

**TASBURGH PARISH COUNCIL**  
**17 Alder Close, Poringland, Norwich, NR14 7LY**  
**Tel: 01508 494569 Email: [tasburghpc@btinternet.com](mailto:tasburghpc@btinternet.com)**  
**Clerk to the Council: Tina Eagle**

**To members of the Public** you are invited to attend a meeting of Tasburgh Parish Council on **Tuesday 19<sup>th</sup> September 2023**, 7.30pm at **Tasburgh Village Main Hall** for the purpose of transacting the following business:

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## **AGENDA**

- 1. To consider apologies for absence**
- 2. Declaration of interest for items on the agenda and applications for dispensations**
- 3. To confirm the minutes of the meeting held on Tuesday 15<sup>th</sup> August 2023**
- 4. To confirm the minutes of the planning meeting held on Tuesday 5<sup>th</sup> September 2023**
- 5. Urgent items to be raised through the Chair**
- 6. Update on matters arising from the minutes not covered in Agenda items**
  - a) H M Land Registry
  - b) Tasburgh Village Hall Fete
  - c) Highway matters
- 7. Correspondence**
- 8. Reports on meetings/training attended**
  - a) Village Hall Management Committee (MB)
  - b) Tasburgh Allotment Society (KR)
- 9. Finance matters**

To consider payment and late payment of the following

a) Tina Eagle	Clerk's Salary/expenses	£438.05/£7.99
b) Norfolk Pension Fund	Pension contribution	£155.29
c) HMRC	Income tax	£68.00
d) Paws Print & Web Ltd	Printing of Quarterly	£643.82
e) PKF Littlejohn LLP	External annual audit fee	£252.00
f) Tasburgh Village Hall	Play area annual lease	£55.00
g) Arthur J Gallagher	Annual Insurance Renewal	£1730.28

  - h) To consider an additional insurance quote and the option of setting up a 3 year long term agreement
  - i) To note receipts received since last meeting
  - j) To note completion of external audit
  - k) To receive update on transfer to online banking and setting up of signatories
  - l) To receive update on Financial Regulations and Internal control
- 10. Public participation and exchange of information**
  - a) County Councillor Alison Thomas
  - b) District Councillor Martyn Hooton
  - c) Public Comments

## 11. Planning

- a) To consider planning applications received
  - i) **Appl No [2023/2405](#)** Location: Church View Barn Church Road Tasburgh Norfolk NR15  
1ND Proposal: Variation of condition 2 of 2021/0190 - Revised internal layout:  
Removal/Variation of Condition (S73 / S19)
- b) To hear decisions made to planning applications by South Norfolk Council
  - i) **Appl No [2023/2154](#)** Works to TPO trees Location: Pilgrims Cottage Low Road  
Tasburgh Norfolk NR15 1LT Proposal : (T1) Sycamore - crown reduction of approx 3m  
from height of approx  
15m, crown raise to 3.5-4m. Remove deadwood and clean (Exempt)  
**APPROVED IN PART REFUSED IN PART**
- c) To note any Planning Appeals / Tree Preservation Orders received
- d) Councillors who are available for a planning meeting on **Tuesday 3<sup>rd</sup> October 2023** and to nominate Councillor/s responsible for receiving plans before the meeting.

## 12. Advisory Groups

- a) Neighbourhood Plan Group (AW)
- b) Procedural Group (KR)
- c) Burrfield Park
  - i) To receive update regarding recommended tree work from recent inspection
  - ii) To receive update on community bench and agree next steps

## 13. Consultations

## 14. Ongoing Projects

- a) Traffic Calming
  - i) To receive update on SAM2 data
  - ii) To receive update on traffic calming meeting with Highway Engineer and agree next steps.
- b) Parish Partnership Scheme 2023/24
  - i) To consider possible schemes and agree next steps

## 15. Ongoing Items

- a) Play area
  - i) To receive update on replacement of play area grant application.
  - ii) To receive update on repair to tractor
  - iii) To receive quote for replacement adult fitness sign and agree next steps
- b) To receive update on Tasburgh – Long Stratton cycle link proposal

## 16. New Items

- a) Grounds Maintenance Specification
  - i) To consider and agree ground maintenance specification for 2024/25
- b) To consider renewing our Quality status in the [Local Council Award Scheme](#)
- c) To consider replacing faded standoff defibrillator sign and agree next steps
- d) To consider arrangements for Father Christmas visit and agree next steps

## 17. Items for next month's agenda

## 18. To confirm date of next meeting, 17<sup>th</sup> October 2023 Tuesday 7.30pm Main Hall

*Cina Eagle*  
Parish Clerk 12<sup>th</sup> September 2023