

**Minutes of the Meeting of Tasburgh Parish Council held
on Tuesday 18th May 2021 in Tasburgh Village Main Hall at 7.30pm**

Present

Jill Casson (Chair), Brian Hill, Geoff Merchant, Keith Read, Andrew Patrick, Preston Thomas, Matthew Read, and Tina Eagle, Parish Clerk

Also present 2 members of the public

1. Election of Chairperson

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 Chairperson

Item was deferred for discussion to allow Matthew Read to join the meeting.

Adrienne Watts was proposed by Keith Read, seconded by Preston Thomas. Matthew Read was also proposed by Brian Hill seconded by Geoff Merchant. Matthew Read **was elected**, three votes to two.

3. Apologies

Apologies were received and accepted from County Councillor Alison Thomas, District Councillor Michael Edney, Adrienne Watts and Willie Crawshay

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

Geoff Merchant declared an interest in Agenda item 16d as being related to a member of the organisation.

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 Andrew Patrick all in favour.

6. Tasburgh Village Hall Committee

It was **agreed** to appoint Brian Hill, proposed by Keith Read, seconded by Geoff Merchant 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 Andrew Patrick all in favour.

Matthew Read joined the meeting.

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. An amendment was requested to change time allocated for task from 1hr to 3hours.
- 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 battery and monthly re-location of the machine. An amendment was requested to remove 'weekly' and add 'monthly re-location of machine'

9. Advisory Committees

a) Procedural Committee

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

b) Burrfield Park Management Committee

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

c) Data Protection Committee

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

d) Neighbourhood Plan Advisory Committee

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

10. Minutes of the meeting held on Tuesday 20th April 2021

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, Preston Thomas all in favour.

11. Minutes of meeting held on Tuesday 4th May 2021

It was noted that due to no planning applications being received this meeting was cancelled.

12. Urgent Items to be raised through the Chair

It was reported that an anonymous letter of complaint had been sent to the Tasburgh United Charity Trust secretary. It was agreed to remind parishioners that unless contact details are provided the Parish Council are unable to respond. **Clerk**

13. Update on matters arising from the minutes

a) Assets of Community Value

It was noted that the renewals had been sent to the District Council. It was reported that Norfolk Archaeological Trust (NAT) had queried why the renewal for the Heritage Field had been nominated as it does not sell the land they own. It was **agreed** the renewal nomination would remain as submitted.

b) Horseshoe footpath post repair

It was noted this work would be undertaken when the weather improved.

14. Correspondence

a) South Norfolk District Book of Condolence

It was noted that messages can still be sent direct to South Norfolk District Council tbrady@s-norfolk.gov.uk

b) Parishioner email request

It was **agreed** the request would be considered under Agenda Item 21a

15. Reports on Meetings Attended

a) Village Hall Management Committee

It was reported that the Treasurer, Administrator and Booking roles had been combined into one post and someone had recently been appointed. Work continues on updating the website.

b) Understanding the Planning System Training

Preston attended this training which he found very useful.

16. Finance

It was resolved to pay the following:

a) Tina Eagle	Salary/Expenses	£463.71/£14.39
b) Norfolk Pension Fund	Pension Contribution	£142.30
c) Land Registry	Registration Fee	£30.00
d) Norfolk Parish Trg & Support	Understanding Planning	£44.00
e) Mrs A Barnes	Internal audit	£66.00

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

f) Internal Audit Report

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

g) Appointment of Internal Auditor 2021/22

It was **agreed** to appoint Anne Barnes at a cost of £22.00 per hour, proposed by Matthew Read, seconded by Keith Read all in favour.

h) AGAR Section 1 Annual Governance Statement

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

i) 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

A summary of report follows:

Having been re-elected Alison confirmed to commit her local highway budget to the scheme agreed by the Parish but for which detailed specification is still being awaited.

Flood investigation reports are due to be published next month once the findings have been discussed with partner organisations such as utilities etc. Very little else to report as the new Council is yet still to meet.

b) District Councillor Michael Edney

Nothing to report

c) Public Comments

A member of the public reported that Flordon were working on a proposal for the 1 million tree initiative and they wondered if there could be an opportunity to consider working on a joint project between the two Parishes. It was **agreed** this would be considered under Agenda item 22d.

Keith Read reported that one of the swings had been taken down for the chain to be welded.

It was reported that the 30mph repeater sign on Low Road close to Sweetlands was covered by vegetation. It was **agreed** this would get reported to Highways. **Clerk**

The meeting was reconvened

18. Planning

a) Planning Applications

i) **App No:2021/0672** Location: 4 Watermill Rise Tasburgh NR15 1AW

Proposal: Certificate of lawfulness (proposed) for use of land to station a mobile home annexe for use incidental to the main dwelling.

It was noted the request to the District Council is to consider whether planning permission is required for the above proposal. Whilst it was accepted that the size of the mobile home is within the dimensions permitted, the structure is still substantial in size and it's positioning in front of the building line would have a detrimental impact on the character of the site and those neighbouring properties in an area that primarily has many historic buildings of interest. It was **agreed** to submit the above comments as above and request that planning permission is required proposed by, Geoff Merchant, seconded by Matthew Read, all in favour. **Clerk**

b) Planning Decisions

None received

c) Planning Appeals

None received

d) Next Planning Meeting

It was **agreed** that the next planning meeting would be held on **1st June 2021**. Geoff Merchant, Preston Thomas and Andrew Patrick confirmed their attendance. Preston Thomas **agreed** to take the plans.

19. Consultations

None

20. Advisory Groups

a) Neighbourhood Plan

The draft minutes following the meeting held on 4th May had been previously circulated for consideration. It was noted that a community consultation event is being planned for **26th September 2021** at the Village Hall.

21. Ongoing Projects

a) Community traffic calming schemes including SAMS2

It was reported that both Tom Tom and Garmin had acknowledge receipt of the correspondence sent and the concerns raised had been passed onto their developers for investigation. It was **agreed** to forward correspondence onto Google, AA and RAC. **Clerk**

A late email from the Highways Engineer had been received confirming the proposal for additional 30mph repeater signs on Low Road and would be supported by Alison Thomas's Local Member's funding. They confirmed that the additional pedestrian road lineage is not appropriate and could give pedestrians a false sense of protection. It was **agreed** to challenge the decision with regards to the pedestrian lineage road to a higher level, proposed by Geoff Merchant, seconded by Keith Read all in favour. **Clerk**

A request had been received from a member of the public to consider holding a meeting with concerned residents to discuss specific traffic issues on Low Road. It was **agreed** to set up a Traffic Advisory Group and encourage members of the public to attend proposed by Geoff Merchant, seconded by Matthew Read all in favour. **Clerk**

b) Lower Village sign

It was reported that the sign had been taken down for repainting and the base dismantled in preparation for being rebuilt. It was **agreed** to proceed with the D shape design that was presented proposed by Keith Read, seconded by Matthew Read all in favour. **AP**

22. Ongoing Items

a) Covid-19

i) Tasburgh Community Snake Rock

It was noted the street application form had been submitted and is awaiting approval from Highways.

ii) Zoom subscription

It was **agreed** to cancel the Zoom subscription with immediate effect proposed by Matthew Read, seconded Andrew Patrick all in favour. **Clerk**

b) Play area

i) Multi-play equipment repair

It was noted that 2 quotes had been already submitted for consideration. It was **agreed** to review the quotes when the third quote had been received, proposed by Matthew Read, seconded Andrew Patrick all in favour. **Clerk**

ii) Tractor Roof repair

A sample of the longer lasting roof material and colour chart was presented for consideration. It was **agreed** to proceed using the red as per the colour palate provided, proposed by Jill Casson, seconded by Matthew Read all in favour. **AP**

c) Burrfeld Park

It was **agreed** to obtain costs for longer lasting boardwalk posts to act as additional supports for the existing posts that were reported as showing signs of wear and **accept** the offer of free labour to attach them as proposed by Matthew Read, seconded by Brian Hill all in favour. **AP**

d) 1 Million Trees

It was **agreed** to make contact with Flordon to consider the possibility of progressing a joint initiative. Information to be publicised on facebook. **Clerk**

23. New Items

a) 2021/22 Action Plan

The 2021/22 Action Plan previously circulated was noted.

b) Platinum Jubilee

It was **agreed** to forward the suggestion of a Village party made at the Annual Meeting of the Parish onto Tasburgh Village Hall Committee and Tasburgh Sports & Social Club for their consideration. **Clerk**

24. Items for next month's agenda

25. To confirm date of next meeting, Tuesday 15th June 2021, 7.30pm

The meeting closed at 8.55pm

CHAIR