

# Minutes of the Meeting of Tasburgh Parish Council held in Tasburgh Village Hall on Tuesday 15<sup>th</sup> August 2023 7.30pm

## Present

Jill Casson, Matthew Read, Martin Bull, Brian McGuire, Adrienne Watts, and Tina Eagle, Parish Clerk

**Also present** County Councillor Alison Thomas and 2 members of the public.

## 1. Apologies

Apologies were received and approved from District Councillor Martyn Hooton, Andrew Patrick, Willie Crawshay and Preston Thomas due to taking annual leave and Keith Read due to not feeling well. It was noted that Matthew Read would be arriving late due to other commitments.

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

## 3. Minutes of the meeting held on Tuesday 18<sup>th</sup> July 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, Adrienne Watts seconded by, Brian McGuire all in favour.

## 4. Minutes of meeting held on Tuesday 1<sup>st</sup> August 2023

Due to no planning applications received the meeting was cancelled.

## 5. Urgent Items to be raised through the Chair

It was noted that the Quality status accreditation expires January 2024. It was **agreed** to agenda item to September meeting for consideration when more members are in attendance.

**Clerk**

## 6. Update on matters arising from the minutes

### a) H M Land Registry

No further update.

### b) Church Hill passing places

It was **agreed** to pass on the Council's thanks and appreciation to the resident for clearing out the passing places. **Clerk**

### c) Highway matters

**Church Hill one-way system:** resident had still not received any communication from Highways. A further two incidents have been recorded one involving a Tesco van. It was **agreed** to notify Tesco of the incident. **Clerk**

**30mph repeater sign on Low Road:** Highways had sent a letter to landowner

**Agricultural vehicles using Low Road:** additional information had been requested to ascertain the correct interpretation of the law of vehicles using weight limit zones.

### d) Tasburgh Village Hall Fete

It was noted that a stand had been booked for the Parish Council to promote Burrfield Park. Thanks were extended to a member of the Burrfield Park Advisory Group who had agreed to man it.

## 7. Correspondence

Late communication had been received from Norfolk Archaeological Trust regarding a complaint they had received in relation to owners of dogs still not adhering to the rules when using the heritage field. It was **agreed** that it is everyone's interest to abide by the rules if not they may have to close the site. Concerns were also raised with regards to the trees on the triangle piece of land. It was noted that the land does not belong to the Council but efforts would be made as to who does.

## 8. Reports on Meetings Attended

### a) Village Hall Management Committee

It was reported that it had been a very busy month for the Trustees. Two new Committees had been set up; Financial and Procedural and Maintenance and Grants. The latter being headed up by Martin. A regular booking had also been taken for the use of the Hall. Plans are coming together for the celebrations organised for the Summer Fete.

### b) Understanding Planning Training

Both Martin and Brian agreed the training was excellent.

### c) Chairs Networking meeting

Jill Casson attended this meeting with fellow Chairs from Swainsthorpe, Newton Flotman and Saxlingham. It was noted that Newton Flotman had started the weekly Mindful Wellbeing coffee meetings held in the Village Hall on Wednesday mornings.

### d) Tasburgh Allotment Society

Nothing to report

## 9. Finance

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

a) Tina Eagle	Salary	£438.85
b) Norfolk Pension Fund	Pension Contribution	£155.29
c) HMRC	Income Tax	£68.00
d) Tasburgh United Football Club	Grant Funding	£500.00
e) Compass Point Planning	Basic conditions statement	£360.00
f) <u>Late receipt of invoices</u>		
P D Moore	Bus shelter cleaning	£35.00
South Norfolk District Council	Annual dog bin fee	£501.00

The payments presented were **agreed** proposed by, Adrienne Watts seconded by, Brian McGuire all in favour.

### g) Completion of external audit

Due to no notification of the completed external audit being received it was **agreed** to agenda item to September meeting. **Clerk**

### h) Internal auditor

Consideration was given to the two quotes received. It was **agreed** to engage the services of Lua Leggett for the financial year 1<sup>st</sup> April 2023 to 31<sup>st</sup> March 2024 at £75.00 proposed by, Jill Casson seconded by, Martin Bull all in favour. **Clerk**

### i) Online banking and bank signatories

It was **agreed** that Keith Read, Adrienne Watts, Jill Casson, Willie Crawshay and Brian McGuire would be bank signatories for the online account. Details would be forwarded on what information is required to set these up. **Clerk**

j) Financial Regulations and Internal Control

It was **agreed** to agenda to September 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

Alison **agreed** to follow up outstanding matters with the Highway Engineer. Work on the bypass is progressing well with monthly meetings being held and formal bids now placed. A reminder that work on the Hempnall roundabout is currently taking place so delays may be expected. Alison reported that the dentist in Long Stratton had applied for a NHS contract from the commissioning provider; in the meantime they are open for private patients.

b) District Councillor Martyn Hooton

Report provided had been previously circulated. Key points included:

- A preliminary planning question had been raised by a resident and the relevant information had been provided.
- A funding request had been received from Tasburgh Short Mat Bowls Club who had been awarded £300.00 from one funding stream and others were being looked into for the group.
- Information from [Norfolk Constabulary](#) had been received relating to a new motorbike trial to combat speeding in rural locations. Martyn would make enquiries on how to get Low Road added to the location list on his return.

c) Public Comments

A member of the public expressed his disappointment at the time being taken for Highways to resolve the obstructions on Grove Lane. Alison **agreed** to follow this up with Highways.

*The meeting was reconvened.*

**11. Planning**

a) Planning Applications

None received

b) Planning Decisions

i) **Appl No 2023/1567** Location: Church View Barn Church Road Tasburgh Norfolk NR15 1ND  
Proposal: Variation of condition 2 of 2022/0611 - Revised internal layout

**APPROVED WITH CONDITIONS**

c) Planning Appeals / Tree Preservation Orders

i) **Appl No: 2023/2154** Works to TPO trees Location: Pilgrims Cottage Low Road Tasburgh 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 (for information)

d) Next Planning Meeting

It was **agreed** that the next planning meeting would be held on **5<sup>th</sup> September 2023**.  
Adrienne Watts, Jill Casson, Brian McGuire and Martin Bull confirmed their attendance and  
Adrienne Watts and Brian McGuire **agreed** to take the plans.

## 12. Advisory Groups

### a) Update on Neighbourhood Plan

It was reported that the draft plan had been forwarded to South Norfolk District Council for further consultation and checking. A successful funding application for £2350.00 had been secured from Locality to complete the final stage of the plan. It was **agreed** to consider re-assigning the allocated £1000.00 already budgeted for this work.

*Matthew Read joined the meeting*

### b) Burrfeld Park

#### i) Tree work

After consideration it was **agreed** to prioritise the work in order of importance and organise for Eastern Tree Care to undertake the work as per the quote received to T5 and T6 as they are over-hanging the boardwalk proposed by Jill Casson seconded by Adrienne Watts all in favour. **Clerk**

#### ii) Repair to seat and dead-hedge

It was noted that the repair to the seat had been completed and the work to the dead-hedge would be undertaken in October. **BMc**

#### iii) Additional grounds maintenance

It was **agreed** to accept the quote received from Garden Guardian for £240.00 + VAT proposed by, Jill Casson seconded by, Brian McGuire all in favour. **Clerk**

#### iv) Community bench

It was **agreed** that the Advisory Group would consider if a replacement is required.

## 13. Consultations

### a) Formal Consultation South Norfolk: Public Spaces Protection Order - Vehicle Related Anti-social Behaviour

It was unanimously **agreed** to support the three questions put forward in the consultation previously circulated. **Clerk**

## 14. Ongoing Projects

### a) Traffic Calming

#### i) SAM2

It was noted that data from both machines had been downloaded and would be publicised in due course. **Clerk**

#### ii) Traffic calming

A meeting with Highways is still being pursued to consider the possibility of traffic calming options for Low Road. Alison confirmed she would follow up. **AT/Clerk**

## 15. Ongoing Items

### a) Play area

#### i) Underground Inspection quote

A quote for £50.00+VAT had been received from the D Bracey. It was **agreed** that as the decision to replace the 2 bay swing had already been agreed an underground inspection of

the swing posts would not be required. It was noted that the Inspector had also confirmed that an underground inspection of the swings in the fenced play area was not required at this time. **Clerk**

ii) Update on replacement equipment and matting

It was **agreed** to:

- form a working group in the autumn to soil and grass the areas as highlighted in the recent inspection report. **Clerk**
- obtain a quote to update the adult fitness sign. **Clerk**
- to submit a grant application for replacement play area equipment and matting. proposed by Matthew Read seconded by, Brian McGuire all in favour. **Clerk/JC**

iii) Repair to tractor

Item remains outstanding. **AP**

b) Tasburgh – Long Stratton cycle link proposal

No further update

## 16. New Items

a) Asset Register and pre-renewal insurance questionnaire

The asset register was reviewed and approved subject to including the tree surround purchased for Burrfield Park **Clerk**

The pre-renewal insurance questionnaire was also reviewed and approved. Enquiries would be made to the broker to check that current sums insured for Public and Products Liability is still adequate. **Clerk**

b) Community Emergency Plan

It was noted that the contact details in the plan had been updated following the recent May Elections.

c) Grant Application – Short Mat Bowls Club

It was noted there was no remaining budget in the grant fund having been previously allocated to Tasburgh United Football Club. It was **agreed** to re-assign the Neighbourhood Plan budget of £1000.00 to the grant fund, proposed by, Matthew Read seconded by, Brian McGuire all in favour. **Clerk**

The grant application and supporting documentation previously circulated was considered. It was **agreed** to award £500.00 towards the costs of mats and storage equipment from the grant fund, proposed by Matthew Read seconded by Brian McGuire all in favour. **Clerk**

d) Pride in Place

It was noted the next round of funding is due to take place November. Members were encouraged to consider possible options for further consideration in September meeting. **Clerk**

## 17. Items for next month's agenda

As minuted

## 18. Date of next meeting

The meeting would be held on **Tuesday 19<sup>th</sup> September 2023**, 7.30pm, Tasburgh Village Main Hall.

The meeting closed at 8.40pm

**CHAIR**