**Tunstead Parish Council**

**Parish Council Meeting Minutes from 21st July 2020 at 7.30pm**

Present: Chris Oakes CO Chair

Wendy Atkins WMA Vice Chair

Caroline Purdy CP Clerk

Clive Rich CR

Tim Place TP

Apologies: Revd Tim Gosden TG

Jason Coward JC

Neil Coston NC

PC Tom Gibbs TGib Police Representative

Public: Nigel Dixon ND Norfolk County Councillor

2 Members of Public

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| **Item** | **Action** |
| 1 Apologies  As above. No Councillors’ apologies were officially provided to the Clerk. |  |
| 2 Public Participation  Councillor Dixon introduced himself to members of the public and outlined changes to working practices since March 2020 and the outbreak of Covid-19, including that 80% of council staff now work from home, which could delay making contact with the Council.  A number of local Good Neighbour Schemes were highlighted that had helped local communities.  Moving forward, ND stated that planning would go through a single point of contact, instead of direct to planning officers and he advised of further delays to all departments.  Long term, he felt the impact was unknown but expressed concern over staff welfare in relation to working from home for an extended time.  ND confirmed that the Chief Executive Officer restructure had taken place.  Both TP and CR queried the ‘change’ in planning requirements from NNDC; questions and decisions previously clarified post application decision, are now being asked pre-decision on applications, concern over the strictness of NNDC compared to other councils was also raised.  ND agreed to take this back and look into the concerns.    The Clerk summarised PC Gibbs’ previously circulated report in his absence, including 17 calls (mostly Covid-related breaches).  There continues to be burglaries in surrounding villages and a spate of thefts of/from farm machinery. | ND |
| 3 Declarations of Interest  TP disclosed a non-pecuniary interest in agenda items 8(a) and pecuniary interest in 8(b). |  |
| 4 Minutes of the Last Meeting  These had been circulated and were agreed and signed. |  |
| 5 Matters Arising  None. |  |
| 6 Received Correspondence   * The first instalment of precept of £3,000 had been received. * Both Barclays and Santander had sent correspondence to confirm that our interest rate on savings was being reduced to 0.01%. * The Local Government wage increase had been received (up by 2.75%) and this would mean weekly hours would drop to 3.75, Councillors were asked to consider increasing this in future at the next budget in December 2020. * A resident on Forge Estate had contacted the Clerk to complain about the play equipment remaining closed, despite the change in Government advice. * Residents had contacted the clerk enquiring about future development in light of the sale of Alston’s farm in Sco-Ruston. |  |
| 7 Highways  Highways consultation on the possible removal of streetlighting from Manor Close was discussed.  Highways had confirmed running costs per annum in the region of £60. The Clerk advised that some councils have adopted their lights. The draft consultation letter was circulated earlier in the year and discussed.  It was suggested that direct questions such as the following should be included:   1. Are you in agreement with the removal of streetlights on Manor Close? 2. If you would like to keep the streetlights, would you support the Parish Council in the effort to adopt them, accepting that their running costs/maintenance costs etc would be factored into a Council Tax rise?   Clerk to contact Highways with suggestions.  The Clerk stated that reports had been made regarding overgrown pathways on Fletcher Close, along Market Street and for vandalised signage along the main road at Sco Ruston. | CP |
| 8 Planning   1. PU/20/0890 – Both ND and TP explained their understanding of this following the appeal and enforcement action in previous years. Essentially, use reverts back to the original use which was for agricultural purposes (Class Q), however the criteria to qualify for Class Q still need to be met and if not, planning permission must be sought.   CR expressed concerns over the boundaries which was agreed by Councillors.   1. Reservoir – the Clerk reported that comment on this closed in June.  Sadly, only 2 Councillors had followed protocol and responded to her, not being quorate, no comment could be made.  The Clerk asked for increased involvement from councillors in responding to planning emails.  TP outlined the details of the application and excused himself.  Not being quorate, only comment could be made and no vote was taken.  Comment was that this application and the benefits to environmental issues in capturing rainwater for use and a wildflower meadow were positive. | CP  CP |
| *ND left at 8.50pm.* |  |
| 9 Environmental  None. |  |
| 10 Clerk’s Financial Report/Payments  Clerk £325.12 inc expenses  Payments made during lockdown were ratified, including:  BHIB Insurance £466.53  CGM £306.00  Clerk (March, April, May) £511.94 |  |
| 11 Tunstead Village Hall & Recreation Ground Report  Wendy reported on the discretionary grant received from NNDC in lieu of lost income in the sum of £10,000.  Repairs to the driveway and gateway at the village hall had been completed.  Clive reported on the development; the architect continues working through the outstanding queries from NNDC.  One of the requests had caused a change to the plans in order to protect the privacy of the primary school and a lean-to had been added to shield windows where bins could be stored.  The playing field encroachment had been addressed with the parties concerned.  TP suggested that this needed to be legally formalised in order to protect all parties involved and it was agreed that NP Law should be approached for the sum of £500 + VAT for 10 hours work as this would be required for other upcoming planning matters.  The community garden design for Pocket Parks had been received and CR would present this to the Council at an upcoming meeting.  Following lockdown and the reopening of play areas, the Parish Council voted to reopen our own equipment.  CP had completed a risk assessment and advised that notices should be laminated and attached to each piece of equipment, encouraging social distancing, sanitising etc.  If the swings and train seats were found to be too close, the Clerk recommended cordoning off one of each.  The noticeboards were still to be erected at the entrance of the recreation ground.  It was agreed that the Parish Council would hire someone do to this.  In connection with outstanding works, WMA proposed the Council hire a handyman to complete such regular jobs as maintenance of the TROD, cutting back verges, cleaning and sanitising seats, signs etc.  suggested rate of £10-20p/h.  The hire of a handyman was agreed in principal. It was noted that risk assessments would be required for all work carried out and that public liability insurance was in place to cover this. | CP |
| 13 Any Other Business   1. An additional meeting to sign off Annual Return was agreed for 25th August at 7.30pm at the Portakabin 2. The Clerk outlined her intention to discontinue work for Tunstead Parish Council as soon as a replacement could be found. Clerk to commence advertising.   The meeting closed at 9.30pm. | CP  CP |

Agreed and Signed on behalf of Tunstead Parish Council:

Chair

Date: