

**Minutes of Tunstall Parish Council Meeting**  
Held on 23<sup>rd</sup> January 2025 ~ 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

Present

Cllr. Karol Silovsky  
Cllr. Kevin Ross  
Cllr. Gilbert

Cllr. David Broomfield  
Cllr. Ben French  
Cllr. Denny

Cllr. Anna Spencer  
Cllr. Lesley Cresswell

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

**1. To receive apologies for absence**

Apologies had been received from Cllr. Morgan 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

There were none.

b) Reports from County and District Councillors

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

Cllr. Reid briefly discussed his report highlighting the ongoing works being carried out by trading standards and the ongoing discussions around the devolution.

Cllr. Reid confirmed that Suffolk County Council have requested that the devolution deal is fast tracked which would result in the abolishment of the Councils in two years' time. There would also be one mayor covering Norfolk and Suffolk, although the role of the mayor has not been specifically defined, the role would be an elected position.

**4. To agree Minutes of meeting dated 18<sup>th</sup> December 2024**

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

**5. To receive an update for the development of the Community Emergency plan**

Cllr. Silovsky is working with a Trustee of Tunstall Community Hall to develop a plan, there will be an update at the next meeting.

Action: Cllr. Silovsky

**6. To discuss and consider an event for 80<sup>th</sup> Anniversary for VE Day next year**

Cllr. Spencer indicated that she is willing to lead the event. It was briefly discussed if the event could be collaborated with other neighbouring parishes and that an open meeting would be held for any ideas and suggestions. This will be advertised in the Tunstall Bulletin and on the Grapevine.

Cllr. Gilbert suggested the possibility of holding the event at Bentwaters, Cllr. Spencer agreed to explore this further.

Action: Cllr. Spencer

**7. Tunstall Common/Forest**

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

Cllr. Ross raised concerns of diseased trees in the local area, the area of concern is not within Tunstall Common but could spread. Cllr. Ross, Cllr. French and Cllr. Cresswell agreed to hold a site visit to discuss this further and will report back to Councillors at the next meeting.

Cllr. Gilbert indicated that he has a contact who would be willing to visit the site, Cllr. Ross will provide the location to Cllr. Gilbert.

Action: Cllr. Ross, Cllr. French and Cllr. Cresswell

**8. To discuss the village website and updates going forward**

Councillors asked the clerk to contact Suffolk Cloud determine the level of memory required for moving the website and email addresses to gov.uk. Cllr. Broomfield proposed a budget of up to £360.00, this was seconded by Cllr. Silovsky and all Councillors were in agreement.

Action: Clerk

**9. Highways**

**a. To receive an update for ongoing flooding issues**

Cllr. Broomfield reported that the survey on the pond at Tunstall Common had been carried out, the trees will remain, and work will be carried out soon.

There will be no further details regarding Kings Arms Yard until landowner agreements are in place.

Cllr. Broomfield will arrange another pump training session which will be advertised in the Bulletin and on the Grapevine.

Chair's initials: .....

Councillors discussed the flooding on School Road, Cllr. Broomfield has continually requested highways to resolve this but unfortunately this is not deemed a priority.

Cllr. Broomfield will ask a landowner if they are able to assist and encouraged all to continue to report flooding incidents on the Suffolk highways report it website.

**Action: Cllr. Broomfield**

- b. To receive an update for ‘no left turn’ for HGVs at the Snape Junction on Orford Road and missing chevron sign on Ashe Road.**

Cllr. Broomfield confirmed that the chevron sign will be installed.

The clerk had sent the process for obtaining a traffic regulation order (TRO) to all Councillors prior to the meeting, Councillors agreed that a log of all incidents would need to be kept to build a case for a TRO to be considered by highways. The clerk will contact the resident to request a record of incidents is kept.

**Action: Clerk**

**10. Planning:**

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

There were none at time of publishing.

- b. Any other applications forthcoming or planning matters:**

**DC/25/0075/FUL and DC/25/0076/LBC – Various works, including acoustic, technical and accessibility enhancements and internal alterations to Snape Maltings Concert Hall; provision of a new ramp and other accessibility improvements to Snape Bridge House; alterations to existing energy centre to facilitate greater use of sustainable heating and the provision of solar PV roofs of the Hoffmann, Britten Studio and the Winch Gallery and Flat Roofs adjacent to the Concert Hall. Associated landscaping and disabled parking improvements. Site Address: Snape Maltings, Snape Bridge, Tunstall, Suffolk, IP17 1SR.**

**Conclusion: No Objections**, this was proposed by Cllr. Silovsky, seconded by Cllr. Broomfield and all Councillors were in agreement.

**11. To receive an update for the neighbourhood plan**

Cllr. Gilbert had attended a seminar and circulated notes from this prior to the meeting. Cllr. Gilbert indicated that he would be willing to lead the neighbourhood plan. Cllr. Gilbert, Cllr. Morgan and Cllr. Broomfield will discuss the plan further and report back at the next meeting.

**Action: Cllr. Gilbert, Cllr. Morgan and Cllr. Broomfield**

**12. To discuss and consider costs for clearing the attenuation pond**

Cllr. Broomfield is awaiting a second quote; this will be discussed at the next meeting.

**Action: Cllr. Broomfield**

**13. To review and discuss the Action Log**

- **Additional post for the SID at Snape Maltings** – Awaiting confirmation of possible locations – Clerk & Cllr. Denny. Forms to be completed.
- **Draft letter for Forestry Commission and MP raising concerns of diseased trees** – Cllr. Ross & Cllr. French.
- **Review and update of Community Emergency Plan** – Cllr. Silovsky – agenda item 5.
- **Village website review and move to gov.uk** – agenda item 8
- **Pension for the Clerk** – Clerk to send Councillors details for consideration once received.
- **HGV signage, Snape junction, Orford Road** – agenda item 9. b.
- **Defibrillator training** – agenda item 14

**14. To discuss and agree defibrillator training**

The Clerk has messaged the first responder who is a resident in Tunstall to see if this maybe something they would be able to assist with but had not received a response.

Cllr. Cresswell agreed to contact the first responder and will report back at the next meeting.

**Action: Cllr. Cresswell**

**15. Recreation Ground/Community Hall**

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

Cllr. Silovsky confirmed that the Community Hall is continuing to operate smoothly and that the shelter in the Children’s play area had been installed.

**16. To receive an update for East Suffolk Planning Alliance**

The ESPA AGM will be held on 24<sup>th</sup> January, Cllr. Silovsky indicated that he would attend as representative for Tunstall Parish Council.

**17. Finance Matters:**

a) To receive Accounts as of 31<sup>st</sup> December 2024

The Clerk had circulated the accounts as of 31<sup>st</sup> December 2024 these were proposed by Cllr. Broomfield and seconded by Cllr. Silovsky, all Councillors were in favour.

The Clerk advised Councillors that additional funds would be required to cover the remaining balance for the shelter in the Children’s play area. Councillors agreed to move £3,000.00 from reserves to the current account. This was proposed by Cllr. Broomfield and seconded by Cllr. Silovsky, all Councillors in agreement.

Chair’s initials: .....

b) To discuss draft budget for 2024/25

The clerk circulated the draft budget to all Councillors prior to the meeting, there were no comments.

c) To discuss and agree precept request

After a short discussion and reviewing the budget Councillors agreed to increase the precept by 5%, the total precept requested from East Suffolk for 2025/26 will be £12,116.34. This was proposed by Cllr. French and seconded by Cllr. Broomfield, all Councillors in agreement.

d) To authorise the following Invoices for Payment:

i. East Suffolk Services (annual Grass Cutting)	£873.00
ii. East Suffolk (annual land rent for village sign)	£20.76
iii. Tunstall Community Hall (annual rent for office)	£300.00
iv. SALC (training)	£38.40
v. <i>Any other invoice presenting:</i>	
vi. Mrs T. Pollock (Clerks salary)	£395.64

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

e) To note Payments made since last meeting:

i. NGF Play (deposit for shelter)	£3,596.40
ii. PKF Littlejohn (auditor)	£252.00
iii. SALC (training)	£76.80
iv. SALC (payroll)	£54.00
v. T Pollock (Clerks salary)	£371.84
vi. Suffolk Digital (bulletin)	£540.00
vii. T Pollock (Clerks salary)	£371.84
viii. D Broomfield (2 <sup>nd</sup> pump for Tunstall Common)	£473.32
ix. T Pollock (Clerks salary)	£538.44
x. T Pollock (Clerks expenses)	£228.20

b) To note Payments received since last meeting:

<i>xi.</i> Interest (Tunstall Common Fund)	£2,586.48
<i>xii.</i> Rural Payments Agency (Tunstall Common Fund)	£6,736.00

c) To note Bank Balances as of 31<sup>st</sup> December 2025:

i. Barclays Bank (Current Account)	£7,964.12
ii. IBS (Tunstall Parish Council)	£4,838.15
iii. IBS (Tunstall Common Fund)	£89,531.19

**18. Documentation – to review and accept where appropriate:**

- **LGA Model Councillor Code of Conduct 2020**

Chair's initials: .....

- **Internal Controls Statement**
- **Asset and Responsibility Register**

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

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

Items to add to the next agenda:

- Items from this meeting.
- Finance committee

Meeting closed at 8.06pm.

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

Date: .....

*Tiffany Pollock*  
Clerk to Tunstall Parish Council

Chair's initials: .....