

Minutes of Tunstall Parish Council Meeting
Held on 11th September 2019 ~ 7.00pm
Tunstall Community Hall, Ashe Road, Tunstall

Present

Cllr. Steve Smith (Chair)
Cllr. Philip Noakes

Cllr. Katherine Barton
Cllr. Kevin Ross

Cllr. John Hazelton
Cllr. Sophy Yeoman

Judi Hallett (Clerk)

Cnty Cllr. Andrew Reid (*part*)

2 members of the public were present

1. To receive Apologies for absence:

Apologies were received from Cllr. Niels Petersen (Away), Cllr. Oliver Morgan (Family commitment) and Cllr. Lucy Silovsky (unwell). These apologies were accepted.

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 from County and District Councillors:

- Cllr. Andrew Reid – Cllr. Reid’s report had been circulated and he expanded on the following items:
 - GCSE Figures – results showing improvement
 - County Archives – The ‘Hold’ project was going very well, and the new facilities will be open in Spring 2020
 - MMR Vaccines – Much improved take-up in Suffolk (bucking the national trend)
 - Community Self Help Scheme – Clerk had received training and was asked to feedback comments
 - School Transport Services – Some hic-ups but were being ironed out
 - Signs for the Common – Estimates going back 2 years were still outstanding – it was agreed that the Clerk would provide Cllr. Reid with details of preferred signage.
 - Central Tunstall Road Network – After some confusion (and a missed e-mail from the Clerk) SCC had agreed to provide estimates for signage advising 20 MPH was the maximum speed vehicles took at the Woodbridge Road / Ashe Road / School Road / Orford Road junction
 - Highways meeting – A meeting had been arranged for 22nd October (10.00am) where SCC Highways would present the drainage plans to the Parish Council, and their invited guest.

Chair’s initials:

- Explanation of Previous Draining works – This letter (from Mark Ash) had been circulated to all Councillors. It was agreed that the Clerk should draft a letter in reply (for approval) and comment on the following items:
 - Only 12% of the job completed and yet Kier MG were paid 72% of the job estimate
 - Comment that engineers thought they had found a ‘gas main’ showed how little the engineers knew about services to the countryside
 - Regarding the comment that there were ‘checks and balances’ in place with Kier, what were these ‘checks and balances’?
 - Why is it implied that ‘re-measuring’ the cost of a job is carried out when finished, there should be an agreed price and the job should then be carried out to that specification and to that agreed price
 - A 200mm section of pipe was put in place, where it should have been 225mm
- School Catchment Areas – Cllr. Barton raised concerns that rumours were circulating to the effect that catchment areas for schools were being investigated and that there was a chance that the catchment area for Tunstall might be changed from Farlingaye to Saxmundham or Leiston - Cllr. Reid agreed to investigate.

● Cllr Ray Herring – No report had been received

b. Reports or comment from any member of the public – The following comments were made:

- Drainage System – *Contribution was made during Cllr. Reid’s report*

Action: Clerk

4. To agree minutes of meetings dated 10th July 2019:

All Councillors agreed that the minutes were an accurate record of the meeting. Cllr. Smith proposed and Cllr. Yeoman seconded the minutes should be signed and all Councillors agreed. The Clerk agreed to publish these on the Web Site.

Action: Clerk

5. Planning:

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

- i. DC/19/3251/VOC - Variation of Condition(s) 2 & 5 on planning permission DC/18/3756/FUL (Replacement Dwelling - Demolish and replace existing dwelling) - 1 Heath Cottages, Heath Cottages Lane, Tunstall – Councillors made the following comments:
 - Very small amendments and trying to match the new house with the existing neighbour
 - No objections
 - **Conclusion: ‘No objection’** – the Clerk was asked to send this comment directly to ESC
- ii. DC/19/3244/PN3 – Prior Approval for a Proposed Change of Use of Agricultural building to a dwelling house at Plunketts Barns, School Road, Tunstall – Councillors made the following comments:
 - No change to the outside of the building
 - Previously granted for equal sized dwellings
 - No objections
 - **Conclusion: ‘No objection’** – the Clerk was asked to send this comment directly to ESC

Chair’s initials:

iii. DC/17/0682/DRC – Discharge of Condition 4 of DC/16/4255/FUL – Use of land for formation of ponds in association with permitted development at Land West of Street Farm, School Road, Tunstall – Councillors made the following comments:

- Grave concern over the loss of habitats
- New ponds would need to be shallow in places to attract frogs and newts
- The old pond (next to 2 SFC) is dry and has been for some time
- Pond/Retention Area on School Road / Blaxhall Church Road no longer exists and when we have a sustained period of rain the water from Blaxhall Church Road will have nowhere to go
- **Conclusion: 'Grave concern at the loss of habitat'** – the Clerk was asked to send the above comments directly to ESC and the developer.

Action: Clerk

6. Highways/Flooding:

a) To receive update on communications with SCC Highways about Woodbridge Road / Ashe Road / Orford Road junction:

As mention in Cllr. Reid's report, SCC Highways suggested '20 max' signs were put up and had agreed to provide an estimate of the costs. Should the estimate not be forthcoming within the next 4 weeks the Clerk was asked to obtain prices for the signage.

b) To discuss comments received from a visitor to the village about the state of some paths and areas of the village:

The following comments were made:

- Believe the letter was referring to the pavements and not footpaths
- Some areas do look untidy, especially the front of the pond (along Woodbridge Road), the bus shelter, and the area to the side of the Green Man, along Ashe Road
- Cllr. Hazelton stated that he did not know who owned the land in front of the pond or to the side of the Green Man and therefore he had not objections to these areas being tidied up.
- Cllr. Yeoman agreed to tidy the bus shelter
- Path outside the Summer House (Orford Road) is so narrow, due to the overgrowing hedge) that a pedestrian was hit by a vehicle wing mirror – Clerk to contact Mr Herring to remind him that he had previously said he would remove the hedge and replace with a fence.

In conclusion the Clerk was asked to include something in the next newsletter or on the Grapevine.

c) Community Speedwatch:

- i. To receive an update on working with the Snape PC equipment and new volunteers:
One more volunteer had now joined the group and completed their DBS check (Mrs Godwin). However, other potential volunteers had found the DBS process arduous; the Clerk was asked to investigate if there was another way of completing these. Cllr. Smith had produced the latest stats from the SID, which showed 12% of vehicles travelling along Orford Road during August were travelling at over 35 MPH; a demonstration that CSW equipment is required more often.

Chair's initials:

ii. To discuss purchase of our own equipment:

Sharing Snape's equipment was difficult as they were using it often. The Clerk had carried out an analysis of available funds and as the Election had only cost one tenth the amount budgeted for; it was agreed that up to £1,200 (with a 5% buffer) should be spent on the purchase of Tunstall's own CSW equipment. This expenditure was proposed by Cllr. Hazelton, seconded by Cllr. Smith and all Councillors were in agreement. The Clerk was asked to speak to Snape PC to find out where they obtained their package and to Cllr. Reid to ask if a grant was possible towards the purchase.

d) Additional Item – Letter from a resident with reference to the bus services:

The Clerk agreed to scan and circulate this letter to all

e) Additional Item – Letter from Campsea Ashe PC with reference to increased traffic at Bentwaters: Due to time constraints a full discussion was not possible. However, the Clerk was asked to reply to the letter stating the Council's main concerns arose around lack of appropriate infrastructure and ask to be part of a wider group discussion on the matter.

Action: Clerk

7. Recreation Ground/Community Centre:

a) To receive an update on the Statutory Declarations for Duck Lane:

The Clerk confirmed that Statutory Declarations regarding their use of Duck Lane to access the Community Centre and Recreation Ground, had been completed by Mrs Maureen Burman and Mr Richard Ledger. These had been sworn as true and signed by an independent solicitor at Marshall Hatchick in Woodbridge. The declarations had then been placed with the other title deeds and passed back to Birketts Solicitors in Ipswich for safe storage. The final invoice for advice from Suffolk Legal would be presented in item 12, Finance Matters.

b) To receive an update on the MUGA and discuss size, position, etc:

[Previous to the meeting Councillors had held a site visit and seen two possible locations for the MUGA. The possibility of moving the existing children's play equipment had been put to each of the three companies who had come to quote for the project, and all had suggested that would be a bad idea and it was best left where it was. The most appropriate location for the MUGA was felt to be parallel with the Play Park, which left enough room for a football pitch next to it.]

The Clerk was delighted to announce:

- £1,500 funding from Cllr. Herring had been secured (subject to the other funding being in place)
- £43,000 had been secured from Sport England, on the condition that lighting would be installed during phase one, for all year-round use (see below)
- A second quotation had been received for £20,000 less than the first quotation – that company were now going to re-quote with lighting
- Mr Sheepshanks (a neighbour of Tunstall and former Chair of the FA) had heard about the project and had suggested the team approach the Football Foundation for Funding.

Chair's initials:

A member of the public asked why the Council was not prepared to manage the project inhouse, using local contractors for the work. It was acknowledged that a local person had offered his project management skills, however, it was felt that a project of this size should be handled by one company who were expert in this field and who would shoulder any issues as part of the one contract, should they arise.

Discussion around the provision of lighting was held. Some Councillors felt it was essential to ensure the facility was usable all year round (and without it, there was little point in continuing with the project). Others felt there would be great opposition from the houses along Woodbridge Road (thought likely to be the only ones affected), especially as Tunstall had very little light pollution at present. It was agreed that more research into modern lighting was needed (with perhaps a visit to a local recent installation) and discussions would need to be held with the residents between Duck Cottage and The White House. It was agreed that any lighting would need to have a fixed switch off time (9.00pm was tentatively suggested) with users having access to a coin metre to switch the lights on for a limited time period.

The Clerk agreed to take the following actions:

- Obtain references for the second company and an enhanced quote from them including lighting.
- Obtain a third quote
- Obtain quotes for the installation of lighting (to accompany quotes 1 and 3) – *Bayfields were suggested*
- Explore modern lighting and prepare a letter to the local residents
- Invite residents to visit the recreation ground to see the potential area where the MUGA will be.
- Explore the Planning Permission process

Signs for Play Park – Cllr. Smith had obtained three quotes for two signs for the play park ('NO DOGS' and 'PLEASE CLOSE THE GATE WHEN YOU LEAVE') but these were felt to be quite expensive; the Clerk was asked to obtain others.

c) To discuss and agree an appropriate sum to allocate to the MUGA Project:

It was felt that the PC should endeavour to hold back funds to pay for the VAT on the project.

d) To discuss how TPC can assist the Community Centre and Bowls Club to access funds:

This item was deferred until the November meeting

Action: Clerk

It was agreed to suspend Standing Orders and allow the meeting to run another 30 minutes

8. To discuss a 'Volunteers Thank You' event (21st October) and a suitable budget

The Clerk explained the history behind this item and the proposed remit for the event. After much discussion, especially on the merits of spending public funds for such an event and the likely turnout, Cllr. Noakes proposed that the event took place in the Church (*there was no charge*) and a budget of £50 maximum was allowed for refreshments. This was seconded by Cllr. Yeoman and Councillors voted 3 'For', 1 'Against' and 2 'Abstentions'. The Clerk and a member of the public agreed to advertise and arrange the event.

Action: Clerk and Mrs Pollock

9. To discuss an Armistice/Remembrance Event on 10th November

Although Councillors felt this event was a good idea, they were concerned that quite a bit of money had been spent on last year's event. It was suggested that the proposed 'Drop In Pub', at the Church, could be completely cost free with those attending bringing their own refreshments or donating.

Action: Clerk

10. To discuss the Tunstall Bulletin, ownership of it and development going forward:

The Clerk and Mrs Pollock (new editor of the Bulletin) explained how they felt the Bulletin might be better under the ownership of the Parish Council (given the Church was going through a period of uncertainty with no vicar at present). Mrs Pollock was also looking to grow the publication with a small number of adverts to help pay for the additional cost of production and more space for local events and organisations.

Councillors felt this was a very positive way forward and the Clerk was asked to approach Mr Calver and Mr Miles about the suggestion.

Action: Clerk and Mrs Pollock

11. Tunstall Forest:**a. To discuss requesting a plan, from Forestry England, for the Planting Schedule for Tunstall Forest:**

Cllr. Ross advised that Forestry England should be working to a Forest Design Plan, however, did not seem to be doing so with Tunstall Forest. He asked that the Council write to FE to ask *where* new planting would be taking place, *when* this would happen and *what* species would be planted. This letter was agreed by Council.

The Clerk was also asked to advise FE that a large oak tree had partially fallen down just outside Tunstall Common and needed felling completely.

b. To discuss reply from Forestry England with reference to litter bins for Tunstall Forest

This item was deferred until the November meeting

Action: Clerk

12. Finance Matters:

a) To review accounts for July and August 2019:

The Clerk apologised for not bringing a copy of the July accounts with her and explained that the August statement had not arrived as yet. It was agreed that the Clerk would take the accounts to the Chair once the August statement was in and the accounts updated.

b) To authorise the following Invoices for Payment:

i. J Hallett (Clerk) – Office + mileage expenses	£101.62
ii. HMRC Cumbernauld (Clerk’s PAYE)	£188.40
iii. East Suffolk Council (2019 Election Expenses)	£76.16
iv. Suffolk County Council (Statutory Declarations Expenses)	£659.36
v. Tunstall Parish Council (Transfer from Savings)	£1,500.00

The agreed the above payment. The cheques were signed by Cllr. Hazelton and Cllr. Smith. The building society transfer was signed by Cllr. Ross and Cllr. Smith.

c) To note Payments made since last meeting:

i. Smith of Derby Ltd (Church Clock)	£222.00
ii. S C Norse Ltd (Moles)	£84.00
iii. P Godwin (DBS Check)	£25.00
iv. S Corbett (Expenses for Village Race)	£28.96
v. C Mansfield (Expenses for Village Race)	£15.57
vi. J Hallett (Salary for previous three months)	£754.08
vii. M Villars (Hedge Cutting around Play Park)	£20.00

d) To note Payments received since last meeting:

i. RPA (High Level Stewardship Payment)	£1,684.00
ii. SC Norse (Grant for Litter Pick)	£20.00

e) To note Bank Balances as at 31st August 2019:

i. Barclays Bank (Current Account)	£tbc
ii. IBS (Tunstall Parish Council)	£7,912.82
iii. IBS (Tunstall Common Fund)	£46,250.78

Action: Clerk

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

Items to add to the next agenda:

- Budget 202/2021
- Items carried forward from this meeting

The date of the next meeting was set for Wednesday 13th November 2019.

The meeting closed at 9.25pm.

Signed:

Cllr. Steve Smith, Chair

Date:

Judi Hallett

Clerk to Tunstall Parish Council

Chair's initials: