

## Minutes of the Meeting of Tasburgh Parish Council held on Tuesday 21st January at 8pm in Tasburgh Village Hall.

**Present:** Jill Casson (Chair)  
Brian Hill  
Keith Read  
Andrew Patrick  
Willie Crawshay  
Adrienne Watts  
Preston Thomas  
Tina Eagle, Parish Clerk

**Also present:** County Councillor Alison Thomas,  
2 members of the public were also in attendance

### 1. Apologies

Apologies were received and accepted from District Councillor Michael Edney, Matthew Read and Geoff Merchant

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

The following interests were declared:

- Item 9c – Jill Casson as she is the recipient of the payment.
- Item 16a – Brian Hill as he is a member of Tasburgh Village Hall Management Committee. It was **agreed** that he could take part in the discussions but not be part of the voting process.
- Item 9d and 16a - Willie Crawshay as he is a member on the Parochial Church Council. It was **agreed** that he could take part in the discussions of 16a but not be part of the voting process.

### 3. Minutes of the meeting held on Tuesday 17<sup>th</sup> December 2019

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

### 4. Minutes of the planning meeting held on Tuesday 7<sup>th</sup> January 2020

It was noted that this meeting was cancelled due to no planning applications being received.

### 5. Urgent Items to be raised through the Chair

None

### 6. Update on matters arising from the minutes

#### a) Highway Issues

- i) The potholes at the top of Church Hill had been filled. Those at the bottom of Grove Lane had also been reported to Highways.
- ii) The overgrown vegetation around the ford signs had been cut back. It was noted that the footpath is still not accessible due to overhanging vegetation and the footbridge is showing signs of wear and tear. Clerk to raise again with the Highways Engineer.
- iii) The response from the Highways Project Engineer regarding the inconsistent signage on Hempnall roundabout previously circulated was noted and had been

**Clerk**

- forwarded onto the member of the public for their information.
- b) **Henry Preston Road Signage**  
This had been received and will be fitted at the end of the turning area. **JC**
- c) **Overgrown hedges on Church Road**  
It was agreed to follow up with a second letter to the identified party to request the overhanging hedge is cut back as a matter of some urgency. **Clerk**
- d) **Website accessibility review**  
It was noted that the Parish Council website is now compliant. A full report had been provided on what had been done with some advice and guidance suggested for the future in order to maintain compliance. It was suggested that this report should be an Agenda item for further consideration in February. **Clerk**

## 7. Correspondence

- a) Clerk & Councils Direct– Reading Material
- b) CPRE - Letter outlining their initial advice on the GNLP Draft Plan – Regulation 18 Consultation

## 8. Reports on Meetings Attended

### a) Village Hall Management Committee

It was reported that the vacancy for the Secretary/Bookings Clerk post had been re-advertised as a paid position and work to update the website continues.

### b) Networking session for Chairs/Vice-Chairs

Jill Casson and Adrienne Watts attended this NPTS event where a variety of topics were covered. Both agreed it was an excellent session, an opportunity to share information and well worth attending.

### c) Networking session for Clerks

The Clerk recently attended this NPTS event. Some topics discussed were very relevant for now, i.e. the new website accessibility regulations, budget and precept and internal audit. Other topics covered whilst not applicable now are useful to know if such matters arise in the future. Details will be posted on Norfolk Clerk's facebook page regarding potential successful speed reduction schemes. **Clerk**

### Father Christmas visit

It was noted that a very successful visit to the Church was made by Father Christmas with approximately 40 children attending. It was **agreed** to write a letter of thanks to Father Christmas for visiting Tasburgh again. **Clerk**

## 9. Finance

### It was resolved to pay the following:

- |    |                          |                             |         |
|----|--------------------------|-----------------------------|---------|
| a) | Tina Eagle               | Salary/Expenses             | £434.94 |
| b) | Norfolk Pension Fund     | Pension Contribution        | £128.87 |
| c) | Jill Casson              | Father Christmas expenses   | £ 5.30  |
| d) | Parochial Church Council | Grant for tennis table      | £100.00 |
| e) | Steve Jackman            | Website accessibility check | £ 45.00 |
| f) | Bartlett Signs           | Henry Preston road signage  | £ 43.20 |
- The payments were **agreed**, proposed by Keith Read, seconded Preston Thomas all in

favour.

**g) 3<sup>rd</sup> Quarter Budget Comparison**

The accounts previously circulated were noted and **agreed** proposed by Keith Read, seconded by Adrienne Watts all in favour.

**10. 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**

A reminder of the Divisional Boundary Review currently underway. Alison thought it was unlikely that Tasburgh would move divisions. Patience was asked for with regards to possible delays to repairs of potholes as teams undertaking these repairs are having to prioritise flooding matters.

The consultation on NCC budget had now closed and would be considered by Full Council in February. The Greater Norwich Local Plan Regulation 18 Draft Consultation would soon be open for consultation and South Norfolk Council intend to prepare a separate village clusters plan.

Landscaping to the Hempnall roundabout is taking place with trees and hedging being planted and the outcome of the funding for the Long Stratton by-pass is still awaited.

It was reported that whilst the drainage chambers on the Hempnall road have been cleared those on Low Road are still blocked and need clearing out. Alison agreed to look into.

*Alison left the meeting*

**b) District Councillor Michael Edney**

Nothing to report at a ward level.

**c) Public Comments**

A member of the public queried why access through Rainthorpe Hall grounds had been closed off when previously this was open. It was noted that there had been several crime issues reported in the area within the last few months and the new owners are within their right to request that access is strictly with the owner's consent.

