

**Minutes of Tunstall Parish Council Meeting**

Held on 9<sup>th</sup> September 2021 ~ 7.00pm

Tunstall Community Hall

Present

Cllr. Karol Silovsky

Cllr. Oliver Morgan

Cllr. Niels Petersen

Cllr. Kevin Ross

Cllr. Andy Vince

Tiffany Pollock (Clerk)

Two members of the public

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

Cllr. Barton (child care), Cllr. Yeoman (holiday), Cllr. Bessey (work commitments) and Cllr. Andrew Reid

**2. 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.

**3. To co-opt a Councillor and signing of the Declaration of Acceptance of Office**

*There were no candidates*

**4. Public Participation - To receive:**

- a) Reports or comment from any member of the public – A member of the public noted that the green garden waste bin is out of contract due to the price being changed half way through the second year. It was also noted that the list of items that could be placed in the green bin has been restricted.

Flooding was discussed, the Councillors were advised that only one gulley has been cleared in the village a remaining three gulley's are blocked by silt (pictures of the gulley's were given to the Clerk). The member of the public reminded Councillors that clearing gulley's is a basic highways maintenance task and would like Suffolk County Council to be reminded of this.

The corner near the new housing development on School Road continues to flood, this is a real safety concern and will pose a bigger risk as the weather changes in the coming months.

- b) Reports from County and District Councillors – A report had been received from Cllr. Andrew Reid and forwarded onto the Councillors.

*No report had been received from Cllr. Ray Herring.*

**5. To agree Minutes of meeting dated 15th July 2021:**

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

Chair's initials: .....

**6. To review and discuss Action Log:**

The action log was discussed and up to date, actions from this meeting will be added.

**Action: Clerk**

**7. To acknowledge and discuss letter received from Tunstall Bowls Club**

The Community Hall Committee are planning for the external door at the rear toilets to be changed and fitted with a coded lock which will match the code of the MUGA. This will only be available for use for individuals who have booked the court. Cllr. Vince advised that users of the MUGA have been reminded that at present there are no toilet facilities available.

It was agreed that the Clerk will send a response to the Bowls Club advising of the Community Hall's plans going forward.

**Action: Clerk**

**8. To discuss public and school transport provided to Tunstall:**

Following a meeting attended by Cllr. Morgan and the Clerk, Councillors were forwarded a presentation of a new proposal from Katch Transport to extend the area they cover to include Tunstall and Snape. The Councillors agreed that any transport provided to the village would be beneficial to residents.

Councillors are aware of the difficulties parents/carers are facing with transport from Tunstall to Farlingaye High School, Cllr. Barton has created a document questioning Suffolk County Council's Local Transport plan. The Councillors agreed that this should be forwarded onto the County Council, there was also a suggestion whether it may be possible to 'double-up' transport with Woodbridge School students. Clerk to contact Woodbridge School and speak to Cllr. Barton.

**Action: Clerk**

**9. Highways**

a) To receive a report for speed management strategy for the village and discuss next steps.

From reviewing the road network, entry and exit points in the village, Cllr's Petersen and Morgan have identified seven to eight points as a priority. They will discuss this further and develop a strategy to feedback to Councillors at the next meeting.

**Action: Cllr's Petersen and Morgan**

b) To discuss action plan for flooding incidents in Tunstall and response to Cllr. Reid.

As per discussions held in the public forum including historic flooding incidents Councillors agreed to send a response to Cllr. Reid's letter within the next month, clerk to draft a letter and send to all Councillors for review.

A letter will also be written for the attention of East Suffolk Council with regards to the flooding on School Road next to the new housing development.

**Action: Clerk**

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

- a) To receive update of the Community Hall Charity/Committee, including action plan going forward with the lease

Cllr. Silovsky attended the Community Hall meeting on 19<sup>th</sup> July, the Committee confirmed that they would like the current working relationship unchanged and have no interest in taking on the running of the MUGA.

The Councillors agreed that a resolution would need to be found soon and agreed to hold a 'Steering Group' meeting bringing both parties together to discuss and come to a conclusion with how to move forward. Councillors felt having a facilitator for the meeting would be beneficial and decided to ask whether Judi Hallett (retired Clerk) would be willing to do this, Clerk to contact Judi and arrange meeting within the next two weeks.

Action: Clerk

- b) To discuss creating a Deed of Variation to the Lease between the Council and the Hall Committee, as suggested by T Brown (Auditor)

Cllr. Bessey had forwarded some comments onto Councillors prior to the meeting and suggested this may not necessarily work and will need to come from Lawyers with an understanding of Property requirements.

*To be discussed further after an appropriate resolution is found following the steering group meeting (see item 10. a), above)*

- c) To discuss amendments to the Asset Register, as suggested by T Brown (Auditor)

Cllr. Bessey also advised that the accountant was silent as to the issue of the value of the Community Hall not being on the Asset Register and he will need to address this and be made fully aware.

*To be discussed further after an appropriate resolution is found following the steering group meeting (see item 10. a), above)*

- d) To discuss purchase of wild flower seeds for the bank around the Recreation Ground

No further suggestions had been received for wild flower areas in the village, Councillors agreed to keep this item open on the action log and will review in the new year.

Action: Clerk

**11. Tunstall Common/Forest:**

- a) To receive update from Cllr. Ross to the plans to produce a long-term Management Plan and arrange a date to hold a possible second Site Walk

A site walk took place with Cllr’s Ross, Silovsky and Vince, it was agreed to hold a second site walk once the season changes, date to be confirmed. Natural England are discussing plans moving forward and it is uncertain whether a heath land grant will be available next year.

Deer culling will continue in Tunstall Forest due to an increase in tree planting and to help manage the number of deer.

**12. Finance Matters:**

- a) To receive Accounts as of 31<sup>st</sup> July 2021 and 31st August 2021

The Clerk advised Councillors that the accounts could not be completed as the bank statement for August had not been received.

- b) To discuss new Bank Signatories following resignation of Cllr. Smith

A new mandate has been received from Ipswich Building Society; all signatories will need to complete this. Clerk to take this to Cllr. Barton for completion.

**Action: Clerk**

- c) To acknowledge receipt of External Audit Report from PKF Littlejohn for 2020/21 and to receive the Conclusion of Audit Notice

Councillors acknowledged receipt of the report, notice has been displayed on the notice board on Woodbridge Road.

- d) To discuss commitment to service the Church Clock annually.

Councillors agreed to continue to cover the costs of the Church clock annual service, Proposed by Cllr. Silovsky, seconded by Cllr. Vince, all in agreement.

- e) To authorise the following Invoices for Payment:

i. Smith of Derby Ltd (Church Clock Annual Service)	£236.40
ii. J Hallett (Cover for Clerk)	£160.88
iii. T Pollock	£298.20

- iv. *Any other invoice presenting*

*Upcoming payment to be made to Mrs. Petersen for village flower boxes will be made as per yearly agreed budget.*

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

- f) To note Payments made since last meeting:

i. PKF Littlejohn LLP (Limited assurance review AGAR)	£480.00
ii. T Pollock (Band and Marquee hire for MUGA Opening)	£160.00
iii. A Vince (Items purchased for MUGA Opening)	£47.24

- b) To note Payments received since last meeting:

- i. *None*

c) <u>To note Bank Balances as of 31<sup>st</sup> August 2021:</u>	
i. Barclays Bank (Current Account) <i>(Will be confirmed once bank statement is received)</i>	ftbc
ii. IBS (Tunstall Parish Council)	£6,446.82
iii. IBS (Tunstall Common Fund)	£57,872.20

**13. Planning:**

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

- i. DC/21/3594/FUL - Construction of single storey extension and proposed opening between existing house and extension at Dunningworth House, Dock Farm Road, Tunstall – To Ratify comments already sent to ESC  
Councillors made the following comments:
  - I have no objections to this
  - Proposed plans will not have any impact upon the front of the building and will not be visible from the road.
  - Conclusion: **No Objection** (Prop: Cllr. Silovsky, Sec: Cllr. Petersen, All in favour)
  
- ii. DC/21/3595/LBC - Listed Building Consent - Construction of a single storey extension and proposed opening between existing house and extension at Dunningworth House, Dock Farm Road, Tunstall - To Ratify comments already sent to ESC  
Councillors made the following comments:
  - I have no objections to this
  - Conclusion: **No Objection** (Prop: Cllr. Silovsky, Sec: Cllr. Vince, All in favour)
  
- iii. *Any other applications forthcoming*  
*There were none.*

**Action: Clerk**

**14. Multi-Use Games Area- Update from the MUGA Steering Group:**

- a) The following update was given by Cllr. Vince:
  - Despite the wet weather the opening event went really well
  - Feedback from the event has been good
  - Thank you to Cllr’s Petersen and Morgan for opening and closing the MUGA during August for ‘open play’
  - The code is being communicated to members who are residents at the beginning of each month
  - Options for a storage box for the tennis nets are being explored, this will need to be purchased before the winter

Chair’s initials: .....

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

The date of the next meeting was agreed for Friday 12<sup>th</sup> November, 7.00pm, in Tunstall Community Centre. The meeting was closed by Cllr. Silovsky at 9.11pm.

Signed: .....

Cllr. Karol Silovsky, Chair

Date: .....

*Tiffany Pollock*

Clerk to Tunstall Parish Council

Chair's initials: .....