

# Minutes of the Meeting of Tasburgh Parish Council held in Tasburgh Village Hall on Tuesday 19<sup>th</sup> September 2023 7.30pm

## Present

Matthew Read, Martin Bull, Brian McGuire, Keith Read, Willie Crawshay, Andrew Patrick, Adrienne Watts, Preston Thomas and Tina Eagle, Parish Clerk

**Also present** County Councillor Alison Thomas and 3 members of the public.

## 1. Apologies

Apologies were received and approved from Jill Casson due to taking annual leave.

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

None received.

## 3. Minutes of the meeting held on Tuesday 15<sup>th</sup> August 2023

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, Brian McGuire seconded by, Martin Bull all in favour.

*Alison Thomas joined the meeting*

## 4. Minutes of meeting held on Tuesday 5<sup>th</sup> September 2023

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.

### b) Tasburgh Village Hall Fete

It was noted that despite a few rain showers a very successful and well attended event was held. Thanks were extended to members of the advisory group for manning the stand and to Andrew Patrick for supplying and putting up the gazebo.

### c) Highway matters

It was noted that the obstructions on Grove Lane were still being actioned by Highways. An update on Church Hill would be covered under Agenda item 14a

## 7. Correspondence

Reading material – Clerk & Council's Direct

## 8. Reports on Meetings Attended

### a) Village Hall Management Committee

It was noted that the health and safety recommendations previously provided were now being actioned. Quotes are also being obtained to look into resurfacing the car park. It is anticipated this would be undertaken in 2 phases, the main car park followed by the slope.

### b) Tasburgh Allotment Society

Keith Read advised the Annual Produce Show had recently taken place with several allotment holders achieving best in show and most class wins (11)

## 9. Finance

### It was resolved to pay the following:

a) Tina Eagle	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

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

- g) ~~Arthur J Gallagher~~ Annual Insurance renewal £1730.28  
Arthur J Gallagher Annual Insurance renewal £1844.82  
Consideration was given to an amended quotation received from Arthur J Gallagher to increase the contents cover. The payment presented above of £1844.82 was **agreed** proposed by Keith Read seconded by, Andrew Patrick all in favour.

- h) Hiscox Insurance Co Ltd  
It was **agreed** to set up a 3 year binding Long Term Agreement with Hiscox Insurance Co Ltd proposed by, Willie Crawshay seconded by Preston Thomas all in favour.

- i) Receipts received since last meeting  
The following receipts received were noted
- |                  |                            |          |
|------------------|----------------------------|----------|
| South Norfolk DC | Litter pick grant          | £20.00   |
| Groundworks UK   | Neighbourhood plan funding | £2350.00 |

- j) External Audit  
The completed external audit previously circulated was noted.

- k) Online Banking  
It was noted this is still in progress.

- l) Financial Regulations and Internal control  
Agenda item for next meeting.

## 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  
Noted that the meeting with Highways to the discuss options put forward for Low Road was on the agenda for further consideration later on. Alison also confirmed that she had agreed to fund the 'No Entry' signage at the top of Church Hill from her member's budget.  
It was noted that the study for A140 North of Long Stratton Major Road Network (MRN) had started. It would investigate how well the A140 north of Long Stratton to the A47 Norwich Southern Bypass serves its purpose as part of the MRN and how well it performs as a sustainable transport corridor (serving walking, cycling and public transport).

A County Devolution Deal could come to Norfolk and a decision would be made in December. Alison also provided a bit of background information on an unpaid NHS debit.

Keith Read enquired on the progress for the site of South Norfolk House. Alison advised that a Community Asset bid had been rejected but would be re-submitted to include more evidence.

Preston Thomas reported that the online map showing the available grit bins is incorrect and needs checking **Clerk**

b) District Councillor Martyn Hooton

Whilst unable to attend due to being held up at another Council meeting had confirmed he is still looking into whether Low Road can be added to the location list for the motorbike trial being rolled out by Norfolk Constabulary.

c) Public Comments

None

*The meeting was reconvened.*

## 11. Planning

a) Planning Applications

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) Adrienne Watts and Brian McGuire had taken the plans and spoken to the Case Officer. It was noted that the layout changes needed listed consent and only required updating.

b) Planning Decisions

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) Planning Appeals / Tree Preservation Orders

None received.

d) Next Planning Meeting

It was **agreed** that the next planning meeting would be held on **3<sup>rd</sup> October 2023**. Preston Thomas, Martin Bull, Adrienne Watts and Brian McGuire confirmed their attendance and Preston Thomas and Martin Bull **agreed** to take the plans.

## 12. Advisory Groups

a) Update on Neighbourhood Plan

It was noted that the additional funding had come through to complete the final stages of the plan from Locality and the draft plan was still with South Norfolk District Council for further comments.

b) Procedural Group

The minutes to the meeting held on 11<sup>th</sup> September had been previously circulated. It was **agreed** to approve the recommendations put forward proposed by, Willie Crawshay seconded by, Brian McGuire as follows:

- Updates to documents **Clerk**
- Purchase 10 hi-vis jackets to cost no more than £70 for use by Councillors **KR**
- Replace Health & Safety signage to cost no more than £60.00 at Burrfield Park **Clerk**

c) Burrfield Park

i) Tree work

It was noted that the contractor had completed the work to the two trees as per the quotation received.

ii) Community bench

It was **agreed** to suspend standing orders to allow the member of the public to add anything further to the discussion proposed by Keith Read, all in favour.

The member of the public confirmed an additional recycled seat for Burrfield Park would be very much appreciated.

*The meeting was reconvened.*

It was **agreed** to obtain costs for recycled seat and agenda item to October meeting for further consideration. **MB**

### 13. Consultations

None

### 14. Ongoing Projects

a) Traffic Calming

i) SAM2

It was noted that the recent data had been downloaded and would be circulated in due course. **Clerk**

ii) Traffic calming meeting with Highway Engineer

Following the recent site visit it was **agreed** to formally accept the support from Alison Thomas to submit a bid to install a pair of village gateway signs at the 30mph terminal sign nearest the ford/Church Hill and to also install a 30mph roundel on the road via the RSCF Project proposed by, Keith Read seconded by Willie Crawshay all in favour. It was noted that Highways would cut back the existing hedges on both sides to improve visibility and landowners would need to be contacted to ensure this continues. **Clerk**

Alison Thomas was thanked for supporting the bid for the village gateway signs and for funding the installation of “No Entry” markings at the top of Church Hill from her member’s budget.

b) Parish Partnership Scheme 2023/24

It was **agreed** that no further action would be taken.

### 15. Ongoing Items

a) Play area

i) Play area grant application

It was noted that the deadline for the Community Action Fund had been brought forward therefore too late to submit an application. Another round of funding is due in the New Year when an application would be submitted. **Clerk**

ii) Repair to tractor

It was **agreed** this outstanding work would be completed by the next meeting. **AP**

iii) Adult Fitness Sign

It was **agreed** to accept the quote received of £28.00 to update the signage proposed by, Keith Read seconded by, Willie Crawshay all in favour. It was noted that a higher resolution for the new village logo had been requested which would be looked into. **MB**

b) Tasburgh – Long Stratton cycle link proposal

It was noted that when the study for A140 North of Long Stratton Major Road Network (MRN) study has been completed, further engagement would be undertaken with us to understand the local issues.

**16. New Items**

a) Grounds Maintenance Specification

Documents had been previously circulated for consideration. Tenders for next year's grounds maintenance contract would be sent out subject to minor amendments required to the specification for Burrfield Park, Church Yard and the Verges. It was noted that additional quotes for the specification provided for the grounds maintenance for the playing field would also be requested and forwarded onto the Trustees of the Village Hall once received. **Clerk**

b) Local Council Award Scheme Quality status

It was **agreed** to re-apply for re-accreditation for Quality status at a cost of £250.00 proposed by, Keith Read seconded by, Preston Thomas all in favour. **Clerk**

c) Defibrillator sign

It was **agreed** to purchase a replacement tent sign at a cost of £20.00 plus postage, proposed by, Willie Crawshay seconded by, Martin Bull all in favour. It was also noted that the defibrillator signs in the noticeboards needed refreshing. **Clerk**

d) Father Christmas visit

It was noted that perhaps a community group could continue the work of Father Christmas. It was **agreed** this could be considered at a forthcoming Village Hall meeting and feedback would be provided **MB**

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

As previously minuted.

**18. Date of next meeting**

The meeting would be held on **Tuesday 17<sup>th</sup> October 2023**, 7.30pm, Tasburgh Village Main Hall.

The meeting closed at 8.40pm

**CHAIR**