**Tunstead Parish Council**

**Minutes from 19th November 2019 at 7.30pm**

Present:

Wendy Atkins WMA Vice Chair

Caroline Purdy CP Clerk

Tim Place TP Councillor

Neil Coston NC Councillor

Clive Rich CR Councillor

Jason Coward JC Councillor

Nigel Dixon ND District Councillor

PC Tom Gibbs TG Norfolk Constabulary

4 Members of the Public

Apologies: Chris Oakes CO Chair

Revd. Tim Gosden RTG Councillor

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| **Item** | **Action** |
| 1 Apologies  As above. |  |
| 2 Public Participation  (Councillors had received copy email correspondence in readiness for the meeting)   * Members of the public confirmed that the Church Lane rail crossing was classified as a ‘footpath’, whilst it was “no through road” either side of the crossing. Network Rail have confirmed to residents that the intention is to lock the main gates, as no “authorised users” have come forward and concerns over access for emergency vehicles was discussed. CR had prepared some facts on train activities and suggested that there should be a complaint made against the ‘consultation’ carried out by Network Rail. ND stated that although he felt due process had not been followed, Network Rail did not have any responsibility to carry out consultation and were not publicly accountable. The clerk confirmed that a meeting was arranged on site for 27/11/19 at 2pm. It was agreed that those who believed themselves to be authorised users would be invited to the meeting to make representations to Dan Fisk. TP read out a document of further planned works to local crossings, including:   Thorpe End, Belaugh Lane, Coltishall Lane, Wateringpit Lane, Broad Road, Heath Farm, Grammer School Road and Pond Street in neighbouring localities. ND confirmed that work on public roads would involve the District Council and closing the highway. It was confirmed that works were already taking place at Church Lane.  It was agreed that the on-site meeting would focus on setting the light/noise of the newly installed alarms and finding authorised users who may wish the gates to remain unlocked. ND advised residents to request a review post-installation to look into the equipment installed versus proportionate use and request that Network Rail engage with prospective users/residents in future.  Police Report – PC Gibbs’ reported on activities:   * There had been 6 calls regarding Tunstead recently * He advised that homeowners and neighbours are vigilant as there has been an increase in burglaries in neighbouring villages * More so in west Norfolk, there has been an increase in rural crime involving the theft of industrial/agricultural equipment * The missing lady from North Walsham remains an ongoing enquiry.   Councillor Dixon reported on Tunstead Primary School’s difficulties with county hall in obtaining a new mobile classroom; the current one not being fit for purpose any longer. He has intervened in this matter and it is hoped a new mobile classroom will be in place at Christmas, or Easter by the latest. |  |
| 3 Declarations of Interest  TP advised of interest in agenda item 11(b) and explained the location and use of the building the subject of the planning application. |  |
| ***Discussion Moved to Agenda Item 11 to allow Councillor Dixon to Leave at 8.35pm*** | |
| 4 Minutes  The minutes of the meeting from 17th September 2019 were duly signed. |  |
| 5 Matters Arising   * Quiet Lanes – CR had prepared maps highlighting other possible quiet lanes and how they could link into Scottow, Ashmanhaugh and Coltishall. TP expressed reservations over Crowgate Street being classified this way. NC didn’t feel that St. James would meet the criteria as it was already a very quiet area. * Parish Partnership Scheme – the Clerk reported on the Chairman’s thoughts around the possibility of a bus shelter at the top of Sco Ruston road. It was felt that in light of the extra costs and timescales that this would not be pursued this financial year. * Phonebox – the Clerk reported that the proposed donors of the glass had backed out and presented the costs for purchasing the glazing kit and remaining signage which was agreed. | CP |
| 6 Received Correspondence   * The Clerk advised that consultation on the Local Government Boundary Commission’s division of boundaries was now open until 13/01/2020. Document to be circulated. * Likewise, the consultation on Norfolk County Council’s budget for 2020/21 was now open. Document to be circulated. | CP  CP |
| 7 Budget Planning  The Clerk had circulated accounts and draft budget which was discussed and agreed. |  |
| 8 Precept Planning 2020/21  The Clerk had circulated the FAQs and information from NNDC around this. Councillors discussed and those which were unable to be present at the extra ordinary meeting on 03/12/19 gave their vote to the Clerk. |  |
| 9 Clerk’s Financial Report and Payments Pending  The following payments were approved. A breakdown of defib/phonebox costs was given out.   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | CGM | Playing Field Maintenance |  | 61.20 | 10.20 | 51.00 | | Catton Print | Newsletters |  | 99.75 | 0.00 | 99.75 | | Ashmanhaugh PC | Councillor Training 50% Recharge |  | 125.00 | 0.00 | 125.00 | | C.Purdy | Salary |  | 309.00 | 0.00 | 309.00 | | C.Purdy | Remembrance Wreath reimbursement | | 50.00 | 0.00 | 50.00 | | ICO | Data Protection fee |  | 40.00 | 0.00 | 40.00 | | NALC | Membership fee |  | Awaiting invoice | |  | | X2 Connect | Phonebox glazing |  | 356.10 | 59.35 | 261.75 | |  |  |  |  |  |  | |  |
| 10 Highways   1. The Clerk alerted Councillors to correspondence between a Worstead resident and Highways to which she had been copied into around perceived damage to roadside grips. 2. The clerk confirmed the previous matter of encroaching vegetation along the paths of Market Street and to clear the grips along Market Street toward Ashmanhaugh had been accepted by Highways and was pencilled into their works schedule. 3. CR reported that the SAM2 sign location had been amended following complaint by a resident. The SAM2 data had been read and confirmed that the average speed through the village was 32mph. |  |
| 11 Planning   1. PF/19/1568 Meadow Gates had been withdrawn, the Clerk confirmed that she had raised queries over flooding at Granary Way with NNDC and Highways to no avail. 2. PF/19/1833 Agricultural building to house water source heating equipment was discussed and supported. 3. NP/19/1463 was not permitted by NNDC. The document outlining reasons was made available for Councillors to read. |  |
| 12 Environmental Matters   1. JC and NC reported on the community litter pick from 17/11/19. Hot drinks were provided at the portacabin and a cake had been donated and, in total, 15 volunteers had turned up. The litter pick had found that garden waste was again being dumped in the grips outside of Laurel Farm Barns and this is to be raised with the management company. 2. Councillors were reminded that the boundary trees and removal of dead tree still needed to take place on the recreation ground. To be discussed at the December meeting. | CP |
| 13 Parish Champions  CR put forward the idea of a ‘lead’ councillor to champion projects such as the quiet roads scheme, tree maintenance on the playing field, noticeboard installation and Parish Partnership Scheme works. This was unanimously agreed. Timescales and Projects to be discussed at the December meeting. | CR  CP |
| 14 Report from the Village Hall Committee  CR advised that the planning application had been submitted and that the architect was working on the further requests for information received from NNDC, the tree survey was still outstanding. WMA reported that the next fundraiser was David Wright’s event on 23/11/19, following by Christmas bingo and draws. |  |

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| 15 Any Other Business  It was agreed the extra-ordinary meeting of the Parish Council would be held on 03/12/19.  The meeting closed at 9.45pm. |  |

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| The next general meeting of the Parish Council will be on 21st January 2020 at 7.30pm at the portacabin. |

Agreed and Signed on behalf of Tunstead Parish Council:

Chair

Date: