

**Minutes of the Meeting of Tasburgh Parish Council held remotely via  
Go To Meeting on  
Tuesday 19<sup>th</sup> May 7.30pm**

**Present**

Jill Casson (Chair) Brian Hill, Keith Read, Preston Thomas, Adrienne Watts, Geoff Merchant and Tina Eagle, Parish Clerk

**Also present**

No members of the public were present.

**1. Election of Chair**

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

**2. Election of Vice Chair**

Adrienne Watts was **elected unopposed**, proposed by Keith Read, seconded by Preston Thomas all in favour.

**3. Apologies**

Apologies were received and accepted from County Councillor Alison Thomas, Willie Crawshay, Matthew Read and Andrew Patrick.

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

None received

**5. Code of Conduct**

It was **agreed** to adopt the Code of Conduct proposed by Keith Read, seconded Preston Thomas all in favour.

**6. Tasburgh Village Hall Committee**

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

**8. Duties carried out by Councillors**

It was **agreed** that:

- Jill Casson would put the notices on the noticeboards
- Keith Read and Preston Thomas would carry out the quarterly health and safety inspections.
- Jill Casson would continue to produce the Parish Council report for the Quarterly.
- Jill Casson would continue to carry out the weekly visual inspection of the play and adult equipment.
- Preston Thomas would take on the monthly operation inspection of the play and adult equipment.

- Preston Thomas would take on the monthly de-fibrillator checks.

Weekly SAMS battery checks would be confirmed at next meeting.

## **9. Advisory Committees**

### Procedural Committee

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

### Burrfeld Park Management Committee

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

### Data Protection Committee

It was **agreed** that the members would be Adrienne Watts and Matthew Read.

### Neighbourhood Planning

It was **agreed** that members would be Adrienne Watts, Jill Casson, Brian Hill, Preston Thomas, Keith Read, Matthew Read and Andrew Patrick.

## **10. Minutes of the meeting held on Tuesday 21<sup>st</sup> April 2020**

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

## **11. Minutes of meeting held on Tuesday 5<sup>th</sup> May 2020**

As no planning applications were received the meeting was cancelled.

## **12. Urgent Items to be raised through the Chair**

None

## **13. Update on matters arising from the minutes**

### a) Highway Issues

- i. It was reported that the blocked drain at the top of Church Hill had recently been cleared out by Highways.

## **14. Correspondence**

### a) Norfolk Electoral Review

The first consultation period on the new electoral arrangements for Norfolk had now closed. The Commission would still consider the draft recommendations in a June meeting rather than the planned May meeting. This would mean there would be a delay in the implementation date for Norfolk's new electoral arrangements which now could be 2025 instead of 2021.

## **15. Reports on Meetings Attended**

### a) Village Hall Management Committee

It was reported it had been agreed to delay the Annual Meeting, along with electing members of the public for positions as Trustees. The user groups would still be invited to nominate their representatives in the usual manner. The Annual Meeting would be held as soon as possible in accordance with the Government guidelines.

It had been agreed to open up the tennis courts in line with government guidance and notices will reflect the conditions that need to be adhered to. It had also been agreed to allow the opening of the TAS playgroup again adhering to Government guidance.

It had been difficult to enforce the advice not to use the skate park, and swings as notices, and warning tapes are just removed. Thanks were extended to the Post Office staff who had continued to deliver a service for the community.

## 16. Finance

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

a) Tina Eagle	Salary/Expenses	£452.47/£13.20
b) Norfolk Pension Fund	Pension Contribution	£136.46
c) Anne Barnes	Internal Audit Fee	£66.00

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

d) The following receipts received since the last meeting were noted:

South Norfolk District Council	Precept	£10850.41
	Cil payment	£11813.25
	VAT Refund	£944.78

It was noted that consideration needs to be given to ensure the Cil money received is ear-marked towards a project before the end of this financial year.

e) Internal Audit Report

The internal audit report prepared by Anne Barnes had been previously circulated. There were no issues to be brought to the Councils attention.

*Geoff Merchant entered the meeting room and apologised for late arrival.*

f) Annual Governance & Accountability Return

The Annual Return, including Section 1 – Annual Governance Statement and Section 2 Accounting Statements had been previously circulated. It was **agreed** to approve as circulated, proposed by Keith Read seconded by Geoff Merchant all in favour. The documents were duly signed by the Chair. **Clerk**

## 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

Sent a report as follows:

Highway work continues but is subject to availability of materials and safety of staff. Most of the focus is on social care working with the NHS to keep the hospital as free as possible.

There are some concerns over the pressure of lockdown on families and a worrying rise in domestic abuse. Alison urged the community to be mindful of others and if they hear something concerning to act.

Details will emerge soon about logistics regarding the opening of schools but high schools are unlikely to return until September (again this might be subject to change)

If anyone needs help or assistance from Alison to get in touch as she is still working full time albeit from her kitchen!

b) District Councillor Michael Edney  
Not available

c) Public Comments  
No public present

*The meeting was reconvened.*

## **18. Planning**

a) Planning Applications  
None

b) Planning Decisions  
None

c) Planning Appeals  
None

d) Next Planning Meeting

It was **agreed** that the next planning meeting would be held remotely if required on **2<sup>nd</sup> June 2020** and Jill Casson **agreed** to take the plans. **JC/PT**

## **19. Advisory Committees**

a) Procedural Committee

The minutes held remotely on 11<sup>th</sup> May had been previously circulated for consideration. It was **agreed** to accept the proposed recommendations proposed by Brian Hill, seconded Preston Thomas all in favour. **Clerk**

b) Neighbourhood Planning Committee

It was reported that the Neighbourhood Plan application had been approved by South Norfolk District Council. Details had been included in the Quarterly and a copy of the public notice would be displayed in the noticeboards.

It was **agreed** that Adrienne Watts and Jill Casson could attend the Norfolk ALC training Engaging with the Community at a cost of £45.00 per person, proposed by Keith Read, seconded Preston Thomas all in favour. **Clerk**

## 20. Ongoing Projects

### a) Community Speed Watch

No sessions have been scheduled as yet.

### b) SAM Data

It was reported that the SAM machine had been re-positioned uphill on Grove Lane and the Clerk **agreed** to download the data on her next visit. **Clerk**

## 21. Ongoing Items

### a) Covid-19

A number of changes to Covid-19 government guidance had recently taken affect one of which included the opening up of tennis courts. This was previously covered under Agenda Item 15a

### b) Online Banking

The Clerk advised that the telephone wait times are still in excess of 1hr 30minutes but would continue to make contact to obtain the necessary information. **Clerk**

### c) Tasburgh Quarterly & Church News

It was reported that the printers had confirmed they are able to print the magazine. The non-Councillor distributors had been contacted and confirmed they would be happy to continue to deliver the magazine. It was **agreed** that Jill Casson, Preston Thomas, Matthew Read and Willie Crawshay would take on the rounds for those Councillors who are unable to distribute the copies due to being in the high risk category proposed by Brian Hill, 4 in favour, 1 against. The motion was carried forward.

## 22. New Items

### a) Information sharing on Facebook

The concerns raised by a member of the public with regards to the sharing of local business had been previously circulated for consideration. Thanks were expressed for the information provided and it was **agreed** to respond that the concerns raised had been noted by the Parish Council.

**Clerk**

### b) Health & Safety Report

Preston Thomas reported that he had carried out the inspections and noted the following recommendations:

- The grit bin lid on Chestnut road was missing. This had been found and had been fixed back into position.
- Vegetation around the grit bin at the top of Church Hill road needs cutting back. To check whether this is a job that the Highways Rangers can undertake when next visiting. **Clerk**

### c) 2020/21 Action Plan

It was **agreed** this would be an Agenda item for considered at the next meeting. **Clerk**

## 23. Items for next month's agenda

- Tasburgh United Charities Constitution
- 2020/21 Action Plan

## 24. 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:-

**25. Clerk's Appraisal**

It was **agreed** that due to technical difficulties of not being able to hear Adrienne Watts this would be an Agenda item for consideration at the next meeting.

**26.** To confirm date of next meeting, **Tuesday 16<sup>th</sup> June 2020, 7.30pm**

The meeting closed at 8.37pm

**CHAIR**