

**Minutes of the Meeting of Tunstead and Sco-Ruston Parish Council held at Tunstead Village Hall on Tuesday 19<sup>th</sup> April 2022 at 7:30pm.**

**Present:** Chris Oakes, Chairman  
Brenda Jones  
Rob Hetherington  
Tim Place  
Clive Rich  
Jimmy Miller, Clerk

**Also present:** Nigel Dixon.

**1 Public forum**

None.

**2 Report from Nigel Dixon, NNDC**

Nigel mentioned nutrients neutrality and how it will affect planning.

**3 Report from Tom Gibbs, Norfolk Constabulary**

None.

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

Apologies were received from Cllrs Coston, Foulds and Coward, and Tom Gibbs.

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

None.

**6 Approve minutes of 15<sup>th</sup> March 2022**

Cllr Hetherington proposed approving the minutes; seconded by Cllr Jones. Unanimous decision in favour of the motion. Cllr Place abstained as he wasn't at the March meeting.

**7 To receive and note the Clerk's report**

A parishioner has given permission to use their farm yard for parking as long as it is managed on the day.

Another parishioner did not give permission due to crops on the field but Cllr Place said that it was the farm yard that was required, not the field. The Clerk will contact the parishioner again and ask about the farm yard. He mentioned that the parishioner also asked that the lode beyond the playing field be blocked on the day of the jubilee event.

Wroxham Barns agreed to purchase a second bin but said they would not manage the bin. Cllr Place said that he will be funding an additional bin for the end of Crowgate Street.

**8 Planning**

**(a) Applications received**

**i) PF/21/2066**

Crossing Cottage, Church Lane, Tunstead, Norfolk, NR12 8HU Construction of two storey rear extension

Cllr Hetherington proposed that TPC support this application; seconded by Cllr Rich. Unanimous decision in favour of the motion.

**(ii) PF/22/0879**

Tunstead - The White House, Market Street, Tunstead Erection of outbuilding to provide sheltered seating area and outdoor kitchen facilities

Cllr Jones proposed that TPC support this application; seconded by Cllr Place. Unanimous decision in favour of the motion.

**(b) Applications received since 12<sup>th</sup> April 2022**

Cllr Hetherington mentioned that an appeal had been submitted to NNDC regarding a previous application at Watering Pit Lane.

**(c) Planning decisions**

Cllr Hetherington informed the meeting that the two recent applications on Market Street had both been rejected by NNDC.

Cllr Hetherington also said that another planning application had appeared online for an extension to a property on the Forge estate for an extension (EF/22/0732). The Clerk said that he had not been informed of either of these applications but expected to be informed in due course.

**(d) Planning Decisions received since 12<sup>th</sup> April 2022**

None.

**9 Correspondence**

The correspondence list was noted.

**10 Finance**

- a) To note Bank Reconciliations
- b) To note Accounts (if available)  
No bank reconciliations or accounts were available.

- c) To approve items for payment:

J. Miller	Salary for April 2022	£203.68
J. Miller	Home office for April 2022	£10.00
J. Miller	Mileage (meeting April 2022)	£14.40
Advanced Scape Ltd	Two dog bins	£190.00
CGM	Grass cutting	£856.80
KBS Depot Ltd	Four picnic tables	£2,592.00

Cllr Place expressed concerns that there were no accounts. Clerk informed Cllr Place that there was plenty of money in the bank. Cllr Rich proposed approving the items for payment; seconded by Cllr Jones. Majority decision in favour of the motion with Cllr Place abstaining.

- d) To approve payment of invoices received since 12<sup>th</sup> April 2022  
None.

- e) Government Gateway  
Clerk informed the meeting that he needed to send off a bank statement to get the VAT reclaim up and running.

- f) Purchase of printer for village newsletter  
Cllr Oakes said that this was no longer required.
- g) ICO direct debit  
Cllr Rich proposed TPC paying its annual ICO subscription by direct debit; seconded by Cllr Hetherington. Unanimous decision in favour of the motion.

#### **11 To appoint David Balls as internal auditor for accounts year ending March 2021**

Cllr Place proposed appointing David Balls as internal auditor; seconded by Cllr Hetherington. Unanimous vote in favour.

#### **12 Tunstead Queen's Jubilee Celebrations & Fete**

Clerk said that he'd contacted the police and the fire service but had not yet contacted the ambulance service to inform them of the event. Cllr Rich said that he'd registered the event with the NNDC safety advisory group. This involved submitting an event plan, a site plan, health & safety assurances and they still need to appoint a safety officer for the event. By registering the event, this would mean that the emergency services would be notified.

#### **13 TPC to underwrite jubilee event for £390**

Cllr Place made the offer that Place UK would pay for the brass band which meant that £250 for the brass band would not need to be underwritten. Cllr Rich proposed TPC underwriting the event for £140; seconded by Cllr Jones. Unanimous decision in favour of the motion.

Cllr Hetherington asked if TPC could put on the agenda for their next meeting to pay the DJ up front.

#### **14 Village hall**

Cllr Rich met with the architect to look at pre-commencement conditions including a highways management plan with an approved contractor for the lode that will then be presented to the owner of the lode.

Cllr Hetherington said that he'd been looking at possible grants for the village hall.

#### **15 Events calendar and events committee**

The Clerk said that he would need input from others regarding what events occur in Tunstead during the year and that any information could be e-mailed to him.

#### **16 Clerk recruitment process**

Cllr Hetherington said that he would put together a recruitment policy document to guide how clerks are recruited in the future.

#### **17 Update from flood & drainage committee**

Cllr Oakes said that Highways had been pumping and clearing the gullies and drains. They have gone round and flagged up three areas where the ditches aren't deep enough

Highways have said that at Watering Pit Lane the pipe goes into the pond, but that it goes in at mud level and is also almost totally blocked. A potential solution is just to put a new pipe in but they are uncertain as to who owns the pipe.

Cllr Oakes said that Justin Le May and Sean Risley had mapped out a plan of the village and will come back with a complete report of what Highways will need to do.

**18 B1150 and Highways**

The Clerk said that the Streetscene Inspector would be visiting the Parish during the week.

**19 Grass cutting**

Since the last meeting, Cllr Rich had asked the Clerk not to send out requests for tenders.

Ha said that the football season had now finished and that one of the two teams which had played at Tunstead would not be playing at Tunstead for the next season and he wasn't certain if the other team would return. Therefore he was waiting to see if amenity cuts would become football cuts.

**20 Agenda items for meeting in May 2022**

Jubilee mugs for children of the Parish.

The meeting closed at 9:23pm.

**Date of next Parish Council meeting: 17<sup>th</sup> May 2022**