

**Minutes of the Meeting of Tasburgh Parish Council held
on Tuesday 17th May 2022 in Tasburgh Village Main Hall at 7.30pm**

Present

Jill Casson (Chair), Brian Hill, Keith Read, Adrienne Watts, Willie Crawshay and Tina Eagle,
Parish Clerk

Also present No members of the public

1. Election of Chairperson

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

2. Election of Vice Chairperson

Matthew Read was elected unopposed, proposed by Brian Hill seconded by Adrienne Watts all in favour, 1 abstention.

3. Apologies

Apologies were received and accepted from County Councillor Alison Thomas, Preston Thomas, Geoff Merchant, Andrew Patrick, and Matthew Read.

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

None

5. Code of Conduct

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

6. Tasburgh Village Hall Committee

It was **agreed** to appoint Brian Hill, proposed by Keith Read, seconded by Jill Casson all in favour.

7. 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 Keith Read, seconded by Brian Hill all in favour.

8. Duties carried out by Councillors

It was **agreed** that:

- Jill Casson 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.
- Geoff Merchant would carry out the charging of the SAM2 batteries and monthly re-location of the machines.

9. Advisory Committees

a) Procedural Advisory Group

It was **agreed** that members of the group would be Brian Hill, Geoff Merchant, Keith Read and Adrienne Watts.

b) Burrfeld Park Management Group

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

c) Neighbourhood Plan Advisory Group

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

d) Traffic Advisory Group

It was **agreed** that members of the group would be Willie Crawshay, Geoff Merchant and Jill Casson.

10. Minutes of the meeting held on Tuesday 19th April 2022

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, Adrienne Watts all in favour.

11. Minutes of meeting held on Tuesday 3rd May 2022

The minutes of the last meeting previously circulated. It was **agreed** to accept the minutes as a true record of the proceedings proposed by, Adrienne Watts seconded by, Jill Casson all in favour.

12. Urgent Items to be raised through the Chair

It had been reported that the pedestrian gate post on the Heritage field next to the church had rotted. It was **agreed** to notify the Norfolk Archaeological Trust. **Clerk**

The wire fencing along Grove Lane between the Village Hall and the Heritage field had individual wire strands sticking out in the direction of the footpath. It was **agreed** to inform the landowner. **Clerk**

13. Update on matters arising from the minutes

a) Repair to basket swing

This had been satisfactorily completed and all the timber supplied came with a 15 year guarantee against rot.

b) Noticeboards

It was noted that delivery would be due within the week.

c) Tas Valley Playgroup & Preschool

It was reported that the grant cheque raised for £550.00 had not been paid by the bank as it was not signed in accordance with the signature mandate. Another cheque would not be required due to the closure of the group.

14. Correspondence

Clerks & Councils Direct

Confirmation from the Village Hall that hall hire rates would increase from 1st July 2022

15. Reports on Meetings Attended

a) Village Hall Management Committee

It was reported that bookings continue to increase. Sadly, the Playgroup made the decision earlier this evening that due to lack of fully qualified staff the group would have to close. This would be a considerable loss of income to the Village Hall. Plans are in progress to hold the Art Show and a Fete again later in the year, in the meantime the Hall would be used to host some events during the Platinum Jubilee weekend. Two new Trustees had recently been appointed and the AGM 8th June 2022.

b) Long Stratton Town Council

Jill Casson, Preston Thomas and the Clerk attended a very positive meeting on 9th May with Councillors and Clerk from Long Stratton. Possible routes to connect Tasburgh to Long Stratton were considered with another meeting scheduled in July to progress identified actions further. The Clerk from Tharston & Hapton Parish Council would also be invited to attend.

16. Finance

It was resolved to pay the following:

a) Tina Eagle	Salary/Expenses	£590.57
b) Norfolk Pension Fund	Pension Contribution	£147.65
c) Mrs A Barnes	Internal audit fee	£66.00
d) NGF Play Ltd	Swing basket repair	£2563.00

The payments presented were **agreed** proposed by, Willie Crawshay seconded by, Keith Read all in favour.

e) Receipts received

South Norfolk District Council Cil payment	£1579.94
South Norfolk District Council 1 st precept instalment	£11677.50

It was **agreed** to ear-mark the Cil payment to the cycle path project proposed by, Keith Read, seconded by, Willie Crawshay all in favour. **Clerk**

f) Internal Audit Report

It was noted there were no matters to be brought to the Councils attention.

g) AGAR Section 1 Annual Governance Statement

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

h) AGAR Section 2 Accounting Statements

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

17. 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

No report available.

b) District Councillor Michael Edney

No report available.

- c) Public Comments
None present

The meeting was reconvened

18. Planning

- a) Planning Applications
None received.
- b) Tree Preservation Orders
 - i) **Appl:TPO Order 0222 No. SN0572** Location: The Limes Low Road Tasburgh NR15 1LT
Adrienne Watts presented the order. It was **agreed** to support the proposal proposed by Adrienne Watts seconded by, Willie Crawshay all in favour.
- c) Planning Decisions
 - i) **Appl: 2022/0487** Location: Mistletoe Cottage Marlpit Lane Tasburgh Norfolk NR15 1NP
Proposal: Solar panels on the south facing pitched roof of newly constructed replacement outbuilding
APPROVED WITH CONDITIONS
 - ii) **Appl No: 2022/0566** Location: Chamusca Low Road Tasburgh NR15 1AR
Proposal: Demolition of side garage and rear conservatory with proposed replacement side and rear single storey extension and alterations. New detached cart lodge.
APPROVED WITH CONDITIONS
- c) Planning Appeals/Enforcement
The Enforcement Officer had confirmed that the Agent of Waterside Development had been contacted with regards to planning conditions in relation to the re-planting of the hedging which would be undertaken later in the year.
- d) Next Planning Meeting
It was **agreed** that the next planning meeting would be held on **7th June 2022**. Adrienne Watts and Jill Casson confirmed their attendance. Jill Casson **agreed** to take the plans.

19. Consultations

- a) National Grid's East Anglia Green Energy Enablement
Brian Hill reported that he had attended the public consultation event held at Mulbarton Village Hall on 11th May 2022. It was **agreed** not to submit comments as a collective group proposed by, Willie Crawshay seconded by, Brian Hill all in favour.
- b) Public Space Protection Order
It was **agreed** to support the renewed order as previously circulated proposed by, Willie Crawshay seconded by, Keith Read all in favour. **Clerk**

20. Advisory Groups

- a) Neighbourhood Plan
Draft minutes from 3rd May had been previously circulated. In addition to these it was noted that the character assessment is progressing well. The funding application to Locality is being processed with support/advice from planning officers. It is hoped that potential consultants would be invited to attend and provide their presentations to the Parish Council meeting in due course. Guidance notes for Councillors in relation to appointing consultants had been obtained and would be circulated.
- b) Traffic Advisory Group

It was reported that discussions about the future of the group were raised at the meeting held on 10th May. It was **agreed** to agenda item for next meeting. **Clerk**

21. Ongoing Projects

a) Traffic Calming

i) It was noted that the community speed watch group had held their first session on Low Road with another scheduled for Church Road.

ii) It was noted that confirmation of the additional SAM2 had been received. The Memorandum of Understanding previously circulated was **agreed** and duly signed. **Clerk**
It was **agreed** that Willie Crawshay would re-do the site locations list. **WC**

22. Ongoing Items

a) Burrfield Park

i) It was reported that the first stage of pressure washing the boardwalk had been completed and that the damage to the fencing was in the process of being repaired.

ii) Having viewed the suggested design and cost of an undercover seating area it was **agreed** the project was too costly and alternative options should be considered proposed by Willie Crawshay seconded by Keith Read all in favour.

b) Tasburgh Allotment Society

No further update.

c) Platinum Grant Fund

Confirmation had been received that funding had been approved and passed to finance department for payment.

23. New Items

a) Quarterly Health & Safety Report

The reports previously circulated were considered. It was noted that repairs are needed to the play area seesaw. It was **agreed** to Agenda item for next meeting. **Clerk**

b) Tree Planting

It was **agreed** not to pursue the idea of planting trees on the boundary side of Horseshoe footpath but to consider planting a single tree in Burrfield Park for the Queens Jubilee proposed by Willie Crawshay seconded by, Brian Hill all in favour. To agenda item for next meeting. **Clerk**

Willie Crawshay left the meeting

c) Action Plan

The 2022/23 Action Plan previously circulated was **agreed**.

24. Items for next month's agenda

Repairs to play area seesaw
Burrfield Park tree

25. To confirm date of next meeting, Tuesday 21st June 2022, 7.30pm

The meeting closed at 8.31pm

CHAIR