

**Minutes of the Meeting of Tasburgh Parish Council held
on Tuesday 16th May 2023 in Tasburgh Village Main Hall at 7.30pm**

Present

Jill Casson (Chair), Keith Read, Adrienne Watts, Matthew Read, Andrew Patrick, Preston Thomas, Martin Bull, Brian McGuire and Tina Eagle, Parish Clerk

Also present 2 members of the public

1. Election of Chairperson

Jill Casson was **elected unopposed**, proposed by Keith Read, seconded by Andrew Patrick all in favour. The Declaration of Acceptance of Office was duly signed.

2. Election of Vice Chairperson

Matthew Read was **elected unopposed**, proposed by Adrienne Watts seconded by, Andrew Patrick all in favour.

3. Apologies

Apologies were received and accepted from Willie Crawshay due to other commitments.

4. Declaration of interest for items on the agenda and applications for dispensations

Martin Bull agenda item 16a as a concerned resident Matthew Read agenda item 21a as being the applicant, Keith Read agenda item 21a, as related to applicant.

5. Declarations of interest of acceptance of office that have not been received.

It was **agreed** to grant an extension of time to Willie Crawshay proposed by Keith Read seconded by, Adrienne Watts all in favour.

6. Code of Conduct

It was **agreed** to adopt and abide by the Code of Conduct as previously circulated proposed by, Matthew Read seconded by, Preston Thomas all in favour.

7. Tasburgh Village Hall Committee

It was **agreed** to appoint Martin Bull proposed by, Keith Read seconded by, Adrienne Watts all in favour.

8. Tasburgh United Charities

It was **agreed** to appoint Jill Casson and Roger Burnett for a further 4 year term.

9. Cheque signatories

It was **agreed** that as an online banking proposal is currently being put together this would be an agenda item for next meeting. It was noted there remains sufficient bank signatories until then.

10. Internal Control Officer

It was **agreed** to appoint Willie Crawshay to check the forthcoming year's payments, receipts and bank reconciliations on a quarterly basis proposed by Adrienne Watts, seconded by Andrew Patrick all in favour.

11. Duties carried out by Councillors

It was **agreed** that:

- Brian McGuire would put the notices on the notice boards.

- Preston Thomas would carry out the Health & Safety Inspections.
- Jill Casson would produce the Parish Council report for the Quarterly.
- Jill Casson would carry out the weekly visual inspection of the play and adult equipment.
- Preston Thomas would carry out the monthly operational inspection of the play and adult equipment.
- Preston Thomas would carry out the monthly de-fibrillator checks.
- Andrew Patrick would carry out the charging of the SAM2 battery and monthly re-location of machine for Low Road
- Brian McGuire would carry out the charging of the SAM2 battery and monthly re-location of machine for Upper Tasburgh

In addition Martin Bull **agreed** to undertake the Tasburgh Quarterly & Church News delivery for Orchard Way.

12. Advisory Committees

a) Procedural Advisory Group

The Standing Orders and remit of the advisory groups was **agreed** as presented subject to minor amendments to the frequency of meetings.

It was **agreed** that members of the group would be Keith Read, Adrienne Watts, Matthew Read, and Preston Thomas. It was **agreed** to elect Keith Read as Chair proposed by, Adrienne Watts seconded by Preston Thomas all in favour.

b) Burrfeld Park Management Group

It was **agreed** that members of the group would be Jill Casson and Brian McGuire.

c) Neighbourhood Plan Advisory Group

It was **agreed** that members of the Committee would be Jill Casson, Adrienne Watts, Preston Thomas and Brian McGuire.

13. Minutes of the meeting held on Tuesday 18th April 2023

The minutes of the last meeting previously circulated. It was **agreed** to accept the minutes as a true record of the proceedings proposed by, Keith Read seconded by, Preston Thomas all in favour.

14. Minutes of meeting held on Tuesday 2nd May 2023

Meeting was cancelled due to no planning applications being received.

15. Urgent Items to be raised through the Chair

None

16. Update on matters arising from the minutes

a) Henry Preston road parking

Norfolk County Council confirmed with photographic evidence there were no road markings on the highway outside the school prior to the re-surfacing taking place. It was understood that all schools had road markings outside the gates and guidance from Alison was requested

Alison Thomas joined the meeting

Standing orders were suspended to allow Alison Thomas to respond

Alison **agreed** to obtain clarification on school road markings from the Highway Engineer.

The meeting reconvened.

Keith Read and Jill Casson **agreed** that a meeting would be arranged with the headteacher **JC/KR**

- b) H M Land Registry
No further update
- c) Highway matters
No further update, although it was noted that the Church Hill encroachment onto the Highway had been altered.
- d) Defibrillator cabinet
The insulation of the cabinet had been satisfactorily completed.
- e) Horseshoe footpath repairs
3 contractors had been contacted to provide quotes for these repairs. Two advised they were currently unable to undertake the work and no response received from the third. It was **agreed** that Keith Read and Andrew Patrick would look at the work required and provide costings for next meeting. **KR/AP**
- f) Bus shelter
Jill Casson reported that the graffiti could easily be removed by a soft scouring pad and the window cleaner would be advised accordingly. **Clerk**

17. Correspondence

Clerks & Councils Direct

Reading material passed to Martin Bull.

Norfolk Community Biodiversity Awards

Details of the awards had been previously circulated. It was unanimously **agreed** to submit an application. **JC**

18. Reports on Meetings Attended

a) Village Hall Management Committee

Martin Bull advised that bookings continue to improve. The AGM is scheduled for 14th June, which unfortunately he is unable to attend. Plans are currently being discussed to hold a Fete to celebrate the 70th Anniversary of the Hall, ~~dates to be confirmed~~ on 16th & 17th September 2023.

b) Chairs Networking Meeting

Jill Casson attended a recent meeting with neighbouring Parish Council Chairs. Newton Flotman are keen to progress the previously circulated information on the District Council's Mindful Towns & Village project. It was **agreed** to publicise the project locally to see if there is any interest in progressing further. **Clerk**

The group continue to work together on the issue of access onto the A140.

19. Finance

It was resolved to pay the following:

a) Tina Eagle	Salary/Expenses	£439.05/£12.80
b) H M Revenue & Customs	Income Tax	£68.00
c) Norfolk Pension Fund	Pension Contribution	£155.29
d) Mrs A Barnes	Internal audit fee	£66.00
e) Community Action Norfolk	Annual Subscription	£20.00
f) Groundwork UK	Underspend of grant	£997.62

The payments presented subject to the amendment of Community Action Norfolk to £20.00 were **agreed**, proposed by, Keith Read seconded by, Preston Thomas all in favour.

g) Receipts received

South Norfolk District Council 1 st precept instalment	£12,337.00
VAT	£ 2,802.36

h) Internal Audit Report

Report had been previously circulated. It was noted there were no matters to be brought to the Councils attention. It was noted that the internal auditor advised they were retiring. It was **unanimously agreed** for Clerk to find a replacement for 2023/24 end year for further consideration.

i) AGAR Section 1 Annual Governance Statement

The statements were considered, **approved** by members and signed by Chair and Clerk.

j) AGAR Section 2 Accounting Statements

The Accounting statements were considered, **approved** by members and signed by Chair.

20. Public Participation and Exchange of Information

The meeting was suspended to allow the public and those Councillors with a prejudicial interest to speak.

a) County Councillor Alison Thomas

Alison reported that Kay Billig had been elected the new leader for Norfolk County Council, she succeeds Andrew Proctor who had stood down from the role due to ill health. Under the new cabinet Alison had been appointed to Adult Social Care. Due to overwhelming support recommendations had been made to keep Rouen Road Walk-in Centre open.

Alison Thomas left the meeting

b) District Councillor Martyn Hooton

Martyn was welcomed to the meeting and a round of introductions took place. Martyn provided a bit of background information see [South Norfolk Conservative Association](#). He is currently in the process of attending training and looks forward to working together. Martyn confirmed that if available he would welcome the opportunity to attend the walkabout for the new and existing members of the Council. **Clerk** to forward dates.

c) Public Comments

A member of the public raised their concerns with regards to extra obstructions placed on Grove Lane. It was **agreed** details would be forwarded onto Highways and Alison Thomas who are currently dealing with this matter. **Clerk**

Preston Thomas advised there is some overgrowth around some of the play equipment which requires attention. It was **agreed** to inform the Village Hall who have responsibility for keeping this maintained for the Council. **Clerk**

The meeting was reconvened.

Matthew Read and Keith Read left the meeting.

21. Planning

a) Planning Applications

- i) **Appl: 2023/1096** Location: Pilgrims Cottage, Low Road Tasburgh NR15 1LT
Proposal: Internal and external alterations. Two storey rear extension
Preston Thomas and Adrienne Watts had viewed the plans, and visited the property. After consideration, it was **agreed** to approve the application proposed by, Preston Thomas seconded by, Andrew Patrick all in favour.

b) Planning Decisions

- i) **Appl: 2023/0821** Location: 7 Valley Road Tasburgh NR15 1NG
Proposal: Non-material amendment following 2022/2360 – alterations to ground floor window and door on north elevation **APPROVED**

c) Planning Appeals

None

d) Next Planning Meeting

It was **agreed** that the next planning meeting would be held on **6th June 2023**. Adrienne Watts, Preston Thomas, and Martin Bull confirmed their attendance. Jill Casson **agreed** to take the plans.

Keith Read re-joined the meeting

22. Advisory Groups

Adrienne Watts advised that the closing date on the draft pre-submission Neighbourhood Plan had now closed. The Advisory Group next meet on 6th June to consider all comments received and make any necessary amendments. There is still no news on the next round of funding for this financial year therefore the consultancy fee to continue the next stage of work would be taken from the balance of the District Council grant that the group was initially awarded.

23. Consultations

None

Martyn Hooton joined the meeting

Standing orders were suspended to allow Martyn to address members - Agenda item 20b

The meeting was reconvened

24. Ongoing Projects

a) Traffic Calming

Jill Casson advised it had been very difficult to hold regular sessions due to the limited number of volunteers. Unfortunately she had been informed by Norfolk Constabulary that due to being unable to guarantee the number of sessions now required the group can no longer continue and all equipment had to be returned. If more volunteers were to come forward it may be something that can be re-started in the future.

The SAM2 data had been downloaded from both locations. It would be circulated in due course and also shared with our local Beat Manager.

25. Ongoing Items

a) Burrfeld Park

i) Gully filtration

It was **agreed** to agenda item to next meeting

ii) Quotes for recommended tree work following inspection

The quotes previously circulated were considered. After a lengthy discussion and several proposals that were not unanimously approved it was **agreed** to circulate the tree inspection report to Andrew Patrick, Keith Read and Brian McGuire who would conduct a site visit and view the trees in question. **Clerk**

b) Norfolk Archaeological Trust

It was noted that requests to keep dogs on leads had been placed on our social media and in the Quarterly by us and the Trust.

c) Play area

i) Repairs to tractor, gate and adult rider

➤ Andrew Patrick confirmed that repairs to the tractor would be completed by next meeting
AP

➤ It was **agreed** to look for additional information for gate contractors details **Clerk**

➤ Preston Thomas confirmed he had received the replacement seat for the adult rider and would attempt to fit it in due course. **PT**

Preston Thomas also suggested that now would be a good time to infill the worn areas and look at replacement matting where needed.

ii) Replacement swing

After consideration it was **agreed** to look at possible funding options, design and costs proposed by Keith Read seconded by Preston Thomas all in favour. **Clerk/MB/KR**

d) Long Stratton cycle link proposal

It was noted that the Long Stratton Local Cycling and Walking Infrastructure Plan engagement event would be held on Tuesday 23rd May at Long Stratton leisure centre (12.30pm-6.30pm). There would also be a public engagement online survey to complete until 13th July. Publicity would be circulated when it becomes available. **Clerk**

26. New Items

a) Action Plan

The 2023/24 Action Plan previously circulated was unanimously **approved**.

b) General Power of Competence

It was noted that the Council met the eligibility criteria. It was **agreed** to re-adopt the General Power of Competence proposed by Adrienne Watts, seconded by Keith Read all in favour.

c) Contact Details

It was **agreed** that Councillors contact details would be published on the website and in the Quarterly.

d) Training

It was noted that Martin Bull and Brian McGuire had been booked onto the Councillors Induction Training taking place online on 14th & 15th 21st June 2023.

Dates and times would be circulated to all including Martyn Hooton for planned walkabout with new and existing members. **Clerk**

e) Councillors Expenses & Register of Interest forms

A reminder that forms need to be returned by 30th May.

27. Items for next month's agenda

28. To confirm date of next meeting, Tuesday 20th June 2023, 7.30pm

The meeting closed at 9.05pm

CHAIR