

Minutes of the Meeting of Tasburgh Parish Council held in Tasburgh Village Hall on Tuesday 17th October 2023 7.30pm

Present

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

Also present 1 member of the public.

1. Apologies

Apologies were received and approved for District Councillor Martyn Hooton, Martin Bull, Andrew Patrick, Matthew Read all due to illness and County Councillor Alison Thomas due to work commitments.

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

Keith Read and Jill Casson declared an interest in Agenda item 17d as allotment holders.

3. Minutes of the meeting held on Tuesday 19th September 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, Keith Read seconded by, Preston Thomas all in favour.

4. Minutes of meeting held on Tuesday 3rd October 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 available.

b) Defibrillator sign

It was noted this had been received and fitted.

c) Hi-vis Jackets

These had been received and passed to those Councillors present for wearing when on Council business.

d) Adult Fitness sign

It was noted this had been ordered and currently awaiting delivery.

e) Highway matters

No further update on the Grove Lane obstructions. It was noted the grit bin locations are incorrect on the Norfolk County Council only.

7. Correspondence

a) Parish & Town Summit

The Clerk confirmed her attendance at this event.

b) Community Action Norfolk AGM

Information previously circulated

8. Reports on Meetings Attended

a) Village Hall Management Committee

A summary of report provided was read out as follows:

A volunteer for the Father Christmas visit had been found. It was **agreed** to donate the suit to the Village Hall Management Committee and multi-coloured string lights if they could make use of them. **Clerk**

Bookings continue to improve and the CCTV upgrade had been ordered and would be fitted in November. Final costs are being collated for the car park repairs to enable a Pride in Place grant application to be submitted to the District Council.

They are currently looking to recruit a new Treasurer/Administrator as the current holder had resigned to pursue employment elsewhere.

b) Tasburgh Allotment Society

It was noted that the Scarecrow Trail had been very well supported with some 20+ entries.

9. Finance

It was resolved to pay the following:

a) Tina Eagle	Salary/Expenses	£438.05/£37.50
b) Norfolk Pension Fund	Pension Contribution	£155.29
c) HMRC	Income Tax	£68.00
d) Eastern Tree Care	Tree Services	£650.00
e) P D Moore	Bus shelter cleaning	£35.00
f) Community Heartbeat Trust	Wall sign	£29.94

A late invoice was also received from

Keith Read	Hi-vis jackets	£60.48
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The payments presented were **agreed** proposed by, Preston Thomas seconded by, Willie Crawshay all in favour.

g) Quarterly Inspection of Accounts

A copy of the report had been previously circulated. Willie Crawshay confirmed that the accounts had been inspected and in order with no matters to report.

h) 2nd Quarter budget comparison

The 2nd quarter budget comparison was previously circulated. It was noted that the current expenditure is within budget with minor over-spends which were expected.

i) Receipts received since last meeting

The 2nd precept instalment received of £12,337.00 was noted.

j) Online Banking

In light of further information received from Lloyds Bank PLC it was **agreed** to remain with Barclays PLC and set up the free online banking facilities they provide proposed by Willie Crawshay 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
Alison sent a report confirming her support with the officer leading the RSCF project for the village gateway signage on Low Road.
- b) District Councillor Martyn Hooton
No report was available
- c) Public Comments
A member of the public raised concerns that drivers might not be aware of the drop the other side of the verge on a section of Saxlingham Lane if they had to pull in to avoid on-coming traffic.

The meeting was reconvened.

It was **agreed** that photographic evidence would be provided in relation to agenda item 10c for further consideration. Agenda item for November meeting **KR/Clerk**

Member of the public left the meeting

11. Planning

- a) Planning Applications
None received.
- b) Planning Decisions
 - 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) **APPROVED WITH CONDITIONS**
- c) Planning Appeals / Tree Preservation Orders
None received.
- d) Next Planning Meeting
It was **agreed** that the next planning meeting would be held on **7th November 2023**. Preston Thomas, Brian McGuire, Jill Casson and Adrienne Watts confirmed their attendance. Preston Thomas and Brian McGuire **agreed** to take the plans.

12. Advisory Groups

- a) Neighbourhood Plan
The recent publicity in the Eastern Daily Press praising the Plan by the District Council was noted. It was reported that South Norfolk Council would be commencing its formal six week consultation on the Plan, from Wednesday 18th October until 5.00pm on Wednesday 29th November.
- b) Burrfeld Park
 - i) Health & Safety signs
The suggested amendments to the update signage were approved. It was noted additional laminated copies would be required to replace the updated signage **Clerk/BMc**
 - ii) Community bench
It was uncertain whether additional seating was required as the current seating arrangements appear to be adequate for the amount of visitors seen using the park. It was **agreed** that

should the Advisory Group insist on additional seating this would be re-considered proposed by Willie Crawshay seconded by Brian McGuire all in favour.

13. Consultations

None

14. Budget Planning

a) Fees & Services 2024/25

It was **agreed** the fees for the Quarterly would remain unchanged for the next financial year.

b) Precept projects

The following item was highlighted as a possibility for the 'wish list' for the 2024/24 Projects budget subject to costings: investigate the possibility of a footpath from Fairstead Lane. Agenda item for next meeting. **JC/PT**

15. 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) RSCF Bid Village gateway signs

It was noted that the bid had been formally accepted and both landowners had been contacted regarding the need to keep the hedges trimmed back to ensure continued visibility of the gateway signs.

16. Ongoing Items

a) Play area

i) Repair to tractor

It was noted this had now been completed.

ii) Play area equipment

It was **agreed** to obtain quotes for matting and to organise a working party group to re-turf the areas recommended in the annual inspection. Turf and top soil to cost no more than £150 to complete the work, proposed by Willie Crawshay seconded by, Keith Read all in favour. **Clerk**

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

No further update was currently available.

17. New Items

a) Quarterly

It was noted that the deadline for articles is **3rd November**.

b) Defibrillator

i) Defibrillator pads

It was **agreed** to purchase a set of defibrillator pads for £42.00 plus £4.95 plus postage. **Clerk**

c) Quarterly Health & Inspection Reports

The inspection report previously circulated was noted with the following items requiring action or monitoring:

- Millennium Time Capsule post is rocking and needs additional soil to the hole.

- Horseshoe Way footpath whilst passable needs monitoring.
- Church Hill bottom grit bin needs re-filling **NCC/Clerk**
- Church Hill top grit bin needs re-filling – responsibility of St Mary's Church

d) Allotment Review

It was **agreed** there would be no change in the allotment rent of £250.00 for 2024/25 proposed by, Willie Crawshay seconded by, Preston Thomas, 2 abstentions, all in favour.

e) Welcome Pack

It was **agreed** this information would be uploaded onto the Parish Council website. **Clerk**

f) Data Protection

It was **agreed** to approve the suggested amendments to the Data Protection Policy, supporting Information audit and privacy statement proposed by, Keith Read seconded by, Preston Thomas all in favour. **Clerk**

18. Items for next month's agenda

As previously minuted.

19. Date of next meeting

The meeting would be held on **Tuesday 21st November 2023**, 7.30pm, Tasburgh Village Main Hall.

The meeting closed at 8.25pm

CHAIR