

Minutes of Tunstall Parish Council Meeting
Held on 6th May 2025 ~ Tunstall Community Hall

Members

Cllr. Karol Silovsky
Cllr. Oliver Morgan
Cllr. Neil Gilbert

Cllr. Kevin Ross
Cllr. John Denny
Cllr. Ben French

Cllr. David Broomfield
Cllr. Anna Spencer
Cllr. Lesley Cresswell

Present

Cllr. Karol Silovsky
Cllr. Kevin Ross

Cllr. David Broomfield
Cllr. John Denny

Cllr. Oliver Morgan
Cllr. Neil Gilbert

Tiffany Pollock (Clerk)

No Members of the Public

1. To elect a Chair of the Parish Council and signing of the Declaration of Acceptance of Office

Cllr. Silovsky indicated that he would be willing to be re-elected as Chair of the Parish Council, this was proposed by Cllr. Ross and seconded by Cllr. Morgan. There were no other candidates, and all Councillors were in favour.

2. To receive Apologies for absence

Apologies had been received from Cllr. Spencer, Cllr. French and Cllr. Cresswell, these were accepted by all Councillors.

Apologies had also been received from Cllr. Andrew Reid (County Councillor) and Cllr. Tim Wilson (District Councillor).

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

There were none.

4. To receive any Declarations of Gifts or Hospitality received over the value of £50.00

There were none.

5. Public Participation - To receive:

a) Reports or comment from any member of the public

There were none.

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

Chair's initials:

Cllr. Broomfield indicated that he would be willing to be re-elected as Vice-Chair of the Parish Council, this was proposed by Cllr. Denny and seconded by Cllr. Gilbert. There were no other candidates, and all Councillors were in favour.

7. To appoint persons to the following offices:

- a) Responsible Finance Officer – Clerk (proposed by Cllr. Broomfield, seconded by Cllr. Silovsky)
- b) Footpaths Warden – Cllr. Gilbert (proposed by Cllr. Silovsky, seconded by Cllr. Morgan)
- c) SALC Representative – this was deferred to the next meeting.
- d) Internal Auditor – Trevor Brown (proposed by Cllr. Silovsky, seconded by Cllr. Broomfield)
- e) Community Hall Representative – Cllr. Silovsky (proposed by Cllr. Ross, seconded by Cllr. Denny)
- f) Tree Warden – Cllr. Ross (proposed by Cllr. Silovsky, seconded by Cllr. Morgan)

All Councillors were in agreement.

8. To remind all Councillors to review their Register of Member’s Interests on the East Suffolk Council website

The Clerk advised the Council that a link will be provided to all Councillors to log in and check their Register of Member’s Interest on the East Suffolk Council website, this is the responsibility of each Councillor to check that their details are correct.

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

The Clerk confirmed that there are no direct debits on the account but there is one standing order for the Information Commissioners Office for £35.00 annually.

10. To agree Minutes of meeting dated 19th February 2025

Cllr. Silovsky proposed the minutes to be adopted as a true record of the meeting. This was seconded by Cllr. Gilbert and all Councillors were in agreement.

11. To receive an update for the development of the Community Emergency plan

For the plan to be edited electronically the document would need to be converted to a word document, Cllr. Broomfield agreed to convert the document.

Cllr. Broomfield

12. To receive an update for an event for the 80th Anniversary VE Day

Cllr. Silovsky explained that there will be a parade from School Road to St Michael and All Angels Church followed by a Church service.

The Clerk confirmed that the joint event held by Tunstall and Campsea Ashe Parish Council’s will be going ahead on Sunday 11th May.

Chair’s initials:

13. Tunstall Common/Forest

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

Cllr. Ross is aware that camping has increased on Tunstall Common, so far, all visitors have been mindful of the area and have left no rubbish behind. Cllr. Ross will continue to monitor this.

14. Highways

a. To receive an update for the ongoing flooding issues

Cllr. Broomfield reported that the section 19 investigation by Suffolk County Council has been completed and that the report had been published. Cllr. Broomfield had collated and supplied Suffolk County Council with all the flooding data, but this was not followed up.

Works will be carried out by Highways at the pit at the crossroads, Tunstall Common. However, Cllr. Broomfield is awaiting to hear when this will begin.

Highways have confirmed that discussions are still taking place with residents and landowners for work to be carried out at King Arms Yard.

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

It was confirmed by Councillors that biodiversity duties for Tunstall would be included in the Neighbourhood Plan and would like to encourage residents to engage with the development of the plan as much as possible.

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

Councillors agreed to cover the cost of the memorial wreath (£27.50), this was proposed by Cllr. Broomfield and seconded by Cllr. Morgan. All Councillors were in agreement.

17. Planning:

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

There were none.

b. Any other applications forthcoming or planning matters:

There were none.

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

Three quotes had been received for the service of the Church clock and circulated to all Councillors, after a brief discussion all Councillors agreed to fund the service, this was proposed by Cllr. Broomfield and seconded by Cllr. Gilbert.

19. To review and discuss the Action Log

- **Additional post for the SID at Snape Maltings** – Additional volunteers required for the speed watch team.
- **Draft letter for Forestry Commission and MP raising concerns of diseased trees** – Further update at the next meeting.

- **Review and update of the Community Emergency Plan** – Further update at the next meeting.
- **Village website review and move to gov.uk** – Suffolk Cloud are awaiting new templates, Clerk will request an update.
- **Pension for the Clerk** – Clerk will forward the details to all Councillors for review.
- **VE Day Celebrations** – discussed during item 12.
- **Weed killer for attenuation pond** – Cllr. Ross will apply this soon.

20. Recreation Ground/Community Hall

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

Cllr. Silovsky confirmed that the Community Hall is continuing to operate smoothly

21. To receive an update for East Suffolk Planning Alliance

No further update.

22. Finance Matters:

a) To accept and sign Accounts to 31st March 2025

The Clerk had circulated the end of year accounts to all Councillors prior to the meeting, these were accepted by all Councillors, proposed by Cllr. Silovsky and seconded by Cllr. Broomfield.

b) To authorise the following Invoices for Payments:

i. A Spencer (VE Day band)	£465.00
ii. SALC (payroll)	£54.00
iii. SALC (training)	£39.60
iv. SALC (membership)	£286.89
v. <i>Any other invoice presenting:</i>	

The above payments were proposed by Cllr. Gilbert, seconded by Cllr. Broomfield and all Councillors were in agreement they be paid.

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

Chair's initials:

b) <u>To note Payments received since last meeting:</u>	
<i>xii.</i> VAT refund	£842.27
<i>xiii.</i> Cllr. Reid (Grant for VE Day celebrations)	£800.00
c) <u>To note Bank Balances as of 31st March 2025:</u>	
i. Barclays Bank (Current Account)	£6,956.15
ii. IBS (Tunstall Parish Council)	£1,904.12
iii. IBS (Tunstall Common Fund)	£88,891.19

23. Documentation – to review and accept where appropriate:

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

Cllr. Silovsky proposed that the above documents are accepted and adopted by the Council, this was seconded by Cllr. Broomfield, all Councillors in agreement.

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

The next meeting will take place on 10th June 2025 at 6pm in the Community Hall.

Items to add to the next agenda:

- Items from this meeting.

Meeting closed at 8.45pm.

Signed:
Cllr. Karol Silovsky, Chair

Date:

Tiffany Pollock
Clerk to Tunstall Parish Council

Chair’s initials: