

Minutes of Tunstall Parish Council Annual Meeting

Held on 5th May 2021 ~ 7.00pm

Via Zoom Video Conference

Present

Cllr. Steve Smith (Chair)

Cllr. Katherine Barton

Cllr. Patricia Bessey - *after 7.45pm*

Cllr. Oliver Morgan

Cllr. Niels Petersen

Cllr. Karol Silovsky – *after item 4*

Cllr. Andy Vince

Judi Hallett (Clerk)

One member of the public until item 4

1. To elect a Chair for 2021/22 and the signing of the Declaration of Acceptance of Office:

Cllr. Smith officially stepped down as Chair. The Clerk asked for nominations for the role as Chair. Cllr. Barton nominated Cllr. Smith. This was seconded by Cllr. Vince and all were in agreement. Cllr. Smith took the Chair, and the Clerk advised the Declaration of Acceptance of Office form would be taken to him for signing after the meeting.

Action: Clerk

2. To receive Apologies for absence:

Apologies for absence had been received from Cllr. Sophy Yeoman (Work) and Cllr. Kevin Ross. These were accepted.

3. To receive any Declarations of Interest and any Applications for Dispensation on Agenda Items (either pecuniary or non-pecuniary):

No declarations of interest were made.

4. Co-option of 1 Councillor and the signing of the Declaration of Acceptance of Office:

Dr. Karol Silovsky made it known that he wished to be considered for co-option; he had previously confirmed to the Clerk that he met all the eligibility criteria. His appointment was proposed by Cllr. Smith, seconded by Cllr. Barton and all were in agreement.

The Clerk advised the Declaration of Acceptance of Office form would be taken to him for signing after the meeting.

Action: Clerk

5. Public Participation - To receive:

- a) Reports or comment from any member of the public – there were no members of the public present. The Clerk had received a question from a member of the public, but it was agreed to cover this in the Highways section of the meeting.

6. To elect a Vice-Chair of the Parish Council and signing of the Declaration of Acceptance of Office:

Cllr. Barton indicated that she would be willing to stand again but that family and work commitments meant that she could not help with every situation or be at every event and would happily stand aside if another Councillor wished to take on the role. Cllr. Smith proposed Cllr. Barton be re-elected. This was seconded by Cllr. Silovsky and all were in agreement. The Clerk advised the Declaration of Acceptance of Office form would be taken to her for signing after the meeting.

Action: Clerk

7. To appoint persons to the following offices:

- a) Responsible Finance Officer – The Clerk
- b) Footpaths Warden – Cllr. Petersen (with Cllrs. Barton and Vince in support)
- c) SALC Representative – Cllr. Barton
- d) Internal Auditor – Mr Trevor Brown

The above appointments were proposed by Cllr. Smith, seconded by Cllr. Vince and all were in agreement.

8. To remind Councillors to review their Register of Member’s Interests on the East Suffolk Council Web Site:

The Clerk reminded Councillors that it was their sole responsibility to complete their Register of Interests and that this should be reviewed at least annually. She agreed to send the link to the system to all, for a review to be carried out.

Action: Clerk

9. To confirm all Directs Debits and Standing orders presently set up for the Council:

The Clerk confirmed that there was only one standing order set up on the Council’s account, that for £35 to be paid annually to the ICO. Cllr. Vince proposed this continue. This was seconded by Cllr. Barton and all were in agreement.

10. To agree minutes of meetings dated 10th March 2021:

Cllr. Petersen requested that the word ‘Steering Committee’, appearing in point 6 of the minutes three times, be amended to ‘Steering Group’ in all three circumstances, so as not to imply a formal ‘Committee’ had been established. This was agreed by all.

Cllr. Smith proposed the minutes be adopted as a true record of the meeting once the above amendments had been made. This was seconded by Cllr. Petersen and all Councillors were in agreement. The Clerk agreed to post them on the Website.

Action: Clerk

11. Finance Matters:

a) To accept and sign Accounts for Year to 31st March 2021:

The Clerk had circulated the Year End accounts as of 31st March 2021 and confirmed they had been fully audited by the Internal Auditor (see below). There were no questions. Cllr. Vince proposed they be adopted as a true record of the Councils finances over the year. This was seconded by Cllr. Smith and all were in agreement.

b) To accept Internal Auditor’s Report for 2020/21 and ‘Internal Auditors Report’ of Part 3 of the Annual Governance and Accountability Return (AGAR) 2020/21:

The Full Internal Auditor’s Report and the AGAR Internal Audit Report had been forwarded to all Councillors. Cllr. Petersen proposed these be formally acknowledged as accepted. This was seconded by Cllr. Barton and all were in agreement.

c) To agree and complete Section 1 of Part 3 of the AGAR 2020/21:

The Clerk read each paragraph of Section 1 of Part 3 of the AGAR 2020/21 allowed. There were no questions. Cllr. Vince proposed the Council answer in the affirmative to each statement. This was seconded by Cllr. Petersen and all were in agreement. The Clerk agreed to take Sections 1 and 2 of the AGAR to the Chair for signing after the meeting.

d) To agree and complete Section 2 of Part 3 of the AGAR 2020/21:

The draft Section 2 of Part 3 of the AGAR 2020/21 had been sent to all and the Clerk confirmed that the figures matched those suggested by the Internal Auditor. There was a question regarding Box 9 as this figure did not seem to match the value of the total Assets of the Council. The Clerk explained that the figure was based on the actual cost of each item when new and not on its present-day value.

Cllr. Barton proposed that the statement be completed based on the draft figures. This was seconded by Cllr. Smith and all were in agreement.

The Clerk agreed to finalise the Year End Accounts, publish all materials on the Website and send all relevant documentation to PKF Littlejohn LLP for the Limited Assurance Review.

e) To discuss request from Clerk for reimbursement for five additional full meetings during 2020/21:

The Clerk had previously sent an e-mail to all the Councillors requesting an extra 30 hours’ work be reimbursed to her, based on the 5 additional full meetings the Council had held during 2020/21.

Cllr. Barton proposed this be paid as it was important that all work carried out should be properly reimbursed. This was seconded by Cllr. Vince and all were in agreement. The Clerk agreed to notify SALC that an additional 30 hours work be paid in her next pay calculation.

f) <u>To authorise the following Invoices for Payment:</u>	
i. Tunstall MUGA Club (Transfer of funds to start new account)	£10.00
ii. ETC Sports Surfaces Ltd (Final Payment for MUGA)	£3,263.46
iii. J Hallett (Expenses for past 2 months)	£69.82
iv. Mr T Brown (Internal Audit)	£150.00
v. M Petersen (Flower Boxes)	£67.70

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

c) <u>To note Payments made since last meeting:</u>	
i. Suffolk.Cloud (Web Site Provision)	£110.00
ii. SALC (Annual Subscription)	£269.95
iii. Tunstall and District Bowls Club (2021 Grant)	£400.00
iv. Active Community of Eyke School (2021 Grant)	£200.00
v. D Lowne (2021 Grant – <i>for Community Lawn Mower</i>)	£200.00

d) <u>To note Payments received since last meeting:</u>	
i. Precept and Tax Base Grant	£5,035.50

e) <u>To note Bank Balances as of 30th April 2021:</u>	
i. Barclays Bank (Current Account)	£9,593.44
ii. IBS (Tunstall Parish Council)	£6,446.82
iii. IBS (Tunstall Common Fund)	£57,872.20

f) Additional Item - To discuss Insurance Renewal:

Cllr. Bessey joined the meeting at 7.45pm

The Clerk had previously circulated the Insurance Renewal documentation to all. Cllr. Petersen questioned if the items on the land leased to the Hall Committee (such as the MUGA and the Children's Play Equipment) should be insurance by the Parish Council. It was suggested that it was the 'owner of the actual item' who should insure it and that the MUGA and the Children's Play Equipment was 'owned' by the Parish Council. After discussion, the Clerk was asked to raise the matter with the Insurance Brokers.

Subject to the response from the Insurance Brokers, Cllr. Vince proposed the figure for Sports Equipment (Declared Value) be raised to £75,000 and the figure for Sports Equipment (Sum Insured) be raised to £25,000. This was seconded by Cllr. Morgan and all were in agreement.

Action: Clerk

12. Planning:

- a) To discuss and agree response to the following Applications received:
- i. DC/21/1693/FUL - Ground floor rear extension and reconfiguration of existing accommodation at Three Corners, Longmans Lane, Tunstall. Councillors made the following comments:
 - I have no objections to this; it is a small extension on a large plot
 - Conclusion: **No Objection** (Prop: Cllr. Silovsky, Sec: Cllr. Bessey, All in favour)

Chair's initials:

- b) To ratify comments made on DC/21/1249/FUL and DC/21/1169/LBC – following short notice cancellation of meeting on 14th April:

The Clerk had responded with ‘no objection’ to both these applications, as per e-mail instructions from the Councillors. Ratification of these comments was proposed by Cllr. Vince, seconded by Cllr. Smith and all were in agreement.

Action: Clerk

13. Multi-Use Games Area:

- a) Update from the Steering Group – The following update was given by Cllr. Vince:
- Good news, all lines and anti-slip now down, just waiting for the Tennis Nets and Netball Poles
 - There will be a ‘soft opening’ on 17th May to test the booking system
 - ITFC have booked over a 3-month period
 - Steering Group will meet on 19th May
 - Possible Grand Opening on 17th July, Hall is booked, and Pub will be involved if they can
 - Steve KW has been a great help with the Booking System and Laptop
 - An article will be in the June Bulletin
- b) Additional Item – To discuss e-mail received from Chair of Tunstall Community Hall Committee :
The mail had been sent to all and detailed concerns that the Chair of the Hall Committee had for the future management of the MUGA.

