

TUNSTALL PARISH COUNCIL

Mrs Tiffany Pollock (Clerk to the Parish Council)

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

NOTICE OF TUNSTALL PARISH COUNCIL MEETING

Tuesday 6th May 2025

**Following the Annual Parish Meeting at 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 of the Parish Council and 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. To receive any Declarations of Gifts or Hospitality received over the value of £50.00
5. Public Participation (**15 Minutes Maximum**) - To receive:
 - a. Reports or comment from any member of the public
6. To elect a Vice-Chair of the Parish Council and signing of the Declaration of Acceptance of Office
7. To appoint persons to the following offices:
 - a) Responsible Finance Officer
 - b) Footpaths Warden
 - c) SALC Representative
 - d) Internal Auditor
 - e) Community Hall Representative
 - f) Tree Warden
8. To remind all Councillors to review their Register of Member's Interests on the East Suffolk Council website
9. To confirm all Direct Debits and Standing orders presently set up for the Council
10. To agree Minutes of meetings dated 19th February 2025
11. To receive an update for the development of the Community Emergency plan
12. To receive an update for an event for the 80th Anniversary VE Day
13. Tunstall Common/Forest

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

14. Highways

- a. To receive an update for ongoing flooding issues

15. To consider message received regarding biodiversity duties in the village.

16. To consider purchasing a memorial wreath for the 80th VE Day anniversary

17. Planning:

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

- b. Any other applications forthcoming or planning matters:

18. To discuss and consider quote received for annual Church clock service

19. To review and discuss Action Log.

20. Recreation Ground/Community Hall:

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

21. To receive an update for East Suffolk Planning Alliance

22. Finance Matters:

- a. To accept and sign Accounts to 31st March 2025
- b. To authorise the following Invoices for Payment:

i. A Spencer (VE Day band)	£465.00
ii. SALC (payroll)	£54.00
iii. SALC (training)	£39.60
iv. SALC (membership)	£286.89

- c. To note Payments made since last meeting:

i. T Pollock (Clerks salary February)	£395.64
ii. K Ross (Common account)	£640.00
iii. T Pollock (Clerks salary March)	£395.64
iv. T Pollock (expenses)	£115.80
v. Suffolk Cloud (website)	£120.00
vi. T Pollock (Clerks salary April)	£395.64
vii. NGF Play (shelter)	£8,391.60
viii. Suffolk Digital (6 months bulletin)	£540.00
ix. SALC (training)	£38.40
x. East Suffolk (village sign)	£20.76
xi. Transfer from Building society to current account	£3,000.00

- d. To note Payments received since last meeting:

i. VAT refund	£842.27
ii. Cllr. Reid (Grant for VE Day celebrations)	£800.00

- e. To note Bank Balances as of 31st March 2025:

i. Barclays Bank (Current Account)	£6,956.15
ii. Suffolk BS (Tunstall Parish Council)	£1,904.12
iii. Suffolk BS (Tunstall Common Fund)	£88,891.19

23. Documentation – to review and accept where appropriate:

- Risk Assessment – Financial

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- Risk Assessment – Non-Financial
- Risk Assessment – Catchment Pit

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

Tiffany Pollock

Clerk to Tunstall Parish Council, 1st May 2025