

DRAFT

**Minutes of the Annual Meeting of Tunstead and Sco-Ruston Parish Council held at Tunstead Village Hall on Tuesday 21<sup>st</sup> June 2022 at 7:30pm.**

**Present:** Chris Oakes, Chairman  
Rob Hetherington  
Tim Place  
Clive Rich  
Gilly Foulds  
Jason Coward  
Jimmy Miller, Clerk

**Also present:** Nigel Dixon

At the start of the meeting, Cllr Oakes said that the order of the agenda would be changed so that the AGAR would be done first.

**11 AGAR for year ending 2022**

Cllr Place proposed that the certificate of exemption be signed; seconded by Cllr Hetherington. Unanimous decision in favour. The certificate was duly signed by the chairman and the RFO.

Cllr Coward proposed that the annual internal audit report be approved; seconded by Cllr Foulds. Unanimous decision in favour.

Cllr Place proposed that TPC approve the annual governance statement; seconded by Cllr Foulds. Unanimous decision in favour. The statement was signed by the chairman and the RFO.

Cllr Place proposed that TPC approve the accounting statement 2021/22; seconded by Cllr Hetherington. Unanimous decision in favour. The chairman signed the accounting statement.

**1 Public forum**

Cllr Place said that there was a water leak on the corner of Market Street and Coltishall Lane.

Cllr Place said it was disgraceful that verges had not yet been cut and he mentioned an accident on Crowgate Street which he believed was caused by the overgrown verges restricting vision on the road. Clerk will report the state of verges in the Parish to NCC.

Cllr Rich mentioned that the grass cutting of the playing field had damaged someone's fence on the boundary. The Clerk said he would pass on the information concerning this to CGM.

There was some discussion on other fences on the boundary of the recreation ground and the ditch at the edge of the recreation ground and this will be included in the agenda for TPC's meeting in July.

**2 Report from Nigel Dixon, NNDC**

Nigel spoke about ditches, which will be put on the agenda next month.

Nigel asked the Clerk what was happening regarding the potential breach of planning rules which was spoken about at the May meeting. The Clerk said that he'd reported it but hadn't yet got any response. Cllr Oakes asked the Clerk if he could call to find out what was happening.

Nigel said that he'd had a meeting with Anglian Water and they had commented that they thought

that Tunstead's flood committee were doing a fine job.

Cllr Foulds mentioned the poor state of the surface of the pavement on Market Street and Nigel suggested reporting it. The Clerk will report it.

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

None

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

Apologies were received from Cllrs Coston and Jones.

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

None.

### **6 Approve minutes of 17<sup>th</sup> May 2022**

Cllr Foulds proposed approving the minutes; seconded by Cllr Place. Unanimous decision in favour of the motion.

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

The Clerk's report was noted.

### **8 Planning**

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

##### **i) AP/22/0006 (appeal)**

Land Opposite Copperfield , Watering Pit Lane, Tunstead, Norfolk

A Self-Build single dwelling with detached garage. Associated landscaping. Extinguishing a dead-end footpath

Cllr Foulds proposed that TPC object to the appeal for the reasons given previously when TPC objected to the original planning application; seconded by Cllr Hetherington. Unanimous decision in favour.

##### **(b) Applications received since 16<sup>th</sup> June 2022**

None.

##### **(c) Planning decisions**

None.

##### **(d) Planning Decisions received since 16<sup>th</sup> June 2022**

None.

##### **(e) Issues regarding construction of substantial sheds in the Parish**

This was discussed in agenda item 2.

### **9 Correspondence**

The correspondence list was noted.

### **10 Finance**

a) To note Bank Reconciliations

b) To note Accounts (if available)

Bank reconciliation and accounts to 20<sup>th</sup> May 2022 were noted.

- c) To approve items for payment:

|                       |                                    |         |
|-----------------------|------------------------------------|---------|
| J. Miller             | Salary for June 2022               | £234.60 |
| J. Miller             | Home office for June 2022          | £10.00  |
| J. Miller             | Mileage (meeting June 2022)        | £14.40  |
| Broadland Toilet Hire | Portable toilets for jubilee event | £240.00 |
| Jordan Wilson         | Disc jockeying for jubilee event   | £140.00 |
| CGM                   | Grass cutting                      | £61.20  |
| URM                   | Recycling                          | £19.01  |

Cllr Coward proposed approving the items for payment (this meant not paying for the grass cutting this May); seconded by Cllr Rich. Unanimous decision in favour of the motion.

- d) To approve payment of invoices received since 16<sup>th</sup> June 2022  
The Clerk had received two invoices since 16<sup>th</sup> June 2022. One was for the internal audit from David Balls (£30) and the other was from NNDC for emptying dog poo bins (£519.48).

Cllr Place proposed paying these two invoices; seconded by Cllr Foulds. Unanimous decision in favour.

### **12 Bullying & harassment policy**

Cllr Coward proposed that TPC adopt the bullying & harassment policy which had been previously circulated; seconded by Cllr Foulds. Unanimous decision in favour.

### **13 Insurance**

The renewal quote from BHIB was £480.59 (previous year was £473.31). The Clerk informed the meeting that he would be looking for other quotes and would provide TPC with an update before the next meeting.

### **14 LLCON/2022/0001 Norfolk County Council Local List for Validation of Planning Applications Consultation**

Cllr Hetherington said that he would look into this.

### **15 Parish plan**

Cllr Hetherington said that Cllr Jones and himself would be working on this.

### **16 Recruitment policy**

Cllr Hetherington had circulated the policy before the meeting. Cllr Coward proposed adopting the policy; seconded by Cllr Rich. Unanimous decision in favour.

### **17 Flood and drainage committee**

Cllr Foulds said that the committee was intending to have a meeting soon.

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

Feedback and thank you letters

Cllr Coward said that the weather on the day of the event was poor. However, donations of £84.22 were received and approximately £380 was raised on the bar.

Cllr Coward asked for Cllr Oakes to be reimbursed for his payment for toilets and the Clerk suggested that this be put on the agenda for next month's meeting. Cllr Coward said that it was a legal requirement to have one toilet for every 50 people.

Cllr Coward said that three stallholders said they would re-attend. H also said that two stallholders failed to show. He suggested that, in future, stallholders would pay a deposit for their pitch which would be returned on the day.

Cllr Place said that the food/drink side of the event should be re-evaluated as there was an opportunity for the village hall to make some money from this.

Cllr Rich thanked parish councillors Place, Oakes, Foulds and Coward for all their help during the day plus financial support. He invited Cllr Coward to a session with the village hall committee on 26 July to discuss the event.

Cllr Rich said that the average gate footfall for the dog show over the previous ten years was 275. This year 498 people arrived between 11-3. Pitch fees made £246, the dog show made £252, bowling made £28, strawberries made £131, the cake stall made £49, the tombola made £135, the raffle made £81, and the agility ring made £32. The surplus for 11am to 3pm was £1,063 which is comparable with previous years and the reason for it not increasing is that in previous years food was provided by the village hall whereas this year, due to there being no hot water in the village hall and hot water being a post-covid requirement for serving food, food was outsourced which reduced the surplus compared to what it could have been.

Cllr Rich said that the mugs had not yet been delivered. The Clerk said that the courier had lost the package with the mugs but that it had now been found and should be delivered very soon. There then followed a discussion on how to distribute the mugs to the children in the Parish.

#### **19 War memorial**

Cllr Oakes said that he'd inspected the war memorial and that it needs some repairs and a clean. A stonemason has taken a look at it and can do all the work for £376 plus VAT.

Cllr Coward proposed approving this payment; seconded by Cllr Foulds. Unanimous decision in favour.

#### **20 Village hall**

Cllr Rich said that the building regulation of the new village hall took place before the building regulations changed but, to be subject to the old regulations rather than the new regulations, building must commence within a year of registration.

#### **21 Agenda items for meeting in July 2022**

Cllr Foulds requested online banking.

Cllr Coward asked for the bill for the mobile toilets to be on the agenda.

The meeting closed at 9:25pm.

**Date of next Parish Council meeting: 19<sup>th</sup> July 2022**