

Minutes of the Meeting of Tasburgh Parish Council held in Tasburgh Village Hall on Tuesday 20th February 2024 7.30pm

Present

Jill Casson, Keith Read, Willie Crawshay, Brian McGuire, Preston Thomas, Adrienne Watts, and Tina Eagle, Parish Clerk

Also present 3 members of the public.

1. Apologies

Apologies were received and approved from Matthew Read due to work, Martin Bull for health reasons County Councillor Alison Thomas, and District Councillor Martyn Hooton.

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

Jill Casson and Keith Read agenda item 8b as members of Tasburgh Allotment Society. Adrienne Watts and Willie Crawshay agenda item 11a as the applicant is personally known to them and a relative has a neighbouring property.

3. Minutes of the meeting held on Tuesday 16th January 2024

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, Preston Thomas seconded by, Adrienne Watts all in favour.

4. Minutes of meeting held on Tuesday 6th February 2024

Due to no planning applications received the meeting was cancelled.

5. Urgent Items to be raised through the Chair

None

6. Update on matters arising from the minutes

a) H M Land Registry

No further update available.

b) Online Welcome Pack

Information of regular group sessions held at the Village Hall had been received for inclusion.

c) Adult Fitness Sign

Thanks were extended to Preston for re-fitting the sign.

d) Highway matters

Thanks were extended to a member of the public for providing photographs of the Grove Lane surface water. It had been reported to Highways who had confirmed that works would be programmed to jet and clear all Highways drainage apparatus at this location.

7. Correspondence

a) CPRE Norfolk standard light pollution clause

It was noted there is a section in the Neighbourhood Plan that already covers this.

b) Norfolk Minerals and Waste Local Plan

The notification of submission of documents previously circulated was noted.

c) Portrait of His Majesty the King

It was **agreed** to register our interest to obtain a free portrait of His Majesty the King proposed by Keith Read seconded by Adrienne Watts all in favour. **Clerk**

8. Reports on Meetings Attended

a) Village Hall Management Committee

A summary of the report received follows:

- The CCTV system had been checked in relation to the concerns raised about the damage created to the turf under the tractor, which wasn't caused by vandals.
- Martin Bull had been trained by the Fire Officer to reset the fire alarm.
- The fence panels had been removed around the patio area to allow for improved disabled access in the event of fire evacuations.
- One of the benches may need replacing and the lights at the front entrance do not work and would need repairing/replacing as the area is currently unlit and access can be difficult.

b) Tasburgh Allotment Society

It was noted that at the recent meeting held members agreed not to proceed with the installation of CCTV. Alternative solutions were being considered together with raising the height of the fence, additional padlocks on the gates and solar lights.

c) Police Priorities Meeting

Keith Read advised that he joined this online meeting and again was the only Councillor to attend out of the eight parishes covered. It was noted that Parish Council dates had been sent to PC Tom Goodrum and a walkabout would be organised when the weather improved.

d) Norfolk Archaeological Trust (NAT) 100yr event

Jill Casson had been invited to attend this exhibition at the Norfolk Archive Centre that looked at the past and the work that NAT is currently involved in. In conjunction to this a series of events are scheduled; one being held at the Heritage field to join Natalie Butler on 6th March to learn more about how the site is managed. Booking is essential through [eventbrite](#)

9. Finance

It was resolved to pay the following:

a) Tina Eagle	Salary/Expenses	£464.52/£15.69
b) Norfolk Pension Fund	Pension Contribution	£165.45
c) HMRC	Income Tax & NI	£74.60
d) Brian Hill	Fruit trees	£15.52
e) Information Commissioner's Office	Annual Fee	£40.00
f) P D Moore	Bus shelter cleaning	£35.00

The payments presented were **agreed** proposed by, Willie Crawshay seconded by, Preston Thomas all in favour

g) Online Banking

It was noted that Keith Read, Adrienne Watts and Brian McGuire had been set up for online banking and currently waiting for the additional items from the bank before the processing of payments can take place.

h) Financial Regulations

It was **agreed** to adopt the regulations for Smaller Councils as previously circulated which included the additional reference to the procedure for online banking proposed by Keith Read seconded by Preston Thomas all in favour. **Clerk**

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
Nothing to report
- b) District Councillor Martyn Hooton
Nothing to report
- c) Public Comments
None

The meeting was reconvened.

11. Planning

a) Planning Applications

i) [Appl No 2024/0218](#) Location: Rannoch House, Valley Road, Tasburgh, NR15 1NG

Proposal: Detached garage to front of dwelling

Preston Thomas and Brian McGuire had viewed the plans. Concern was raised with regards to the bank behind the garage that needed to be dug into and the supporting wall being built to ensure there was no danger of the bank slipping from the wet weather being experienced. It was **agreed** to support the application to include the above concern proposed by, Preston Thomas seconded by Brian McGuire all in favour.

b) Planning Decisions

None received

c) Planning Appeals / Tree Preservation Orders

None received.

d) Next Planning Meeting

It was **agreed** that the next planning meeting would be held on **5th March 2024**. Adrienne Watts, Jill Casson and Preston Thomas confirmed their attendance. Preston Thomas and Jill Casson **agreed** to take the plans.

12. Advisory Groups

a) Neighbourhood Plan

It was reported that the final report from the external examiner had been received. The District Council would review the recommendations before preparing a statement for cabinet approval to proceed to a referendum which is anticipated April/May.

b) Burrfeld Park

Thanks were extended to members of the public for replacing the rope at the pond and for purchasing and planting the fruit trees using some of the funds from the Clean Up & Bloom Grant. It was also noted in the Neighbourhood Plan report the external examiner had spent time at the park remarking 'It was an excellent example of a local green space and complemented the tranquillity of this part of the parish'.

13. Consultations

None

14. Ongoing Projects

a) Traffic Calming

i) SAM2

It was reported that the data from Grove Lane had been downloaded but not from Low Road due to the Clerk not feeling safe to do so at this location in the dark. The data would be subsequently downloaded during daylight hours.

It was **agreed** to replace the battery for the Upper SAM2 machine at a cost of £84.00 plus delivery and VAT and recycle the old battery proposed by, Keith Read seconded by, Brian McGuire all in favour. **Clerk/BMc**

15. Ongoing Items

a) Play area

i) Basket swing

Keith Read noted this was in hand.

ii) Play area equipment quotes and funding

It was noted that an application to apply for the Tesco Bags for Help was no longer an option as the scheme had changed to a community token scheme. A CAF funding application would still be submitted in April. It was **agreed** to obtain an updated quote from NGF Play Ltd and obtain a CAF application form. **Clerk**

iii) Repairs to tractor steps

Preston Thomas had met with a representative from the Men's Shed who had confirmed they could undertake the repairs to the tractor steps as well as replace two of the see-saw seat pads and also had the expertise to look into a possible repair of the gate. The cost of materials would be £8.97. It was **agreed** to proceed with the work and a donation would be made to the group once completed proposed by, Preston Thomas seconded by Willie Crawshay all in favour. **Clerk**

Preston Thomas reported that the left over turf placed under the tractor had not taken. It was **agreed** to seed the area instead proposed by, Preston Thomas seconded by, Keith Read all favour.

b) Major Road Network Study (MRN) and cycle link proposal

No further update

c) Horseshoe Footpath

i) Broken footpath posts

It was **agreed** to purchase 1x4' and 9x3' posts at a cost of £68.00 proposed by, Keith Read seconded by Willie Crawshay all in favour. **KR**

d) Future Chair role

It was **agreed** to re-adopt Standing Orders previously circulated with the amendment to 26e to allow the current Chair to be re-elected for a further year after which time they would stand down from the role. Brian McGuire had shown an interest in shadowing the Vice Chair role which would commence with immediate effect.

e) Annual Parish Meeting

It was **agreed** that the meeting would be held on 23rd April 2024 7.00 for 7.30pm and the theme would be 'Volunteers'. A speaker would be sourced to attend and provide more information on the theme to encourage more residents to attend. **Clerk**

- f) Clean up & Bloom Grant
As previously noted 2 fruit trees had been purchased for Burrfield Park. It was **agreed** the rest of the grant would be used to purchase bulbs in September for Burrfield Park and any space on the left-hand verges along Low Road from the ford onwards proposed by, Keith Read seconded by Willie Crawshay all in favour.
- g) Grant awarding policy
Agenda item for next meeting **Clerk**

16. New Items

- a) Clerk's Appraisal
It was **agreed** that Keith Read and Adrienne Watts would undertake the Clerk's Appraisal.
Clerk/KR/AW
- b) Public Sand, gravel & Marl Pit Charity
It was **agreed** that the meeting would be held on the rise of the Parish Council meeting scheduled on 21st May 2024.

It was **agreed** to remove Geoffrey Merchant and Dave Moore as signatories on the account and add Jill Casson and Willie Crawshay as new signatories to fulfil the Barclays Business review currently being undertaken which needed to be completed by 16th March 2024.
Clerk/JC/WC

- c) D-Day 80 Event 6th June 2024
It was **agreed** to contact the Tower Captain of St Mary's Church to see if they would consider taking part in joining fellow bell ringers in tolling for remembrance on 6th June at 6.30pm and for the Council to make a small donation to SAFFA, proposed by Brian McGuire seconded by Willie Crawshay all in favour. **Clerk**
- d) Heritage field dog bin
Concerns had been received from the District Council with regards to the bin being overfilled by the kissing gate on a number of occasions and bags being left on the ground. It was **agreed** to look into re-locating the bin on Henry Preston Road next to the heritage field bin.
Clerk

Standing orders were suspended to allow members of the public to contribute to the discussion.

A member of the public reported that the dog bin located at Burrfield Park had not been emptied for the last two weeks and is now full.

The meeting was reconvened

It was **agreed** to notify the reported missed dog bin collections with District Council **Clerk**

- e) Filming at meetings policy
It was **agreed** to re-adopt previously circulated document with no amendments **Clerk**
- f) Standing Orders
It was **agreed** to re-adopt previously circulated document with suggested amendments as discussed under agenda item 15d. **Clerk**

17. Items for next month's agenda

18. Date of next meeting

The meeting would be held on **Tuesday 19th March 2024**, 7.30pm, Tasburgh Village Main Hall.

The meeting closed at 8.43pm

CHAIR