

**Minutes of Tunstall Parish Council Meeting**  
Held on 11<sup>th</sup> March 2020 ~ 7.15pm  
Tunstall Community Hall, Ashe Road, Tunstall

Present

Cllr. Steve Smith (Chair)  
Cllr. Kevin Ross

Cllr. Katherine Barton  
Cllr. Sophy Yeoman

Cllr. John Hazelton

Judi Hallett (Clerk)

3 members of the public were present (*part*)

**1. To receive Apologies for absence:**

Apologies had been received from Cllr. Oliver Morgan (Previous Engagement), Cllr. Philip Noakes (Previous Engagement), Cllr. Niels Petersen (Previous Appointment) and Cnty. Cllr. Andrew Reid. 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 – Report had been circulated
- Cllr Ray Herring – No report had been received.

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

- Tunstall and Blaxhall Good Neighbours Scheme – A representative from the National Good Neighbours Scheme attended and gave details of the programme. It was planned to run a joint scheme with Blaxhall to share resources and Blaxhall PC had committed funding, subject to Tunstall PC also making a grant. Questions were asked and the lady was thanked for attendance [the item was to be discussed at 13) d.]

Action: Clerk

**4. To receive resignation from Cllr. Silovsky and to discuss process:**

The Clerk announced that Cllr. Silovsky had resigned and explained the process to be followed. It was hoped to be able to co-opt a new Councillor at the May meeting. The Clerk explained that Cllr. Silovsky was a bank signatory and so a new mandate would be required. Cllrs. Barton and Yeoman agreed to be added as signatories and the Clerk suggested she also ask Cllr. Petersen as he may be around during the day more.

Action: Clerk

Chair's initials: .....

**5. To agree minutes of meetings dated 8<sup>th</sup> January and 3<sup>rd</sup> February 2020:**

All Councillors agreed that the minutes were an accurate record of the meetings.

- 8<sup>th</sup> January - Cllr. Smith proposed and Cllr. Barton seconded the minutes should be signed and all Councillors agreed.
- 3<sup>rd</sup> February - 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

**6. Planning:**

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

*There were no planning applications to discuss*

**7. Village Appearance - To discuss name for this initiative and propose actions to be taken forward:**

Name – The Clerk had received a suggestion of ‘Keep Tunstall Tidy’ however a more interesting name of ‘Titivate Tunstall’ was further suggested and agreed.

Initiatives – The following initiatives were discussed:

- Litter Pick – went very well, 20+ attendees with 12 bags of rubbish collected
- Flower Planters – a group had now been setup to tend these
- Footpaths Volunteer Working Party – 2 residents outside of the Parish Council had now put their names forward, 1 or 2 more would be ideal

It was agreed that the Clerk should promote the initiative, its new name, what has been achieved so far and what residents could get involved with.

Cllr. Hazelton reported a ‘post and rail’ fence along School Road was rotten and needed fixing. The Clerk was asked to contact Ray Herring who may know who the owner was.

Action: Clerk

**8. Highways/Flooding:**

- a) To receive update on the Flooding List:

The Clerk had updated the list of all flooding issues and issued it to all interested parties. There were no specific questions and the Clerk agreed to continue to update this to maintain a central log.

An update on the flood in School Road had been received that day and was read out in full. In short it stated that Hopkins Homes acknowledged that a soakaway had existed and had been removed as part of the development. A proposed scheme to drain the water to a new pond next to Plot 1, via a pipe, was not working and the pipe was not visible either end but HH had agreed to expose the pipe. SCC would be on site when the work was carried out.

The Clerk was asked to record this on the Flood List and continue to chase all parties until the matter was resolved.

Chair’s initials: .....

- b) To discuss e-mail from Campsea Ashe PC regarding increased traffic from Bentwaters Park:

The Clerk reported that both she and the Chair had attended a meeting with parishes close to Bentwaters Park (Campsea Ashe, Snape, Eyke and Melton) to discuss if all were experiencing increased traffic volumes and issues with larger vehicles. The meeting had concluded that the Campsea Ash Clerk should draft a letter inviting both SCC and ESC to meet with the group; the Clerk agreed to chase this letter.

- c) To discuss if TPC wish to comment on the proposed Ipswich Northern Bypass:

As this had now been discounted by SCC and ESC it was agreed there was no longer a requirement to put forward formal comments.

**Action: Clerk**

**9. Recreation Ground/Community Centre:**

- a) To receive update on the MUGA:

The Clerk gave an update on the progress of the project, which included the following items:

- Planning Permission had been granted and the conditions were standard
- The EADT were planning on running an updated article

- b) To acknowledge receipt of the Sport England Offer for £43,000 and to authorise the Clerk to sign and return it:

The full offer had been sent to all Councillors. Two questions over start and completion dates had been answered by SE and there were no further questions. Cllr. Hazelton proposed the offer letter be accepted and all paperwork be completed and signed. This was seconded by Cllr. Smith and all Councillor were in agreement. The Clerk agreed to complete the paperwork and collect all necessary signatures.

- c) To discuss request from a resident for a Bicycle Rack to be placed at the Recreation Ground:

It was agreed to re-visit this matter once the MUGA was installed.

**Action: Clerk**

**10. Tunstall Forest and Common:**

- a) To receive update letter to Forestry England Chair:

The Clerk reported that she had not had a reply to her letter. Cllr. Ross suggested that responsibilities for FE had changed and suggested the letter was now passed to Sir William Worsley for his comments.

- b) To discuss damage to 'Footpath' signs on the Common and to discuss how to manage the paths:

The Clerk reported that all three new 'Footpath' posts and signs on the Common had been removed. After discussion it was agreed not to replace these as they would probably be removed again. The Clerk agreed to draw up a map for publication.

- c) To discuss proposed content of Information Boards for Tunstall Common (including fires, Bar-B-Q's, use of foliage, etc):

Councillors discussed the merits of a pre-printed information board verses a lectern style notice board. After discussion Cllr. Barton and the Clerk agreed to investigate the different options and present to the Council at the May meeting.

Action: Clerk

### **11. Administration**

- a) To discuss moving to monthly meetings:

It was decided to defer this item to the May meeting when hopefully more Councillors would be present

- b) To discuss format of the Weekly Mail:

It was decided to return to the original method of sending out the correspondence on a weekly basis.

Action: Clerk

### **12. To receive report on the meetings of the Alde and Ore Community Partnership from Cllr. Petersen:**

Cllr. Petersen had circulated a report and the Clerk expanded on this.

Action: Clerk

### **13. Finance Matters:**

- a) To review accounts for January and February 2020:

The accounts had been circulated and there were no questions raised. The Clerk apologised for forgetting to bring the Bank Statements to the meeting. It was agreed that these would be checked, alongside the Building Society Books, by Cllr. Smith in the days after the meeting.

- b) To discuss cross charging for Administration costs for work carried out linked to Tunstall Common:

After discussion it was agreed to delay this item until the January 2021 meeting, due to the uncertainty of guidance for planting/felling and the availability of funding post Brexit.

- c) To consider request from the Tunstall Event Team for finding of up to £300 for The Great Tunstall Get Together 2020:

Councillors fully supported the initiatives organised by the Events Team which had proven very popular and successful over the past year. It was agreed to ask the Events Team to request funding for specific items, once known, especially as events on the playing field may be disrupted during 2020 due to the installation of the MUGA.

- d) To discuss Tunstall Good Neighbour Scheme (joint with Blaxhall) and to agree request for funding of £250.00:

*This item was discussed after item 3)*

Councillors discussed this item based on evidence received of future use and consideration that the MUGA, a significant investment, was more likely to be used by younger and able-bodied residents; the good neighbour scheme helped towards inclusion for all in the Council's spending. Cllr. Barton proposed that £250 be granted for this purpose. This was seconded by Cllr. Smith and Councillors voted 4 'for' with 1 abstention.

- e) To authorise the following Invoices for Payment:

i. J Hallett (Clerk) – Office + mileage expenses	£78.38
ii. Niels Petersen (Travel Expenses - <i>redrawn cheque</i> )	£16.20
iii. Steve Smith (Fence Posts for Play Park)	£12.85
iv. Hollesley PC (Training for N Petersen)	£30.00
v. HMRC Cumbernauld (Clerk's PAYE)	£188.40

The above payments were proposed by Cllr. Yeoman, seconded by Cllr. Smith and all Councillors were in agreement they be paid. The cheques were signed by Cllr. Hazelton and Cllr. Smith.

- g) To note Payments made since last meeting:

i. J Hallett (Three months' salary)	£754.08
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- h) To note Payments received since last meeting:

i. None

- i) To note Bank Balances as at 29<sup>th</sup> February 2020:

i. Barclays Bank (Current Account)	£3,258.84
ii. IBS (Tunstall Parish Council)	£6,436.39
iii. IBS (Tunstall Common Fund)	£53,513.73

**Action: Clerk**

**14. Documentation – To review and accept the following documents:**

- a) Suffolk Code of Conduct (2014) – sent to Councillors on 5<sup>th</sup> Feb 2020
- b) Risk Assessment (Catchment Pit) (March 2020) – sent to Councillors on 6<sup>th</sup> Feb 2020
- c) Risk Assessment (Financial) (March 2020) – sent to Councillors on 6<sup>th</sup> Feb 2020
- d) Risk Assessment (Non-Financial) (March 2020) – sent to Councillors on 6<sup>th</sup> Feb 2020

Councillors confirmed they had all reviewed the Suffolk Code of Conduct.

Points b to d were taken together. Cllr. Yeoman proposed they be adopted. This was seconded by Cllr. Barton and all Councillors were in agreement. The Clerk agreed to print for signing and publish on the web site.

Action: Clerk

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

Items to add to the next agenda:

- Standard Annual Meeting items
- Items carried forward from this meeting
- Impact of Energy Projects proposed for the Suffolk Coast.

The date of the next meeting was set for Wednesday 13<sup>th</sup> May 2020.

*Exclusion of the press and public from this item by virtue of Public Bodies (Admissions to Meetings) Act 1960 s1 (2) because of the confidential nature of the matter to be discussed*

**16. To receive an update regarding Parish Clerk’s position**

An update was given by the Clerk.

The meeting closed at 9.00pm.

Signed: .....  
Cllr. Steve Smith, Chair

Date: .....

*Judi Hallett*  
Clerk to Tunstall Parish Council

Chair’s initials: .....