It was commented that any statements made at previous meetings were just ideas being ‘thrown into the pot’ and that **nothing** had been decided, except that the MUGA would continue to be managed by the Parish Council (under the Steering Group) for at least 6 months and that any possibility of the management moving to any other group (including an independent group) would need full discussion with that third party from the start with nothing being imposed on any group.

Cllr. Smith agreed to speak to the Chair of the Hall Committee to explain the situation.

Cllr. Smith confirmed that he had been appointed as the PC Representative on the Hall Committee a couple of years previously and he was happy to continue in this role. He agreed to suggest to the Hall Committee that there be a regular item on their agenda for ‘Update from the Parish Council’ to help with communications.

Cllr. Petersen reminded Councillors of the draft document he had produced and that this, when finalised, should help to clarify the responsibilities of each group.

Action: Cllrs Vince and Smith

14. Highways

- a) To receive update on possible grants for the second SID and to discuss type of SID required -
This item was deferred to the June meeting due to time constraints
- b) To discuss if TPC are interested in designating any areas in the village for Wildflowers – This item was deferred to the June meeting due to time constraints

Chair’s initials:

- c) Additional Item - To formally nominate Mill Lane and Blaxhall Church Lane as Quiet Lanes – The Clerk apologised for not placing this item on the agenda and suggested that any decision made would be ratified at the June meeting – this was agreed. Cllr. Morgan proposed Mill Lane and Blaxhall Church Lane be formally nominated as Quiet Lanes. This was seconded by Cllr. Petersen and all were in agreement. The Clerk agreed to advise the QL Team of the nomination.
- d) Additional Item – To discuss response from Cllr. Reid to Highways/Flooding Queries and further correspondence from a local resident on the matter – The response from Cllr. Reid and a subsequent e-mail from a resident had been received in the past 24 hours. As some Councillors had not had chance to read the response in full, it was agreed to defer the item to the June meeting. The Clerk agreed to notify the resident of the Council's decision.

Action: Clerk

15. Recreation Ground/Community Centre:

- a) To receive update on paper describing how the Recreation Ground and Community Hall are managed and governed - This item was deferred to the June meeting due to time constraints
- b) Grass Cutting and general maintenance – To receive quotes for enhanced maintenance at the Recreation Ground, plus quote from ES Norse: - This item was deferred to the June meeting due to time constraints.
- c) Play Park Regeneration Project – To receive update on the project and suggestions from residents: - This item was deferred to the June meeting due to time constraints.
- d) To decide on an appropriate course of action for the spare football goal: This item was deferred to the June meeting due to time constraints
- e) To discuss requesting installation of an Electrical Vehicle Charging Point (SCC Scheme): This item was deferred to the June meeting due to time constraints

Action: Clerk

16. Tunstall Common/Forest:

- a) To receive update from Cllr. Ross to the plans to produce a long-term Management Plan and hold a Site Walk - This item was deferred to the June meeting due to time constraints
- b) To discuss Deer culling and use of guns without prior warning to residents - This item was deferred to the June meeting due to time constraints
- c) To discuss cross charging for Administration costs for work carried out linked to Tunstall Common - This item was deferred to the June meeting due to time constraints

Action: Clerk

17. Documentation - To discuss and agree following documents:

- a) Risk Assessment (Financial) May 2021 - sent 8th April - This item was deferred to the June meeting due to time constraints
- b) Risk Assessment (Non-Financial) May 2021 - sent 8th April - This item was deferred to the June meeting due to time constraints

Chair's initials:

18. Meetings

- a) To consider the frequency at which meetings should take place and location: After quick discussion it was agreed that the meetings would return to Bi-monthly, with the exception that there would be an additional meeting in June to catch up on items deferred from this meeting. The location of future meetings was not discussed.

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

Items to add to the next agenda:

- Items deferred from this meeting

The date of the next meeting was agreed for Thursday 10th June 2021, 7.00pm, in the Main Hall, Tunstall Community Centre.

20. New Clerk:

- a) To receive update on the interviews for the position of Parish Clerk and recommendations from the Interview Panel – Cllrs. Bessey and Barton had produced notes from the prospective Clerks interview which had been circulated to all. They confirmed that the interview was incredibly positive and that, in their opinion, the prospective Clerk would be an asset to the Council. Some support would be required for different aspects of the role (including Accounts and Website Editing), but this could be divided up among the Councillors and retiring Clerk.
- b) To appoint new Parish Clerk with effect from 1st June 2021 and to discuss and agree all employment terms and purchase of equipment – Cllr. Smith proposed that Mrs Tiffany Pollock be appointed as the Clerk and RFO to Tunstall PC. This was seconded by Cllr. Silovsky and all were in agreement.

The Clerk read her suggestions for the Terms and Conditions that should apply to the new Clerk’s contract and each was discussed. The Clerk agreed to make a formal offer to Mrs Pollock, to draft a contract, in line with the NALC template and circulate to all and to purchase and set up a new Laptop for Mrs Pollock.

The meeting closed at 9.04pm.

Signed:

Cllr. Steve Smith, Chair

Date:

Judi Hallett

Clerk to Tunstall Parish Council

Chair’s initials: