

Tunstead Parish Council

Minutes from 17th July 2018 at 7.30pm

Present: Chris Oakes CO Chair
 Nigel Williams NW Vice Chair
 Wendy Atkins WMA
 Tim Place TP
 Clive Rich CR
 Caroline Purdy CP Acting Clerk

2 Apologies: Rev'd Tim Gosden
 Simon Shaw
 Neil Coston

Public: Nigel Dixon ND Norfolk County Councillor
 2 members of the public including:
 Melissa Mitchell MM Tunstead Primary Head

Item	Action
The Chairman opened the meeting with the sad news of Parish Clerk, Eileen Oliver's, passing. One minute's silence was held by the Council in honour of Eileen.	
<p><u>1 Public Participation</u></p> <p>The Parish Council made introductions to Melissa Mitchell who offered any support or involvement from the primary school that could be given for either future events or for meetings if required.</p> <p>CR reported on behalf of parishioner, Jason Coward:</p> <p>I. Mr Coward confirmed that he had managed to secure free CPR training for residents from the East of England Ambulance Trust. Some possible dates and a venue were required by him to put to the providers. MM suggested the school hall would be suitable (but must be free daily between 12.45-1.45pm for lunch) and she and CO will liaise to provide suitable dates to Mr Coward. It was confirmed that British Heart Foundation kits/DVDs were also available.</p> <p>II. Is TPC prepared to contact the Church of England regarding St. Michael's Church, Sco Ruston? The church is 13th Century, Grade II Listed. The current plan is to erect Heras fencing around the site to secure it and leave the church to fall further into disrepair. Mr Coward reports that residents are concerned by this proposal. A discussion took place around churches being decommissioned and the consecrated burial grounds. It was agreed this would be looked into.</p> <p>III. At the last TPC meeting discussions took place over articulated lorries using the Tunstead Road through Sco Ruston to access, in some cases, Place UK. Had TPC made any progress in addressing this? CO offered that a solution may be to install a width/height restriction on the lane but ND confirmed this must go via Highways through procedure. It was agreed contact would be made via Jon Winett (North Area 2 contact at NCC Highways Dept).</p>	<p>CO</p> <p>NW</p> <p>WA/CP</p>

<p>TP reported via guest, Derek Kirk, of further problems with the flooded ditch to the right of the entrance to Market Close.</p> <p>Derek reported that the ditch needs clearing up to Wychwood and that it could be easily accessed by removing the posts of the barrier using an allen key. It was agreed that this would be raised to Orbit Housing.</p> <p>Public participant, Anita, thanked TPC for contacting Highways previously as they have been out to undertake the locating and clearing of a previously 'lost' manhole along Anchor Street. It is hoped that this work will help reduce flooding in the area.</p> <p>Melissa reiterated that the school would like to get involved with local activities and events and are more than happy to assist, where possible. WA gave MM details of the Christmas Fair on 18th November which it is hoped the children will make some crafts to sell.</p>	<p>CP</p>
<p><u>County Councillor's Report</u></p> <ul style="list-style-type: none"> a) ND reported on the news of County Council Leader, Cliff Jordan's, resignation and untimely passing. The new Leader is Andrew Proctor. b) Congestion through Hoveton and Wroxham had again been raised within those parishes. A traffic study is to take place later this year and traffic counts have increased in the surrounding areas to prepare for this study. It is proposed that before the study takes place, a 'stakeholder' meeting should be held with the affected Parishes, locally interested parties and businesses to gauge concerns. ND invited TPC to this meeting or offered to put forward TPC's concerns. No date was given for the 'stakeholder' meeting. After the study, a public meeting is then planned. c) The consultation period has commenced around the possibility of the Police & Crime Commissioner (Lorne Green) 'governing' the Norfolk Fire & Rescue Service. The Service is currently governed by freestanding authorities with the Chief Fire Officer reporting to NCC. Police and Fire currently share some amenities locally. ND emphasised that the Service would NOT come under the Chief Constable or Police, merely Mr Green's remit. Marginal savings had been identified, although it was generally agreed that Norfolk Fire & Rescue is extremely well managed and its finances are equally so. <p>The consultation paper is available via the Commissioner's website and is entitled "A Case for Change". https://www.norfolk-pcc.gov.uk/news/pcc-launches-public-consultation-over-fire-governance/</p> <p>The County Council response is available via https://www.norfolk.gov.uk/what-we-do-and-how-we-work/norfolk-county-council-news-and-updates/nfrs-and-ncc</p> <p>Views are encouraged to be reported via these links and is open until 5th September 2018.</p> <ul style="list-style-type: none"> d) The Planning Enforcement meeting date concerning Beeches Farm had been arranged for September – date to be confirmed. TPC had not lodged any comment around this. e) ND confirmed that a site visit to Manor Farm with Joe Patterson had taken place with discussions and suggestions being made and advice 	<p>All to ND</p>

<p>from NNDC, Economic Development Dept and Planning Officers being sought.</p> <p>f) ND advised TPC to contact the National Association of Local Councils (01603 638495) or Emma Duncan at NNDC for advice regarding the current situation around Clerk support. CR suggested that any future clerk have a 'supervisor' on the parish council to whom they liaise directly around business continuity.</p>	CO
<p><u>3 Declarations of Interest</u> None.</p>	
<p><u>4 Minutes of the Last Meeting</u> Not yet available due to the current circumstances.</p>	
<p><u>5 Matters Arising</u> None.</p>	
<p><u>6 Received Correspondence</u> Not available.</p>	
<p><u>7 Clerk's Financial Report</u> Not available.</p> <p>A discussion took place around business continuity for the Parish Council. CO advised he was arranging to collect Parish Council papers and property as soon as the Executor of Miss Oliver's Estate was available.</p> <p>WMA advised she had been to Barclays Bank to ask about putting a hold on the accounts and was advised to complete a letter signed by the signatories to request a change of address. This was completed. A Death Certificate would be required to make any further changes.</p>	CO WA
<p><u>8 Highway Matters</u> A 'ditch map' completed by ex Council member, Derek Kirk, needs to be located. It is believed there are 2 copies. This will enable TPC to answer a query from an earlier meeting by Gilly Foulds which NW is dealing with.</p> <p>The matter of 2 covered drains was identified at the junction of Sloley Field Lane and Market Street. These had been covered since the road was gritted recently; Jon Winnett at Highways is to be contacted in order to request these be uncovered and freed up.</p> <p>CR reported that weeds had not been dealt with on Manor Close in the gutters of the road. Works had taken place to clear weeds from pavement areas recently. CO advised to take this up with Jon Winnett at NCC Highways also.</p>	WA NW WA/CP WA/CP
<p><u>9 Parish Partnership Scheme</u> Nothing to report.</p>	
<p><u>10 Planning</u> TP advised that he was expecting plans to be showing with NNDC for Place UK to add 2-person rooms to their site. These were not available yet and is therefore not listed under Declarations.</p>	

<p>NW raised previous problems in accessing plans sent by NNDC and the formation of a sub-committee.</p> <p>Several TPC members could not access/read electronic copies and had requested paper copies from the District Council. This had been turned down. TP offered to print a paper copy to enable TPC to discuss formally at meetings and respond accordingly. NW volunteered to lead on this and make sure paper copies of plans were obtained and discussed and commented on as required. TP advised of the function whereby an alert can be set up to advise of planning submissions (Note – you must register a profile with NNDC in order to set this function).</p>	NW
<p><u>11 Environmental Matters</u> Not available.</p>	
<p><u>12 Village Notice Board</u> CR reported the offer of £1,600 (less £100 excess) from our insurers. He showed a wooden, like-for-like, replacement which was agreed by the Council members. TP suggested checking for a composite model of similar design to cut down on maintenance which CR will look into. CO advised that a village working party would be required to maintain the defib unit so the village sign maintenance could be added to this if required. If a composite similar model is found within budget the Council authorised CR to pursue this, otherwise the model shown was also agreed.</p> <p style="text-align: right;"><i>ND left the meeting at this point.</i></p>	CR
<p><u>13 Tunstead War Memorial</u> NW reported that the Parochial Church Council did not want to install paving slabs around the memorial, citing trip hazards a concern. CR suggested rubber tiles/matting similar to that used at the play equipment be used. NW will take this back to the Church Council. CO will follow up with local stonemasons/undertakers to obtain a quote for ‘re-lettering’ of the memorial in due course.</p>	NW CO
<p><u>14 Village Hall Committee Report</u> WA reported a profit of £948.10 at Dawg-Fest. She requested use of the portable loo over the August bank holiday weekend from TP – 26th and 27th for the Wedding Fair at Tunstead Church. At 4.30pm on Monday, 27th August after the Fair, there will be a Songs of Praise held and requests were made for wedding hymns to be played. The “Scenic Tunstead” photo competition had been launched, looking for 3 winning pictures to be made into notecards to sell throughout 2019. The Christmas Craft Fair is on 18th November 2018.</p> <p>A “thank you” BBQ had been held on Monday 16th July which was well attended in order to show appreciation to the volunteers who had helped at events and during the year.</p>	TP
<p><u>15 Any Other Business</u> NW enquired about the permissive path which needs widening in the middle section. This can now be accessed. TP will speak with his farm manager to organise the use of a digger to widen and level the gap.</p>	TP/NW

CO will forward details of Eileen’s funeral when they became available.	
The interim help from CP was discussed and confirmed that she is available to help if the Parish Council required it. CO will look into this.	CO
CO advised that due to the recent unforeseen circumstance, he anticipated that an Extraordinary General Meeting would be required. He will circulate details when more is known.	CO

The next meeting of the Parish Council will be on 18th September at 7.30pm at the portacabin.

Agreed and Signed on behalf of Tunstead Parish Council:

Chair

Date: _____

