Ross, all Councillors were in favour.

b) To discuss and consider Clerks pay increase, including backpay from June 2024 (from £13.28 to £14.13 per hour)

The Clerk left the meeting.

Cllr. Broomfield proposed that the increase is implemented including backpay, this was seconded by Cllr. Silovsky and all Councillors were in agreement.

The Clerk returned to the meeting

Councillors asked the Clerk to provide details for a pension to be discussed at the next meeting.

Action: Clerk

c) To consider purchase of dog poo bag dispenser at the playing field

A resident had contacted the Council prior to the meeting to request the purchase of a dog poo bag dispenser. After a short discussion Councillors agreed to fund this up to £200, this was proposed by Cllr. Gilbert, seconded by Cllr. Silovsky (4 x Councillors in agreement, 1 x Councillor objected).

The Clerk will arrange for this to be purchased.

Action: Clerk

d) To consider requests for Grants (to be paid April 2025)

After a short discussion Councillors agreed to grant £250.00 to Tunstall Bowls Club for their replacement machinery shed and £250.00 to the Disability Advice Service for their ongoing service for members of the public (7 residents are currently receiving support from their service). This was proposed by Cllr. Silovsky, seconded by Cllr. Gilbert and all Councillors were in agreement.

e) To discuss draft budget for 2024/25

Deferred to the next meeting.

f) To authorise the following Invoices for Payment:

i. Mrs T. Pollock (clerks salary, October)	£371.84
ii. PKF Littlejohn (audit)	£252.00
iii. SALC (training)	£76.80
iv. SALC (payroll)	£54.00
v. Suffolk Digital (six months bulletin)	£540.00
vi. NGF Play (deposit for Children’s play area shelter)	£3,596.40
vii. <i>Any other invoice presenting</i>	

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

g) To note Payments made since last meeting:

i. Mrs T. Pollock (clerks salary, September)	£371.84
ii. Mrs T. Pollock (clerks salary, August)	£371.84

b) To note Payments received since last meeting:

iii. VAT Reclaim	£1,011.44
iv. East Suffolk (2 nd half of precept)	£5,170.98

c) To note Bank Balances as of 30th September 2024:

i. Barclays Bank (Current Account)	£14,240.30
ii. IBS (Tunstall Parish Council)	£4,754.05
iii. IBS (Tunstall Common Fund)	£80,089.86

20. Documentation – to review and accept where appropriate:

a. Financial Regulations

b. Grants Award Policy

Cllr. Silovsky proposed that the above documentation was accepted and adopted by the Council, this was seconded by Cllr. Broomfield, all Councillors in agreement.

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

Chair’s initials:

Items to add to the next agenda:

- Items from this meeting.

Meeting closed at 8.34pm.

Signed:
Cllr. Karol Silovsky, Chair

Date:

Tiffany Pollock
Clerk to Tunstall Parish Council

Chair's initials: