

**Minutes of the Meeting of Tunstead and Sco-Ruston Parish Council held at Tunstead Village Hall on Tuesday 20<sup>th</sup> July 2021 at 7:30pm.**

**Present:** Chris Oakes, Chairman  
Jason Coward  
Clive Rich  
Brenda Jones  
Julie Rackham  
Rob Hetherington  
Neil Coston  
Jimmy Miller, Clerk

**Also present:** Nigel Dixon, NNDC and NCC and four members of the public.

**1 Public forum** – 30 minutes public participation to include Police, County and District Councillor  
One parishioner mentioned that some footpaths were in a poor state and needed cutting. Clerk said that he would report this to NCC. The parishioner also mentioned that the water reservoir to the west of the village was emitting a smell due to water which was not fresh water being disposed there. Cllr Oakes said that the reservoir was only to collect fresh water. He said he would pass details on to the Clerk and the Clerk will contact Planning at NNDC.

The parishioner said that brambles and nettles were causing problems on the path along Market Street. Two parish councillors said that they would send e-mail addresses of the property owners concerned and the Clerk will contact them.

Regarding footpaths, Nigel Dixon said that NCC has enforcement powers and the landowners have the responsibility to keep the path clear.

Nigel Dixon mentioned that he'd been sent a flood report about a flooding incident at Market Farm. He will forward the report to the Clerk.

He mentioned planning application PF/21/1566 and that the double garage in the planning application would have its gable end facing the road. A member of the public had contacted him regarding this and he would be making a representation to NNDC as planning permission for a gable end to the road could set a precedent allowing others to gain permission for similar developments which would lead to a "canyon effect".

IS2/21/1619 was discussed but, as it was a pre-consultation, it was decided that it would not be looked at during this meeting.

**2 To receive and approve apologies for absence**

Cllrs Place and Foulds sent their apologies.

**3 Declarations of interest for items and applications for dispensations**

As 7 a) (i) was a pre-consultation that was not to be discussed at this meeting, there were no declarations.

**10 and 11 North Walsham West development – response from TPC and 12 Traffic/speed on B1150**  
*(Brought forward at the request of Cllr Coward).*

The issue of speed on the B1150 and the likelihood of increased traffic was discussed.

The Clerk will contact Highways to see if the SAM2 sign can be sited at the B1150 just before the Sco-Ruston turnoff. He will also contact Highways to see if a safety audit can be done at the same place.

#### **4 To approve the minutes of the meetings held on Tuesday 18th May 2021**

The minutes were duly approved.

#### **5 To approve the minutes of the meetings held on Tuesday 15th June 2021**

The minutes were duly approved.

#### **6 To receive and note the Clerk's report**

The Clerk informed the meeting that the external auditor had notified the Clerk that the annual accounts as exempt.

The Clerk said that he had sent out a risk management schedule and an action plan that he had done for another council and said that it could be used for TPC and would also help in the formulation for the budget for the following year. He said that the risk management schedule and the action plan would need to be put together by councillors but that he would be happy to have some input into them.

The Clerk said that the budget is now on the accounts.

Cllr Rich said that the defibrillator was mentioned on the Clerk's report and the Clerk said that he'd received notification that the defibrillator had been inspected and passed. Cllr Rich said that the rescue bag for the defibrillator couldn't fit in the box for the defibrillator. Cllr Oakes said that he'd take a look at it.

### **7 Planning**

#### **a) Applications received**

##### **(i) IS2/21/1619**

Land north of Market Street, Tunstead, Norfolk, NR12 8EL

4 no dwellings on site.

The parish council had been advised by NNDC that as the application was a pre-application the council would not be expected to respond to the application. In response to a question from Cllr Hetherington, Nigel Dixon confirmed that he had been discussing with the applicant ways in which NNDC might approve the application including possible planning gain although Nigel Dixon had not discussed this with the Parish Council.

Cllrs Hetherington and Rackham said that they had a potential interest in this application.

##### **(ii) LA/21/1693**

Anchor Farmhouse, Anchor Street, Tunstead, Norfolk, NR12 8HR

External alterations to former stables to allow for use as office and additional bedroom.

##### **(iii) LA/21/1694**

Anchor Farmhouse, Anchor Street, Tunstead, Norfolk, NR12 8HR

Internal and external works associated with conversion of former stables to office and spare

bedroom.

Cllr Hetherington proposed supporting both (ii) and (iii); seconded by Cllr Rackham. Unanimous decision in favour.

**(b) Applications received since 15<sup>th</sup> July 2021**

None.

**(c) Planning decisions**

None.

**(d) Planning Decisions received since 15<sup>th</sup> July 2021**

None.

**8 Correspondence** – To consider and respond to the following correspondence:

# Correspondence list was issued

Nothing was discussed.

**9 Finance**

- a) To note Bank Reconciliation (if statements arrive)
- b) To note Accounts
- c) To approve items for payment:

J. Miller	Salary for June/July 2021	£404.64
J. Miller	Mileage*	£39.60
J. Miller	Home office for June/July 2021	£20.00
BHIB	Insurance	£473.31

\* Two thirty two mile round trips for meeting at 45p per mile (June and July); one return trip to Filby (internal auditor).

To approve the payment (already made) of £30 to David Balls (internal auditor)

Cllr Coward proposed that the payments be approved; seconded by Cllr Jones.  
Unanimous decision in favour of the motion.

The Clerk mentioned that the insurance premium is a lot higher than the other council he clerks for. He thinks it might be because the village hall at Tunstead is insured through TPC. He will liaise with Cllr Rich on this and look at the insurance in more detail.

**d) To approve payment of invoices received since 15<sup>th</sup> July 2021**

Four invoices for grass cutting arrived from CGM (total of £367.20), one invoice for emptying dog poo bins arrived from NNDC (£491.40), and one invoice arrived from Norfolk ALC for the training course "Being an effective councillor" (£72.00).

It was agreed to pay all invoices except one from CGM for £61.20 which, it was believed, was a duplicate. Cllr Coward proposed paying the invoices; seconded by Cllr Hetherington. Unanimous decision in favour.

**e) Budget for current financial year**

The budget is now included on the accounts for comparison.

**10 To approve financial consideration of jetting gulleys and pipes in Tunstead**

It was agreed that Cllr Oakes would find out in more detail what this would entail and supply the information to the Clerk so that he could get quotes for the work.

**13 Communicating with the public regarding opinions about planning applications**

It was agreed that all planning applications will be posted on the Parish noticeboard and the Clerk will also put all applications on the TPC website.

**14 Footpaths**

This had already been discussed in the public forum.

**15 Documentation**

Equal opportunities policy, sickness & absence policy and expenses policy were proposed for adoption by Cllr Hetherington and seconded by Cllr Coward. Unanimous decision in favour.

The situation regarding statutory sick pay was clarified and the contract provides for Occupational Sick Pay to be made.

**16 Highways**

Cllr Rich said that the SAM2 signs were now four years old and that the batteries have a life of five years. He would like volunteers to come forward to help with the SAM2 signs and said that he'd be willing to co-ordinate the volunteers.

The Clerk will advertise for volunteers on the TPC website.

**17 Flooding**

Cllr Rackham informed the meeting that she had now had her ditch dug out to a depth of 1.5 metres and created a pit on her field.

Meeting closed at 9:35pm.

**Date of next Parish Council meeting: 21<sup>st</sup> September 2021**