*The meeting was reconvened.*

**11. Planning**

**a) Planning Applications**

None received

**b) Planning Decisions**

**Appl No: 2019/2328** Location: 7 Orchard Way, Tasburgh NR15 1NJ

Proposal: Two storey extensions to side, front and rear of existing dwelling

**APPROVED WITH CONDITIONS**

**c) Next Planning Meeting**

It was **agreed** that the next planning meeting would be held on **4<sup>th</sup> February 2020** and Jill Casson **agreed** to take the plans.

**JC/AW  
/PT**

## 12. Working Group Meeting

a) The minutes of the meeting previously circulated were noted. Rik Martin who attended discussed various options of developing a plan for the future of Tasburgh and suggested a Neighbourhood Plan would be something worth considering. The following are the recommendations of the group:

- Look into developing a Neighbourhood Plan
- Contact the District Council for more information and identify boundary area
- Contact neighbouring parishes to gain any interest in undertaking a joint plan.

**AW/  
Clerk**

All **agreed** to accept the recommendations of the group.

## 13. Ongoing Projects

### a) Community traffic schemes

The amended SAM locations for the forthcoming year were **agreed** proposed by Willie Crawshay, seconded Keith Read all in favour. Comparing yearly results gathered from the same location could perhaps provide better evidence; whether this would affect change is debatable.

It was noted that the new SAM battery had been ordered and awaiting delivery.

**Clerk**

## 14. Ongoing Items

### a) Burrfield Park

Itemised costs had been provided of £850.00 to undertake the work on the recent tree survey. Two of the trees in question are protected by Tree Preservation Orders and therefore consent needs to be obtained from South Norfolk District Council before agreeing to any work. It was **agreed** to submit the TPO applications to South Norfolk District Council, proposed by Keith Read, seconded Brian Hill all in favour.

**Clerk**

### b) Low Road development

The Developer had responded very favourably to the request to look at alternative routes for deliveries to the site. It was **agreed** to suggest leaving the A140 via Newton Flotman and follow the Flordon Road leading into Low Road, proposed by Keith Read, seconded Adrienne Watts all in favour.

**Clerk**

## 15. Consultations

### a) Greater Norwich Local Plan – Regulation 18 Briefing

It was **agreed** that Jill Casson and Adrienne Watts would attend the briefing on January 23<sup>rd</sup> and provide a report for February meeting.

**Clerk**

## 16. 2020/21 Budget Planning

### a) Tasburgh Village Hall Management Committee request

Letter received had been previously circulated for consideration. It was **agreed** to increase the contribution made to the Village Hall Management Committee towards grass cutting maintenance from £500.00 to £600.00 to be reviewed on an annual basis proposed by Jill Casson, seconded Preston Thomas, 4 in favour, 1 abstention.

**Clerk**

It was furthermore **agreed** that the same contribution made to the Parochial Church Council towards grass cutting maintenance would also be increased from £500.00 to £600.00 proposed by Keith Read, seconded Preston Thomas, 4 in favour, 1 abstention.

**Clerk**

**b) Budget & precept 2020/21**

The draft budget previously circulated was considered and finalised subject to the proposed amendments to the budget as listed below:

- Increase the contribution to the grass cutting maintenance to the Village Hall and the Parochial Church Council to £600.00
- Reduce the unallocated project budget to £2500.00
- Any remaining funds allocated under the Projects heading would be transferred to the contingency funds for Burrfield Park and Play area.
- Any remaining funds allocated to Other (Contingency) would be transferred to a contingency fund headed Unexpected costs.

**Clerk**

It was **agreed** to accept the budget and set the precept to £21,700.82, giving a 0% increase in council tax proposed by Keith Read, seconded Adrienne Watts, all in favour. The Precept Upon Charging Authority form was signed by the Chair and Clerk.

**17. New Items**

**a) Health & Safety Inspections**

Keith Read had undertaken the inspections and noted the following recommendations:

- Village sign is awaiting replacement
- Horseshoe footpath is passable with care
- Noticeboards on Church Road and Henry Preston Road need cleaning. Jill Casson kindly **agreed** to undertake this task.
- Church Hill passing places need monitoring.

**JC**

**b) Monthly Play Area Inspections**

It was **agreed** that Preston Thomas would share this task with Andrew Patrick once he had completed the Community Action Norfolk Play Inspection Training course on 26<sup>th</sup> February costing £40.00.

**Clerk**

**c) Articles for the Quarterly**

A reminder that articles for the next issue are due **7<sup>th</sup> February 2020**. Long Stratton Medical Practice had agreed to submit an article and an article from the Working Group would also be included.

**d) Church Hill Flooding**

It was reported that this had been brought to the attention of the Highway Engineer with no further outcome. Andrew Patrick **agreed** to look at the area and bring back any recommendations for consideration. It was **agreed** to continue to build up evidence by means of photographs of flooding.

**AP/  
Clerk**

**e) Arrangements, topics for Annual Parish Meeting**

It was **agreed** that the topic for the Annual Parish Meeting would focus on developing a Neighbourhood Plan.

It was noted that there is some pop up funding available for community groups wanting to put on a commemorative event celebrating VE Day – 8<sup>th</sup> May.

**18. Items for next month's agenda**

Tree Planting

19. To confirm date of next meeting, **Tuesday 18<sup>th</sup> February 2020** (Refreshments from 7.30pm)

The meeting closed at 9.30pm

**CHAIRMAN**