

**Minutes of the Meeting of Tasburgh Parish Council held remotely via  
GoTo Meeting on  
Tuesday 21<sup>st</sup> April 7.30pm**

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

**Also present:** District Councillor Michael Edney was also in attendance. No members of the public were present.

1. **Apologies**  
Apologies were received and accepted from Andrew Patrick
2. **Declaration of interest for items on the agenda and applications for dispensations**  
The following interests were declared:  
Item 16a - Jill Casson, Geoff Merchant and Keith Read as they are Trustees of Tasburgh United Charities.  
Item 16b – Jill Casson and Keith Read as they are allotment holders.
3. **Minutes of the meeting held on Tuesday 18<sup>th</sup> February 2020**  
The minutes of the last meeting previously circulated were considered. The minutes were **agreed** as a true record of the proceedings proposed by Geoff Merchant, seconded Preston Thomas all in favour.
4. **Minutes of meeting held on Tuesday 17<sup>th</sup> March 2020**  
The meeting was cancelled due to Covid-19 guidance.
5. **Minutes of the planning meeting held on Tuesday 3<sup>rd</sup> March 2020**  
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 Brian Hill all in favour.
6. **Minutes of the planning meeting held on Tuesday 7<sup>th</sup> April 2020**  
As no planning applications were received the meeting was cancelled
7. **Urgent Items to be raised through the Chair**  
None
8. **Update on matters arising from the minutes**
  - a) Highway Issues
    - i) The overgrown hedge on Church Road had been cut back.
    - ii) Ford Bridge  
The bridges team had confirmed the railings on the ford bridge are currently

scheduled to be replaced late Spring early Summer. Due to the current situation this now may be later.

iii) Saxlingham Lane

The Highways Engineer had confirmed that they are unable to make any changes to the weight limit signs as signs are specific to a Traffic Regulation Order which would need changing by applying for a new TRO which costs about £6000 and would take 2 years to progress.

b) Woodland Rise parking

It was reported that this matter had now been dealt with by the Police.

9. **Correspondence**

a) Alternative use of Heritage field

It was suggested that any proposals for an alternative use of the field should be directed and considered solely by the Norfolk Archaeological Trust.

b) Tree Planting Scheme

This item would be considered once Covid-19 lockdown had been lifted.

c) A140 pedestrian safety

It was **agreed** to respond that no further action would be taken proposed by Matthew Read, seconded Keith Read all in favour.

d) Henry Preston Road parking

It was **agreed** to respond that no further action would be taken proposed by Matthew Read, seconded Keith Read all in favour.

**Clerk**

e) Church Road hedge cuttings

It was **agreed** to respond that no further action would be taken proposed by Matthew Read, seconded Keith Read all in favour.

10. **Reports on Meetings Attended**

a) Village Hall Management Committee

It was reported that unfortunately the Secretary had resigned from her post as she had been offered another position.

b) Play area inspection training

Preston Thomas had attended this training which raised two points with regards to displaying i) who to report accidents to and ii) displaying a post-code to enable ambulance crews to respond better, neither of which are on any signs on site. It was **agreed** to recommend to the Village Hall Management Committee that the details are included on a sign at the front of the Village Hall proposed by Brian Hill, seconded Geoff Merchant, all in favour.

**Clerk**

c) NPT&S Essential Seminar Update

The Clerk had attended this recent seminar. The topics covered, especially on tips for better appraisals, were very relevant and several ideas for consideration would be raised for the Parish Council to consider in the future.

11. **Finance**

**It was resolved to pay the following:**

a)	Tina Eagle	Salary/Expenses	£434.94
b)	Norfolk Pension Fund	Pension Contribution	£128.87
c)	Tasburgh Village Hall	Outside play area maintenance	£100.00
d)	Tasburgh Village Hall	Grass cutting maintenance	£600.00

- e) Tasburgh PCC Grass cutting maintenance £600.00  
The payments presented were **agreed**, proposed by Keith Read, seconded Preston Thomas all in favour.

- f) 4<sup>th</sup> Quarter Budget Comparison  
The 4<sup>th</sup> quarter budget comparison previously circulated was noted.

It was noted that a letter of thanks had been received from the Parochial Church Council for the increase to the 2020/21 grass maintenance contribution.

## 12. 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  
Reported that the Early Help Hub continues to be very busy taking about 500 calls a day for requests of help from residents needing help with the effects of being in lock-down. Many businesses had already benefited from the small grants business fund. Planning applications to the Council had gone up considerably which would be good for future economic growth.

- c) Public Comments  
Matthew Read suggested that as all play areas had been closed should Burrfield Park follow the same government guidance and/or the gates be left open as these could pose a health risk. Brian Hill advised that notices had been placed on each of the gates reminding residents to observe social distancing rules and wash hands, which was agreed to be sufficient.

*The meeting was reconvened.*

## 13. Planning

- a) Planning Applications  
None received 5

- b) Planning Decisions
- i) **Appl 2020/0146** Location: The Little House, Greenacres Farm, Ipswich Road Tasburgh Norfolk NR15 1NS. Proposal: Two side extensions to form utility/playroom and additional bedrooms. **APPROVED WITH CONDITIONS**
  - ii) **Appl 2020/0223** Location: Halloween Church Hill Tasburgh NR15 1NB  
Proposal: Single storey front and side extensions with rear dormer loft extension, raised roof ridge and two front dormer (resubmission of 2019/1935) **APPROVED WITH CONDITIONS**
  - iii) **Appl 2020/0186** Location: Foundry Plant Centre, Ipswich Road Tasburgh NR15 1NS  
Proposal: Proposed storage building for use in association with nurseries and plant centre. **APPROVED WITH CONDITIONS**
  - iv) **App 2020/0171** Location 56 Church Road Tasburgh NR15 1ND  
Proposal: Single storey front and rear extensions and new detached garage **APPROVED WITH CONDITIONS**

c) Planning Appeals  
None

d) Next Planning Meeting  
It was **agreed** that the next planning meeting would be held remotely if required on **5<sup>th</sup> May 2020** and Adrienne Watts **agreed** to take the plans.

**14. Neighbourhood Plan Working Group Meeting**

a) The minutes held on 3<sup>rd</sup> March had been previously circulated for consideration. It was **agreed** to accept the proposed recommendation to register the parish boundary and submit a Neighbourhood application to South Norfolk District Council on behalf of the Parish Council proposed by Preston Thomas, seconded Brian Hill all in favour.

**Clerk**

**15. Ongoing Projects**  
**Community traffic schemes**

a) Community Speed Watch  
It was noted that no sessions would be held until Covid-19 lockdown had been lifted.

b) SAM Data  
It was noted that no data would be collected until Covid-19 lockdown had been lifted.

c) Low Road speed reduction proposal  
Andrew Patrick, Jill Casson and the Clerk had met with the Highways Engineer who advised they would not consider the proposal in the absence of a speed related injury. Only the highest priority schemes across the County are being considered.

**16. Ongoing Items**

a) Tasburgh United Charities  
It was **agreed** to accept the amended wording to the constitution received from TUC secretary as follows:

- 'to accept the changes proposed by the Trustees of TUC concerning the replacement of trustees after a vacancy had risen'.

The Clerk to notify the trustees that such consent had been given proposed by Geoff Merchant seconded Keith Read all in favour.

**Clerk**

It was reported that a nomination had been received for the trustee vacancy. It was **agreed** that Mr R Burnett would be appointed as a Trustee for the next 3 years effective May 2020, proposed by Geoff Merchant, seconded Matthew Read all in favour.  
Clerk to send letter of confirmation of appointment.

**Clerk**

b) Allotment fencing  
It was confirmed that the lease agreement stated that the responsibility for maintenance of fencing/posts is with the Allotment Society. Keith Read advised that the post and fencing had been replaced before Covid-19 lockdown.

**17. Procedural Group Meeting**

Brian Hill advised that this meeting had been held remotely on 14<sup>th</sup> April and the draft minutes had been previously circulated for consideration. It was **agreed** to accept the recommendations proposed by Brian Hill, seconded Keith Read all in favour.

**Clerk**

**18. New Items**

a) Covid-19

i) It was reported that approval had been received from the Secretary of State that Parish Council meetings can be held remotely. Matthew Read, proposed to using GoToMeeting at £11.00 per month and contact VHMC to query ongoing cost for meeting room bookings, seconded Keith Read. Geoff Merchant submitted an amended proposal to use GoToMeeting and that the meeting hall bookings query be left for discussion later on, this was seconded by Willie Crawshay, all in favour and this motion was carried forward.

Following government guidance, all play areas including Woodland Rise are closed. Notices and tape however are still being removed from the skate park. PC Sherry Locke had been advised and had agreed to undertake random checks of the area.

The Allotment Society continue to adhere to the guidance provided to them by the National Association of Allotment Holders.

Information had been received from PKF Littlejohn on revisions to the publication date for final, audited, accounts for local councils. The Clerk advised that the financial year end had been completed and would be dropped off to the Internal Auditor in the forthcoming week.

Following guidance received, it was agreed to cancel the Annual Parish Meeting scheduled on Tuesday 28<sup>th</sup> April to comply with government guidance.

Update on work being undertaken to support residents

It was reported that the Covid-19 community group set up to help those residents who are self-isolating or need help with prescriptions, food had been well received. Details of the co-ordinator for the group had been passed to SNDC Community Hub lead officer and vice versa. It was **agreed** to send an email of our appreciation to the co-ordinator thanking them for the tremendous support they are providing proposed by Matthew Read, seconded Geoff Merchant all in favour.

Clerk

Horseshoe footpath social distancing

It was agreed that it would be very difficult to make Horseshoe footpath one way.

b) Tasburgh Quarterly & Church News

The next edition of the Quarterly is due out at the end of May. A number of contributors still have articles they would like to submit. It was **agreed** to continue putting the publication together, check that the printers are open for business and that distributors are still able to deliver copies. To be an Agenda item for further discussion in May meeting.

Clerk

c) Health & Safety Inspections

Preston Thomas advised that he would undertake the forthcoming Health & Safety Inspections and de-fibrillator checks.

d) Online Banking

It was **agreed** to look into the process of setting this up with the current provider Barclays who offer this service for no additional monthly cost.

Clerk

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

20. **To consider whether to exclude members of the public and press under the Public Bodies (Admissions to Meetings) Act 1960 to discuss the following employment matter:**

21. Clerk's Appraisal

It was **agreed** that Adrienne Watts would circulate out report which would be considered in a separate remote meeting.

**22.** To confirm date of next meeting, **Tuesday 19<sup>th</sup> May 2020, 7.30pm**

The meeting closed at 8.45 pm

**CHAIRMAN**