**Tunstead Parish Council**

**Parish Council Meeting Minutes from 17th March 2020 at 7.30pm**

Present: Chris Oakes CO Chair

 Wendy Atkins WMA Vice Chair

 Caroline Purdy CP Clerk

Clive Rich CR

 Tim Place TP

 Neil Coston NC

Apologies: Revd Tim Gosden TG

 Jason Coward JC

 Nigel Dixon ND Norfolk County Councillor

 PC Tom Gibbs TGib Police Representative

Public: 2 Members of Public

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| **Item** | **Action** |
| 1 Apologies As above.  |  |
| 2 Public Participation The Clerk read the police report summarising there had been 10 calls for the village last month and nothing of concern. The Clerk summarised Councillor Dixon’s report as follows:* Work between Church Road and Culley’s Pit regarding flooding has been chased.
* Quiet Lanes – both Sloley and neighbouring parishes are interested in this topic. ND urged us to work together to provide a sustainable quiet route around parishes.
* Advanced warning was received of consultation regarding the removal of street lights on Manor Close.

PublicTwo members of the public joined us with their plans to provide local community support in the upcoming Covid 19 pandemic these plans included advertising for volunteers to create a support group and canvassing residents that might require their assistance. The Clerk provided them with relevant material circulated to her by County/District Councils. Clerk to advertise a meeting at the Horse & Groom on 19th March via Facebook/Website.  |  |
| 3 Declarations of InterestNone. |  |
| 4 Minutes of the Last MeetingThese had been circulated and were agreed and signed.  |  |
| 5 Matters Arising* Details of the bus shelter specs had been resent to JC.
* A letter had been sent to request help with maintaining the permissive path.
* A letter had been sent to landowners requesting a cutback of hedges.
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| 6 Received Correspondence* The Clerk had circulated information regarding the Community Housing Fund, this can recommence when meetings are allowed.
* The Newcastle District Probate Office had confirmed that the items missing from the previous Clerk’s belongings not passed to Tunstead Parish Council was a civil matter and they would not be taking this up.
* The Clerk reported on a payment freeze of recycling credits for 2020/21.
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| 7 Defibrillator/Phone Box WorksAfter further investigation and seeking advice, the Clerk reported that it was possible to fit glazing without purchasing the additional frames. This can be completed using clear silicone. Handyman services quoted £60 plus materials to complete job; CO confirmed he would do this without charge. The Clerk confirmed that the additional first aid pouch was in situ.  | CO |
| 8 Highway Matters1. CR reported on SAM sign data, confirming the average speed at school times was reduced from 25mph to 22mph. Outside school times, 85% reduced by 5mph to 32mph past school.
2. Flooding – updated from ND report above. This continues to be monitored.
3. Introductions had been made via the Clerk to local adjoining parishes and JC had now made contact and had taken over managing this project.
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| 9 PlanningApplication PF/20/0454 had been circulated. No comment was made.  |  |
| 10 Environment CR reported that the earlier work party had been cancelled due to poor weather, however, some work to clear the pond had been undertaken. Designs had been received to accompany the application to Pocket Parks for funding. Councillors suggested pollarding/coppicing be done.  |  |
| 11 Clerk’s Financial Report/PaymentsAdditional income from recycling credits from 2019/20 was confirmed as £279.32.NALC annual subscription £201.91NALC training costs £126.00Data Commissioner £ 40.00CGM £367.20Clerk £441.77 inc expenses |  |
| 12 Tunstead Village Hall & Recreation Ground ReportThe unfolding pandemic was discussed and the village hall committee reported that they had postponed the upcoming casino evening until 2021. After further discussion between councillors, it was agreed to cancel the upcoming fete and VE day celebrations. CR reported on the planning application ‘issues’ to be resolved with NNDC; including wording, placement of refuse bins, access, biodigester, drainage assessment, shower block, container storage and Highway’s requirement for a 5m addition of tarmac on the drive way entrance. It was agreed that in order for these to be addressed the best route was to withdraw the current application and resubmit within 12 months, after confirmation it was free to take this option. If charges are levied, then the current application is to be amended.  |  |
| 13 Any Other Business1. TP proposed CO remain as Chair; seconded by NC.

TP proposed WMA remain as Vice-Chair; seconded by CR. 1. Further discussions around the parish response to Coronavirus were held with the members of the public. CO will be the parish representative to collect/deliver prescriptions from Hoveton & Wroxham Medical Practice – clerk to confirm to Practice Manager.

Payments were deferred to the Clerk and a small number of cheques were signed in advance. The Clerk will continue to circulate information and updates via email as usual. Councillors will be asked for their input/opinion via email. With restrictions on movements and meetings increasing, it was agreed that all further meetings would be postponed until further notice. Clerk to amend website accordingly. 1. The meeting of new community volunteers will be held at the Horse & Groom on 19th March where the response will be co-ordinated once number of volunteers is known. Initial ideas were to split the village up, so one volunteer ‘managed’ a part of the village and was responsible for advertising the parish response within that area. The Clerk provided up to date guidance on social distancing, self-isolating and working to deliver groceries within those parameters.
 | CPCP |

Agreed and Signed on behalf of Tunstead Parish Council:

Chair

Date: