

# TUNSTALL PARISH COUNCIL

Mrs Tiffany Pollock (Clerk to the Parish Council)

1 CountryLife Cottage, Orford Road, Tunstall, Woodbridge, Suffolk IP12 2JA

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## NOTICE OF TUNSTALL PARISH COUNCIL ANNUAL MEETING

Thursday 19<sup>th</sup> May 2022

**at 7.00pm in Tunstall Community Hall, Ashe Road, Tunstall**

All Councillors are hereby summoned to attend a meeting of the Parish Council as detailed above. All public and press are also cordially invited.

### Agenda

1. To elect a Chair for 2022/23 and the signing of the Declaration of Acceptance of Office
2. To receive Apologies for absence
3. To receive any Declarations of Interest and any Applications for dispensation on Agenda Items (either pecuniary or non-pecuniary)
4. Public Participation (**15 Minutes Maximum**) - To receive:
  - a. Reports or comment from any member of the public
  - b. Reports from County and District Councillors
5. To elect a Vice-Chair of the Parish Council and signing of the Declaration of Acceptance of Office
6. To appoint persons to the following offices:
  - a) Responsible Finance Officer b) Footpaths Warden c) SALC Representative d) Internal Auditor
7. To remind Councillors to review their Register of Member's Interests on the East Suffolk Council Web Site
8. To confirm all Direct Debits and Standing orders presently set up for the Council
9. To agree Minutes of meeting dated 10<sup>th</sup> March 2022.
10. To review and discuss Action Log
11. Highways
  - a. To discuss and agree a response to Suffolk County Council's proposed road improvement scheme – sent to Councillors on 12<sup>th</sup> April.
  - b. To receive update for speed management strategy for the village
  - c. To discuss and agree response to Suffolk County Council Highways with regards to flooding concerns.
  - d. To discuss and agree plans going forward with relaunch of Tunstall Speed Watch Team, including Speed Gun and Speed indicator advice.

12. Recreation Ground/Community Centre:

- a. To agree a date of the amendment to insurance, including transfer of assets to the Community Hall.
- b. To agree if Play Park inspections will continue to be organised by the Parish Council and decide what financial support will be available to the Community Hall for the play equipment.
- c. To agree that a safety inspection will be carried out by Ipswich Borough Council prior to the transfer of the play park equipment to Tunstall Community Hall.
- d. To agree date when funds held in the MUGA Bank account will be transferred and if this will include allocated funds held in reserves.
- e. To ratify the contract for grass cutting of the Playing field and surrounding area and to consider whether a contribution from the Community Hall should be requested.
- f. To agree a transition period and date for next joint meeting with Community Hall Trustees.
- g. To discuss and agree whether TPC will cover costs for further legal advice for the Heads of Agreement between TPC and Tunstall Community Hall Trustees.

13. To discuss a proposed meeting with M. Bunbury's representative to discuss planning proposals in the pipeline and how our village would benefit from any developments and help with addressing flooding issues.

14. Tunstall Common/Forest

- a. To receive update from Cllr. Ross to the plans to produce a long-term Management Plan.

15. Finance Matters:

- a. To accept and sign accounts for year to 31<sup>st</sup> March 2022.
- b. To accept Internal Auditor's Report for 2021/22 and 'Internal Auditors Report' of Part 3 of the Annual Governance and Accountability Return (AGAR) 2020/21
- c. To declare Parish Council exempt from Limited Assurance Review by PKF Littlejohn LLP and completion of Certificate of Exemption
- d. To agree and complete Section 1 of Part 2 of the AGAR 2021/22
- e. To agree and complete Section 2 of Part 2 of the AGAR 2021/22
- f. To authorise the following Invoices for Payment:

i. Birketts LLP (Disbursements)	£57.60
ii. Tunstall Community Hall (Hall Hire)	£40.00
iii. Tunstall Community Hall (MUGA Electricity)	£141.48
iv. T Pollock (Microsoft Subscription)	£79.99

- g. To note Payments made since last meeting:

i. Tunstall Community Hall	£40.00
ii. SALC (6 months payroll)	£54.00
iii. J Hallett (Backdated pay)	£22.80
iv. T Pollock (Clerk Salary, March)	£346.20
v. HMRC	£10.80
vi. Suffolk Cloud (website)	£120.00
vii. T Pollock (expenses)	£316.57
viii. Tunstall Community Hall	£120.00
ix. Suffolk Coastal Norse (Grass cutting)	£70.66
x. SALC (subscription)	£269.52
xi. Suffolk Digital (six-month charge for Bulletin)	£420.00
xii. T Pollock (Clerk Salary, April)	£293.12
xiii. Citizens Advice (Grant)	£100.00
xiv. Tunstall Bowls Club (Grant)	£400.00
xv. D. Lowne (Community Lawn mower)	£200.00
xvi. SARS (Grant)	£200.00
xvii. Headway (Grant)	£100.00

- h. To note Payments received since last meeting:

i. East Suffolk Council (Precept, 1 <sup>st</sup> instalment)	£5,125.52
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i. To note Bank Balances as of 30 <sup>th</sup> April 2022:	
i. Barclays Bank (Current Account)	£tbc
ii. IBS (Tunstall Parish Council)	£6,449.28
iii. IBS (Tunstall Common Fund)	£64,565.19
iv. Natwest (MUGA Account)	£tbc

## 16. Planning:

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

- i. DC/22/1440/LBC 'Listed Building Consent – The Granary Café was a primary catering point on the Snape Maltings site up until the start of the pandemic, where the café was closed. The current proposals are to refurbish the café and improve the accessibility for customers, alongside improvements to the fenestration. The proposals includes replacing the late 20<sup>th</sup> century windows with new bespoke double glazed versions that take influence from the humble style of the existing. The original doors and frames are to be left in place, with new double glazed doors installed around – retaining the historic fabric but improving weatherproofing. A redesign of the internal layout has been commissioned with Elite Food Service Design to improve the seating and catering internally in addition to replacing worn floor finishes and wall finishes. A new servery window will be added, acting as an external servery point, with the aim of bringing in more custom to the site and an ease of use for walkers or cyclists visiting the area. Alongside this, new fenestration will improve the light within the space. It is also proposed to remove a late 20<sup>th</sup> century timber shed, the low brick salt storage and defunct services such as external lights and service ducts that will help improve the appearance of the Granary. Site address: Snape Maltings Concert Hall, Snape Bridge, Tunstall, Woodbridge, IP17 1SP.

### b. To ratify comments made on:

- i. DC/22/0936/OUT 'Outline Application (With All Matters Reserved) – planning to self build a single storey home. The proposed building will be built using ecologically sustainable construction techniques and will meet zero carbon standards. Approximate living space of 280 sq metres. Site address: Shepherds Barn , Woodbridge Road, Tunstall, Suffolk, IP12 2JE'  
*Comments: 1 x Objection – due to road safety concerns, impact upon the environment and building upon a possible green field site.*  
*2 x No Objection – but concerns of access arrangements*  
*Quality of submission is poor and does not provide enough information to make an informed judgement*
- ii. DC/22/0781/FUL 'The relocation of the artwork Migrant, by Alison Wilding, from its former location in the reed bed next to the footbridge by the Concert Hall, to the reed bed opposite the Riverview Restaurant. Site Address: Snape Maltings Concert Hall, Aldeburgh Music, Snape Bridge, Tunstall, Suffolk, IP17 1SP'  
*Comments: No Objections*
- iii. Any other applications forthcoming

17. Documents – To agree adoption of Safeguarding Policy – sent to Councillors 29<sup>th</sup> March.

18. To discuss Outdoor Playing Space Fund and agree next steps.

19. Multi-Use Games Area - Update from the MUGA Steering Group

20. To discuss County Broadband proposals and benefits for the village.

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

*Tiffany Pollock*

Clerk to Tunstall Parish Council, 10<sup>th</sup> May 2022