**Tunstead Parish Council**

**Minutes from 18th June 2019 at 7.30pm**

Present: Wendy Atkins WMA Vice Chair

 Clive Rich CR Councillor

 Caroline Purdy CP Clerk

 Neil Coston NC Councillor

 Jason Coward JC Councillor

Apologies: Chris Oakes CO Chair

 Tim Place TP Councillor

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| **Item** | **Action** |
| 1 Apologies As above.  |  |
| 2 Annual Return 2018/19The AGAR paperwork was agreed and signed by the Vice Chair in readiness to meet the deadline of 1st July to send to the external auditors/publicise.  |  |
| 3 Auditor’s Letter/RecommendationThe Clerk read John Gallop’s advice concerning the missing asset from Tunstead following Eileen Oliver’s death. He strongly recommends following up on this with Police and ICO. This was discussed and Councillors felt it best to follow up with a claim to Miss Oliver’s Estate via the Probate Office.   | CP |
| 4 Planning1. Wroxham Barns – The Clerk made Councillors aware of action from Ashmanhaugh residents regarding the installation of rides on the field at Wroxham Barns. The Clerk confirmed she had analysed their concerns over “stealth planning” to increase the size of the project, against the 1st and 2nd planning reports and established that these were unfounded as the site footprint and rides were exactly the same.
2. Manor Farm – 6 dwellings. The rest of the application had been withdrawn. Councillors discussed the dwellings and voted no objection by a margin of 4:1.
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| 5 Phone Box WorksCouncillors discussed ASH Electrical & Handyman’s quote which was agreed. Councillors would like to see completion by end August. NC raised a query over the BT approval of an electrician to fit the defib; Clerk to check and confirm.   | CP |
| 6 Payments for Approval* Internal Auditor £200.00
* BHIB Insurance £484.93
* Clerk £172.50

The above payments were approved. Clerk to liaise with 2nd signatory.  | CP |
| 12 Any Other Business1. Councillor Training – Councillors would like information on training and dates circulated to them.
2. CR raised that the Council/Village Hall Committee will have to appoint a solicitor for the next stage of bids/work on the village hall. The clerk recommended practices outside of Norwich to reduce costs, such as Hansells in North Walsham but she would ask NALC for their advice and recommendation.
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| The next meeting of the Parish Council will be on **16th July** at 7.30pm at the portacabin.  |

Agreed and Signed on behalf of Tunstead Parish Council:

Chair

Date: