

Minutes of Tunstall Parish Council Meeting
Held on 14th January 2026 ~ 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. Lesley Cresswell

Cllr. Ben French
Cllr. David Broomfield
Cllr. Anna Spencer

Cllr. Neil Gilbert

Tiffany Pollock (Clerk)

1. To receive apologies for absence

Apologies had been received from Cllr. Morgan and Cllr. Denny, which were accepted by all.

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

Cllr. Silovsky declared that he is a member of St Michaels Church PCC and a Trustee of Tunstall Community Hall. Cllr. Silovsky advised that he will step down as chair for item 9 a.) as the planning application has been made by a neighbour.

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

None.

4. Public Participation - To receive:

a) Reports or comment from any member of the public

None.

b) Reports from County and District Councillors

A report had been received from Cllr. Reid prior to the meeting and circulated to all Councillors.

5. To agree Minutes of meeting dated 20th November 2025

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

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

Cllr. Silovsky explained that he could not amend the plan on his i-pad. Cllr. Broomfield stated this has taken too long and that the EAP presented was not fit for purpose. Cllr. Broomfield stated

Chair's initials:

that individuals listed in the plan had not been contacted and some are now not able to provide the support detailed. They would need to be spoken to and emailed to be made aware of their roles and responsibilities. Cllr. Cresswell, Cllr. Silovsky and Cllr. Spencer will form a work party to complete the plan.

There was no reference to flooding, despite the fact that the Section 19 specifically requested an Updated Emergency Action Plan.

Action: Cllr. Cresswell, Cllr. Silovsky and Cllr. Spencer

7. Tunstall Common/Forest

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

Cllr. Broomfield questioned how grant money held for Tunstall Common could be used and whether there are any specific rules. Cllr. Ross explained that if the trees on the common required felling due to diseases, the funds could be used for this as well as re-planting. Funds are to be used for the maintenance of common land.

Cllr. Ross highlighted that the Forestry Commission have installed ticket machines for parking in Tangham Forest. This may mean that foot fall may increase at Tunstall Common.

b. To receive an update for Pit Cottage including land registry

Cllr. Ross explained that Pit Cottage and surrounding area was originally common land, however over time the land at the bottom of the Pit, now known as Pit Cottage was claimed. Cllr. Ross confirmed that ownership for the land at the top of the pit, near the notice board and alongside Orford Road has been transferred to Tunstall Parish Council. Cllr. Broomfield questioned the benefit of owning the land and if there could potentially be any liabilities in the future for the council. It was felt that this shouldn't be an issue and an example was given of the damage caused to the road near Dunningworth Hall from badger sets.

Cllr. Ross would like to recommend that the Council claim the land at the rear of the pit. Cllr. Silovsky, Cllr. Ross and Cllr. Gilbert will find out the next steps and update councillors at the next meeting.

Action: Cllr. Silovsky, Cllr. Ross and Cllr. Gilbert

8. Highways and Flooding

a. To receive an update for ongoing flooding issues

Cllr. Broomfield provided all Councillors with the latest update prior to the meeting and advised that the team working for Jenny Riddell-Carpenter are chasing the lead Councillor for highways for a response.

Potentially works at the Green Man pond could go forward this summer. Cllr. Broomfield has met with a new engineer for the flooding on School Road; however, any possible solutions will need to be discussed with the relevant departments at highways.

Cllr. Broomfield will be meeting with a highways engineer to discuss the HGV signage at the Snape Road junction as well as speeding on Snape Road.

Cllr. Broomfield reported that the Whatsapp group for flooding is active and members of the group are aware of what to do in the event of a flood.

Cllr. Broomfield chaired the next agenda item.

9. Planning:

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

- **DC/25/4848/FUL** – Proposal: Re-roofing of single storey lean to roof over Kitchen/Dining Utility Cloaks. Site address: The Granary, Church Farm, Orford Road, Tunstall Woodbridge, Suffolk
No comments.
Conclusion: No Objection, proposed by Cllr. Cresswell, seconded by Cllr. Broomfield. All Councillors in favour.

Cllr. Silovsky chaired the remaining agenda items.

b. Any other applications forthcoming or planning matters.

There were none.

10. To review and discuss Action Log, including updates and distribution.

- **Additional post for the SID at Snape Maltings** – The police confirmed that the Parish Council would need to agree a location for an additional post. Councillors felt due to funding availability this should be closed on the action log.
- **Rota for Speed Indicator device** – the Clerk will ask Cllr. Denny to provide an updated rota.
- **Draft letter for Forestry Commission and MP raising concerns of diseased trees** – Cllr. French read the response received from the tree warden. This confirmed that there is a disease present. Thanks were given to Cllr. Ross for identifying this. Councillors agreed that they would support the findings being sent to Forestry England and Jenny Riddell-Carpenter MP. Cllr. Cresswell will respond to this.
- **Review and update of Community Emergency Plan** – discussed in item 6.
- **Village website review and move to gov.uk** – Cllr. Denny, Cllr. French and Cllr. Silovsky are having issues with the new gov.uk addresses. Cllr. Broomfield offered to assist with this.
- **Move to online banking** – Cllr. Ross will check if he is able to access the account.
- **Pension for the Clerk** – Minutes signed at the next meeting will be sent to the pension provider.
- **Weedkiller for attenuation pond** – Cllr. Ross will spray the area again in Spring.

Chair's initials:

- **Neighbourhood plan funding** – discussed in item 11.
- **Contact Cllr. Reid to request assistance for works to be carried out regarding flooding** – Elevated to MP. Awaiting reply from Head of Suffolk County Council Highways.
- **Contact Cllr. Reid to request assistance for signs at Snape Road/Orford Road junction** – Meeting date to be confirmed to review initial unacceptable offer from Suffolk County Council.
- **Contact Head of Floods team at SCC for meeting** – Meeting declined by Suffolk County Council.

11. To receive an update for the neighbourhood/parish plan

Due to a lack of funding Cllr. Gilbert felt that it is more viable to pursue a parish plan rather than a neighbourhood plan. Cllr. Gilbert, Cllr. Broomfield and Cllr. Morgan have been working on a series of questions. Cllr. Broomfield has developed an online questionnaire where feedback is inputted into graphs. A paper copy will also be available for responses, an open evening in the hall will be arranged for residents to view responses received. The draft questionnaire will be sent to all Councillors for review. Cllr. Gilbert will request funding from Cllr. Wilson to assist with the plan.

Action: Cllr. Gilbert

12. Recreation Ground/Community Hall

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

No further update.

13. To receive an update for East Suffolk Planning Alliance

No further update.

14. To discuss maintenance for the village sign

Councillors asked the Clerk to check with the insurers if cover would be provided for a volunteer carrying out the maintenance.

Action: Clerk

15. To receive an update for the Joint Parish Traffic Initiative meeting

Cllr. Spencer advised that the meeting had been cancelled, the meeting will now take place on 2nd February. Cllr. Spencer is unable to attend, Cllr. Broomfield indicated that he would be willing to attend this.

16. To discuss website improvements including access to emails

Cllr. Spencer indicated that she would be willing to assist with website updates, the Clerk will request a log in from Suffolk Cloud.

Chair's initials:

Cllr. Broomfield encouraged Councillors to use their gov.uk address as this ensures that the Council are compliant. The Clerk explained that she does not hold passwords for Councillors and that her password would only be passed to the chairman in an emergency.

17. Finance Matters:

a) To receive Accounts as of 30th November 2025

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

b) To discuss draft budget for 2026/27

Cllr. French and Cllr. Spencer have considered the budget, presently there is no additional funding available. Community events and the bulletin would need to become self-sustaining, the budget will continue to be a working document.

Cllr. Silovsky declared that the Standing Orders were suspended to allow for the remaining agenda items to be discussed, all Councillors were in agreement.

c) To consider grant requests (to be paid April 2026)

After a brief discussion and consideration of the budget all Councillors agreed that no grants will be award this year.

d) To discuss and agree precept request for 2026/27

Councillors agreed that the precept would need to be increased. After a short discussion councillors voted for an increase of 5% or an increase of 7.5%.

7.5% increase = 4 votes

5% increase = 2 votes

1 Councillor abstained from voting.

The total precept increase of 7.5% requested from East Suffolk for 2026/27 will be £13,025.07. This was proposed by Cllr. Gilbert and seconded by Cllr. French.

e) To consider quote received for annual grass cutting

Councillors discussed and agreed to accept the quote received from East Suffolk Services, this was proposed by Cllr. Silovsky and seconded by Cllr. Broomfield, all Councillors were in agreement.

f) To discuss and agree start date of the clerk (Tiffany Pollock) joining the Local Government Pension Scheme

Cllr. French proposed that the start date for the Clerk to join the Local Government Pension scheme should be August 2025, this was seconded by Cllr. Spencer and all Councillors were in agreement.

g) To discuss and consider quotes received for the bulletin

The Clerk provided Councillors with quotes for the bulletin, due to availability of funds, Councillors asked the Clerk to request funding from alternative sources. Cllr. Spencer will assist; there will be an update at the next meeting.

Action: Clerk and Cllr. Spencer

- h) To agree closure of the Barclays bank account and agree transfer of funds held in Barclays bank current account to Lloyds bank account

Cllr. French proposed that funds held in Barclays bank should be transferred to Lloyds bank and that the Barclays bank account should be closed. This was seconded by Cllr. Broomfield and all Councillors were in agreement.

The Clerk explained to Cllr. Silovsky that a signatory would need to transfer funds.

Action: Cllr. Silovsky

- i) To acknowledge notification of exempt status, 2025 from PKF Littlejohn

Councillors acknowledge notification of exempt status from PKF Littlejohn, this was proposed by Cllr. French and seconded by Cllr. Silovsky, all Councillors were in agreement.

- j) To authorise the following Invoices for Payment:

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|--|---------|
| i. Annual room hire and 2 additional parish council meetings | £350.00 |
| ii. Any other invoice presenting | |

Cllr. French proposed the payment for the above invoice; this was seconded by Cllr. Cresswell and all Councillors were in agreement.

- k) To note Payments made since last meeting:

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| i. SALC (payroll) | £57.60 |
| ii. HMRC | £481.54 |
| iii. Clerks expenses | £91.79 |
| iv. Clerks salary | £643.97 |

- l) To note Payments received since last meeting:

- i. None

- m) To note Bank Balances as of 30th November 2025:

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| i. Barclays Bank (Current Account) | £4,052.69 |
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- n) To note Building Society balances as of 31st December 2025:

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|-----------------------------------|-------------|
| ii. IBS (Tunstall Parish Council) | £2,070.79 |
| iii. IBS (Tunstall Common Fund) | £100,308.00 |

18. Documentation – to review and accept where appropriate

- **Health and Safety policy**
- **IT Policy**

Chair’s initials:

Cllr. Silovsky proposed that the above documentation was accepted and adopted by the Council, this was seconded by Cllr. Spencer, all Councillors were in agreement.

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

Items to add to the next agenda:

- Items from this meeting.
- Make Tunstall prettier

The date of the next meeting was agreed for Thursday 19th February 6.00pm, in Tunstall Community Hall.

Meeting closed at 8.40pm.

Signed:
Cllr. Karol Silovsky, Chair

Date:

Tiffany Pollock
Clerk to Tunstall Parish Council

Chair's initials: