

Minutes of Tunstall Parish Council Meeting
Held on 17th June 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. John Denny
Cllr. Ben French
Cllr. David Broomfield

Cllr. Oliver Morgan
Cllr. Anna Spencer (taking minutes)

? members of the public

1. To receive apologies for absence

Cllr. Silovsky confirmed that the clerk was unable to attend the meeting due to her son being unwell, therefore Cllr. Spencer will be taking the minutes.

Apologies had been received from Cllr. Gilbert (away), these were accepted by all Councillors.

Apologies had also been received from Cllr. Ewart (County Councillor).

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 Trustee of Tunstall Community Hall.

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**

A member of the public emphasised the importance of a Councillor to represent flooding for Tunstall. Cllr. Broomfield indicated that he would continue to do this.

Concerns were raised that flooding works for Woodbridge Road are taking a long time, the date for works to commence had originally been planned for the end of March, however we are still waiting. Highways had discussed 2 options with a resident; this was to push the date back or commence works that they can whilst waiting for agreement from a landowner. Cllr. Broomfield indicated that the landowner of the field on Orford Road was yet to sign the agreement. Highways will notify Cllr. Broomfield once the agreement is signed.

Chair's initials:

Cllr. Broomfield explained that until the agreement is signed there is little, we can do without a compulsory purchase. A member of public expressed concerns that the landowner may want to develop the field in the future.

A member of the public was upset by a comment they believe was stated at the previous meeting, that residents would have to 'suck it up' with regards to the precept going up. Not everyone in Tunstall is able to afford changes and they felt that the comment was inappropriate. The member of the public stated that looking at the accounts for 2025/26 the Parish Council will be over budget and if the Parish Council removed the funds restricted for Tunstall Common local people would find it easier to understand. The member of the public stated that decisions regarding increasing the clerk's hours have had an effect on the budget. Cllr. Silovsky advised that the decision to increase the clerk's hours was agreed by the whole council and had proposed this after the Councillors had debated it. At the time it was not clear or anticipated that the Parish Council would be over budget.

The member of the public referred to minutes from February 2025 and stated that there is no detail in the minutes to say that this would take the Parish Council over budget, the increase of hours might not have been agreed if all present were fully aware. Majority of income will be spent on salary leaving nothing else for the village. The member of public suggested that perhaps the Parish Council should reconsider the decision.

The member of public questioned what was the increase in workload that meant that the increase in hours needed to happen? When this was proposed why was it not stated that it would cause the Parish Council to be over budget.

Ref Highways 10 B1069 – A resident stated that Cllr. Cresswell has done a thorough job on the report; this had been forwarded onto all Councillors. Cllr. Cresswell briefly discussed the report with residents and what the proposals were, Cllr. Ewart is also supporting this.

A member of the public reinforced the need for the emergency plan to be completed, if someone was in desperate need tomorrow, they would not have the correct information. Everything on the emergency plan on the website is out of date. The member of the public has been investigating and has contacted Land registry. The triangular area at Tunstall Common belongs to the Parish Council, therefore they suggest that in the event of a flood, water should be directed there.

A member of the public added that the Church could be added to the emergency plan as a safe space.

A member of the public suggested that speed watch at the Snape end of Tunstall would be good to reinstate. The speed limit needs to be changed but they would like to suggest that the triangle would be a good place for the Speed Watch team. The member of the public suggested that Tunstall collaborates with Snape speed watch.

Snape Parish Council have done a fair amount of work and wishes to collaborate as they have similar issues. Cllr. Cresswell agreed to send a copy of the highways report to the Chair of Snape Parish Council.

b.) Reports from County and District Councillors

Chair's initials:

A report was received from Cllr. Wilson and circulated to all Councillors prior to the meeting.

5. To discuss and consider joining the Neighbourhood Watch Scheme

A representative from the Neighbourhood Watch Scheme gave a brief history of the scheme and stated that faded signs are sending out the wrong message to criminals. The Police have said that crime is 20% lower in villages which have joined the scheme. Four Neighbourhood watch signs for Tunstall were offered if the village wishes to join the scheme, the approach for the scheme is based around the leaflet and registering your email address which will mean that messages from the Police will be sent directly. If Tunstall wishes to join the scheme it is encouraged that as many residents take part as possible, there would be a requirement for an online coordinator.

Cllr. Silovsky indicated that this would be considered at the next Parish Council meeting.

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

Cllr. Spencer indicated that she would be willing to stand as Vice Chair, this was proposed by Cllr. French and seconded by Cllr. Silovsky, all Councillors were in agreement. Cllr. Broomfield abstained from this decision.

7. To appoint persons to the following offices

- a. Flooding** – Cllr. Broomfield, this was proposed by Cllr. French and seconded by Cllr. Silovsky, all Councillors were in agreement.

Cllr. Ross expressed concerns that during storm Babet lorries were told that they could tip the water on the Common. This was not allowed as the water contained nitrates and other contaminants which were not allowed to be tipped on a SSSI site.

Cllr. Ross questioned whether Cllr. Broomfield would have authority on his own. Cllr. Broomfield stated that 2 other sites had been agreed at a previous meeting where water will go if there is another flood. Discharge sites for tankers have been agreed with a landowner on private land which is not SSSI land. Cllr. Broomfield offered assurance that nothing has been acted on outside of council meetings.

8. To agree Minutes of meeting dated 6th May 2026

Cllr. Silovsky referred to the fact that 'deficit is a self-made problem' (18 a 4th paragraph). Cllr. Silovsky resents having the finger pointed at him. Cllr. Silovsky stated that the clerk is working way over the allocated time and when people work, they deserve their pay. Cllr. Broomfield stated that he was reacting to the minutes from February 2025.

Cllr. Silovsky appreciates that Cllr. Broomfield may be reacting to the minutes however this was not what had been minuted and Cllr. Silovsky does not wish to 'take it on the chin'.

Cllr. Silovsky would like the paragraph to read that it was joint responsibility, rather than just himself. Cllr. Silovsky stated that minutes cannot be changed retrospectively. Cllr. Silovsky has looked at the previous minutes and hasn't found anywhere in the minutes what Cllr. Broomfield was implying.

Cllr. Silovsky believes the minutes of the previous meeting prior to the requested amendments show how and what was said.

'Cllr. French suggested that the community pulls together to assist one another and the Parish Council with funds. A Trustee of the Community Hall stated that funds from the hall cannot be used for the Parish Council, the costs of the hall break even, and the hall is a charity. Cllr. Broomfield stated that the precept increase will be used upon the Clerks wage increase. The budget was not considered when the Council increased the Clerks hours and therefore the deficit is a self-made problem. Cllr. Cresswell suggested if the Parish Council could fundraise, this will be on the next agenda.'

Cllr. Silovsky believes that the amended minutes are inflammatory and accusatory and is not a true reflection of what was said. Minutes should not be verbatim as per guidelines circulated to Councillors prior to the meeting.

Cllr. Broomfield stated how can the minutes be disputed and the big question is how did it happen? Cllr. Broomfield felt that it was hard luck that they hadn't been changed before and how can he agree minutes when he wasn't there.

Cllr. Silovsky was quoting changes to the previous minutes and not those from February 2025.

Cllr. Broomfield confirmed he had made the comments stated in the minutes at the previous meeting.

9. To discuss and agree response for Section 19

Cllr. Broomfield questioned if a response had been sent to Suffolk Floods from their email, Cllr. Broomfield will email the clerk to confirm.

There is no update, but the deadline has been missed, and it hinges on the emergency plan.

10. Highways

a. To receive an update for ongoing flooding issues

Cllr. Broomfield echoed what he had previously stated during the public participation, no date has yet been published.

Cllr. Broomfield suggested to put a 'lip' in the side of the pond which has been dug at the Common by Suffolk County Council to allow it to overflow but not flood. Cllr. Broomfield doesn't mind digging a trench himself if it prevents flooding. Cllr. Broomfield proposes that he manages the digging of the trench. Cllr. Ross stated that we should all have a say and that he is a great believer in keeping the water on the fields.

Only one of the land owners have done what they have said they would, but the others haven't. Cllr. Broomfield stated that the pond at the Common works and that his suggestion would add value to it.

Cllr. Ross wishes to join the flood group which Councillors agreed, Cllr. Morgan felt that Cllr. Ross would be helpful in joining the flood group. Cllr. Cresswell suggested a site visit, Cllr. Broomfield agreed to wait until then.

Chair's initials:

b. To receive an update for highways issues

Cllr. Cresswell circulated the report for the wish list for the B1069 to all Parish Councillors and residents at the Snape end of the village. Cllr. Cresswell agreed to share this also with the Chair from Snape Parish Council. Cllr. Cresswell has met with Cllr. Ewart and has contacted Snape Maltings but as yet has not received a reply. Cllr. Silovsky read the report and believes that the suggestions seem really sensible. Cllr. Cresswell would like a robust report for this to put forward.

c. To receive an update for Speedwatch

Cllr. Denny needs to be trained and is yet to receive a reply from PC Ainsworth, the Speedwatch team are ready as soon as they are given the go ahead. Cllr. Broomfield thanked Cllr. Cresswell for giving permission for her driveway to be used. Cllr. Broomfield confirmed that the triangle near Snape Maltings has been approved with specific criteria (tbc). Only roads within 30mph speed restrictions can be used, therefore this will not be at the triangle near Dunningworth Hall.

11. Finance Matters:**a. To accept and sign accounts to 31st March 2026**

Cllr. Broomfield noted that the date on the top of the spreadsheet was incorrect, the accounts were proposed by Cllr. Broomfield and seconded by Cllr. Silovsky. All Councillors were in agreement, Cllr. Silovsky signed the accounts.

b. To accept and sign internal Auditor's Report for 2025/26 and Page 3 Form 3 'Annual Internal Audit Report 2025/26' of the Annual Governance and Accountability Return (AGAR) 2025/26

Cllr. Silovsky read the internal auditor's report aloud to Councillors.

Cllr. Broomfield questioned if the auditor picks something up who receives it? Where things have been pointed out by the auditor who follows it up?

Cllr. Broomfield requested for audit to go on the next meeting agenda.

c. To agree and complete Section 1 'Annual Governance Statement 2025/26' of the AGAR 2025/26

Cllr. Silovsky read the annual governance statement aloud to Councillors, this was agreed by Councillors and signed by Cllr. Silovsky.

d. To agree and complete Section 2 'Accounting Statements 2025/26 of the AGAR 2025/26

Cllr. Silovsky read the accounting statements to Councillors, this was agreed by Councillors and signed by Cllr. Silovsky.

e. To discuss and consider budget 2026/27

Cllr. Spencer suggested 4 things noted previously, Cllr. French asked if any of the funds held with the Community Hall could be used for the clerk's salary. Cllr. Silovsky explained that this is not possible as the clerk is a trustee.

A member of the public suggested that the clerk's remit is considered.

Cllr. Broomfield stated that his beef is not paying the clerk. It's about the work done to justify the decision. That's why we are in the position. The work looking at the budget wasn't done. You had no basis of facts to increase the clerk's salary.

A member of the public stated that if you can't afford staff then you can't do it. You can only pay staff members for the work you can afford. Ask for volunteers.

Cllr. Spencer suggested tracking the clerk's hours to see where that leads. The council would like to look at the clerk's hours over the next quarter.

Cllr. Silovsky stated that grass cutting and the inspection of the play area is currently paid for by the Parish Council. Cllr. Silovsky suggested if the council should ask the Community Hall for support with these payments. The Trustees would need to be approached, and they would need to agree or disagree as it goes against the Management Agreement which would have to be amended if they agreed. There were no objections.

f. To consider fundraising to assist with Parish Council funds

Cllr. Cresswell advised Councillors that there will be an event planned for 2nd October, funds will be split between Tunstall Parish Council and Suicide for Farmers charity.

g. To authorise the following Invoices for Payment:

i. LGS Pension (May)	£109.48
ii. T Pollock (expenses)	£260.76
iii. Suffolk Digital (September/October bulletins)	£180.00

There was an additional invoice presented for T Brown (auditor) £300.00

Cllr. Spencer proposed the payments for the above invoices; this was seconded by Cllr. Morgan and all Councillors were in agreement.

a) To note Payments made since last meeting:

i. T Pollock (Clerks salary April)	£608.55
ii. SALC (6 months payroll)	£57.60
iii. D Broomfield (expenses for questionnaires)	£309.73
iv. Lloyds Bank (service charges)	£16.25

b) To note Payments received since last meeting:

i. East Suffolk Council (Grant from Cllr. Wilson for the bulletin)	£240.00
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c) To note Bank Balances as of 28th May 2026:

i. Lloyds Bank (Current Account)	£6,205.24
ii. Suffolk Building Society (Tunstall Parish Council)	£2,090.24
iii. Suffolk Building Society (Tunstall Common Fund)	£99,553.00

12. Tunstall Common/Forest

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

Chair's initials:

Cllr. Broomfield questioned why the common and council are merged as there is no notation on the audit that these are two different funds and why didn't the auditor pick this up?

Cllr. Broomfield questioned if any of the Councillors knew why it's different. Cllr. Ross stated that the payments held in the Common account have been claimed for protecting the Common and that there will be future work required that will cost money which is why we need to keep reserves for future generations.

Cllr. Ross explained that where we had free work in the past that is drying up and we may have to do the work ourselves. We have good habitats for key species such as nightingales and nightjars.

b. To consider and discuss using building society interest from the Common fund

Cllr. Broomfield stated that he had found an article on the internet which stated that 'a government grant from Natural England cannot be used for anything other than it's intended purpose'. And added that interest couldn't be spent elsewhere either.

Cllr. Ross indicated that this contradicted the email that Cllr. Ross had received from Natural England.

Cllr. Ross stated that Blaxhall give all their funding to Suffolk Wildlife Trust who manages their common.

Cllr. Broomfield stated that in black and white it should be used or returned but was unable to name the source of the article he had found.

Cllr. Morgan believes that farming budgets often cover offices and staff and questioned if this is covered by their grants? We need to know whether funds can be used for administrative work as well.

Councillors agreed to clarify before this is taken any further. Cllr. Broomfield stated that if we are in breach of the rules then the grant money will be lost, clarification is needed on the rules.

c. To receive an update for Pit Cottage

Cllr. Gilbert has been the lead Councillor dealing with Pit Cottage, therefore this will be discussed at the next meeting. Cllr. French advised that a reply to the latest FOI request has been sent to the solicitor acting on behalf of the owner of Pit Cottage, as yet there has been no reply.

13. To discuss and consider suggestions for making Tunstall prettier

Cllr. Silovsky advised that the village notice board at the Green Man will need to be painted. The notice board at the triangle at the Snape end of Tunstall has been hit by a car. It is work in progress with the car owner's insurance investigating. There had been a suggestion for a litter pick from Grace Church, all Councillors supported this. The Clerk will arrange collection of the litter.

14. To discuss insurance cover

After a short discussion Cllr. Silovsky confirmed that the Parish Council's insurance will not cover Councillors who are not undertaking Council duties.

Cllr. Silovsky confirmed that land slides would be covered by the Parish Council's insurance as long as the land in question had been checked and maintained if required.

15. To discuss and consider recommendations by NHS England for the defibrillator cabinet

Cllr. Silovsky read the NHS England guidance, Councillors voted in favour of the defibrillator cabinet being unlocked/code displayed clearly on the cabinet. This was proposed by Cllr. Broomfield and seconded by Cllr. Cresswell, all Councillors were in agreement.

Cllr. Cresswell agreed to support the clerk with checks.

16. Planning

- a. **To discuss and agree response to the following Applications received:**
DC/26/1078/FUL – Proposal: Change of use from existing store into holiday let accommodation. Site address: Bracken Farm, Bracken Farm Lane, Tunstall, Suffolk

No comments from Councillors.

Conclusion: No Objection, all Councillors were in agreement.

- b. **Any other applications forthcoming or planning matters:**
To acknowledge receipt of planning notice for Bracken Farm, Tunstall Common
To confirm response for application: DC/26/1676/LBC – Listed Building Consent –
Create new internal opening between existing kitchen/day room. Site address
Dunningworth House, Dock Farm Road, Tunstall, Woodbridge, Suffolk, IP12 2EQ

Councillors acknowledged receipt of this planning notice.

- **A further planning application had been received after the publication of the agenda:**
DC/26/2083/LBC – Proposal: Listed Building Consent – Refurbishment and upgrading of
the existing seating, alongside the introduction of measures to improve accessibility and
safety within the auditorium, including the installation of new hand rails to the stepped
gangways within the raked seating area. Site address: Snape Maltings Concert Hall, Snape
Bridge, Tunstall, Woodbridge, Suffolk, IP17 1SP.

No comments from Councillors.

Conclusion: No Objection, all Councillors were in agreement.

17. To review and discuss Action Log

Chair's initials:

- **Draft letter for Forestry Commission and MP raising concerns of diseased trees** – No further update.
- **Review and update of community emergency plan** – the plan will be circulated to all Councillors for consideration.
- **Pension for the clerk** – clerk to confirm if meeting minutes have been signed off.
- **Tunstall Parish Plan** – there will be an update at the next meeting.
- **Signs at Snape Road/Orford Road junction** – Cllr. Broomfield reported that Cllr. Ewart has agreed to fund the signs.
- **Land claim at Tunstall Common** – No further update.
- **Alternative funding source for the bulletin** – Funding received from Cllr. Tim Wilson to cover September and October bulletin.
- **Community Speedwatch** – this was discussed at item 10 c.
- **Highways wish list of works for B1069** – this was discussed at item 10 b.

18. Recreation Ground/Community Hall

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

Cllr. Silovsky gave a brief update. The play area development funding is going to be radically less, approximately £3,000. Cllr. Silovsky will take the budget meeting and propose a meeting between the Community Hall Trustees and the Parish Council. The picnic tables are being replaced, and Pickleball will be offered soon. The potholes are also being addressed.

19. To receive an update for East Suffolk Planning Alliance

No further update.

20. Documentation – to review and accept where appropriate

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

All Councillors were in agreement that the above documentation is accepted.

- **Asset and Responsibilities Register** – deferred to the next meeting.

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

Items to add to the next agenda:

Chair's initials:

- Items from this meeting.
- Emergency action plan
- Neighbourhood watch scheme
- Audit

Meeting closed at 8.55pm.

Signed:
Cllr. Karol Silovsky, Chair

Date:

Tiffany Pollock
Clerk to Tunstall Parish Council

Chair's initials: