

Minutes of the Meeting of Tunstead and Sco-Ruston Parish Council held at Tunstead Village Hall on Tuesday 17th January 2023 at 7:30pm.

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

Also present: Nigel Dixon

1 Public forum

Cllr Rich said that there appeared to be a road traffic survey being undertaken near the level crossing towards Hoveton. If this was being undertaken by Highways, he asked whether they could inform TPC in future. Nigel Dixon said that it might not be Highways. Clerk will contact Highways to see if it is them and to ask if PCs can be informed when surveys occur.

Tim Place, speaking as a member of the public, gave some brief details of the planning application PF/22/3026.

Cllr Rich said that Serco had swept the roads in Tunstead the previous Friday and had done a good job.

2 Report from Nigel Dixon, NNDC

Nigel asked about bin collections and whether they had improved; Cllr Coward said that they had improved but that the previous week they were a day late. Cllr Rich expressed concern that not everyone was receiving a leaflet explaining how bin collections over the Christmas period would be altered.

3 Report from Norfolk Constabulary

None.

4 To receive and approve apologies for absence

Apologies were received from Cllrs Oakes, Jones and Coston.

5 Declarations of interest for items and applications for dispensations

Cllr Place declared an interest in planning application PF/22/3026.

6 Approve minutes of 15th November 2022

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

7 To receive and note the Clerk's report

Clerk's report was noted.

8 Planning

(a) Applications received

i) PF/22/2640

Chawton, Market Street, Tunstead, Norwich, Norfolk, NR12 8RB

Demolition of flat roof garage, side extension and conservatory; Erection of single-storey side and

rear extensions and raising of/extended roof and installation of 3no. front and 1no. rear dormer windows and 4no. rear rooflights to provide roofspace accommodation; Erection of two-storey front extension; Change to external material from brick to render; Erection of detached single garage to rear.

Cllr Foulds proposed that TPC support the application; seconded by Cllr Coward. Majority decision in favour with four votes in favour and one vote against.

Cllr Place left the meeting.

ii) PF/22/3026

R & JM Place Ltd, Church Road, Tunstead

Installation of a ground mounted solar PV array (1083 kWp) consisting of 1900 panels and associated infrastructure (including fencing and CCTV)

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

Cllr Place returned to the meeting.

(iii) RV/22/2943

The Woodyard Worstead Park Sloley Road Worstead North Walsham Norfolk NR28 9RS

Variation of condition 3(a) (restricting use of building to use as a wedding venue only -ceremonies and reception) of planning permission : PF/17/1510 - to allow venue to be used for a ticketed wedding showcase events each year from 10.00 to 18.00 on one Saturday each year for up to 110 prospective clients for the purpose of promoting the venue for weddings.

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

(iv) TW/22/2881

Coltishall Lane Level Crossing Coltishall Lane Tunstead Norfolk

Hedgerow removal on road verges either side of level crossing

It was decided that TPC neither support nor object to this application but ask that NNDC look closely at whether hedgerows/trees need to be completely removed or whether they can be trimmed back.

(b) Applications received since 12th January 2023

None.

(c) Planning decisions

None.

(d) Planning Decisions received since 12th January 2023

None.

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

Clerk will send Nigel Dixon the latest e-mail that he received from NNDC Planning.

9 Correspondence

The correspondence list was noted.

10 Finance

- a) To note Bank Reconciliations
- b) To note Accounts (if available)
Cllr Place proposed a motion approving the bank reconciliation and accounts; seconded by Cllr Foulds. Unanimous decision in favour of the motion.

- c) To approve items for payment:

Payee	Item	Amount
J. Miller	Salary for December 2022	£203.68
J. Miller	Salary for January 2023	£223.20
J. Miller	Pay rise back-dated to 1 st April 2022	£188.96
J. Miller	Home office December 2022 – January 2023	£20.00
J. Miller	Mileage (meeting January 2023)	£14.40
CGM	Invoice 248220	£61.20
CGM	Credit note	-£6.00
Westcotec	VAT on invoice 14044	£35.10
Heartbeat	Defibrillator batteries and pads	£198.00

Cllr Hetherington proposed approving the items for payment except CGM and that the Clerk go back to CGM and say that the cut in late May 2022 was not of an acceptable standard and that TPC feel that they shouldn't pay for that cut; seconded by Cllr Coward. Majority decision in favour of the motion with Cllr Rich voting against.

- d) To approve payment of invoices received since 12th January 2023
None.

11 Purchase of paediatric pads and accessories for defibrillator

During discussion on this agenda item, councillors were informed that paediatric pads cannot be left in a public place.

Cllr Coward proposed that TPC purchase a spare set of adult pads and that TPC contact Tunstead Primary School to see if they have any paediatric pads and if they would want to get any; seconded by Cllr Rich. Unanimous decision in favour.

12 TPC Calendar review

Clerk said that he hadn't yet put anything together but that he had submitted the precept to NNDC and had it confirmed and that the next thing to be done would be end of year accounts. He mentioned that elections were coming up in May and also said that he would put together within six weeks a calendar of events for TPC.

13 Action plan

Nothing was said on this.

14 Parish newsletter

Cllr Foulds said that she felt that the Parish needed a newsletter and had a few ideas about how to move forward with the newsletter.

15 Risk policy

Cllr Hetherington mentioned risk with regards to having contracts with suppliers but noted that the grass cutting tender was on the agenda.

Clerk said that a risk policy needs to be in place and that he has found one which looks suitable and

will make changes to it and present it at the next TPC meeting.

16 Speed limit on B1150

Including Road Safety Community Fund proposal

Clerk contacted Road Safety Community Fund and they are currently evaluating schemes and TPC just needs to wait and see whether the bid is successful or not.

17 Parish plan

TPC agreed that Cllr Hetherington could go back to NNDC to find out more about putting a plan together.

18 Grass cutting

Including sending out grass cutting to tender for next season.

Cllr Hetherington said he'd look at the grass cutting specifications with a view towards putting something together which TPC could send out to grass cutting contractors.

19 Fence at side of playing field

Cllrs Foulds and Rich met with the resident concerned on 10th December 2022 to discuss the issue. The fence is in the middle of the ditch along the boundary meaning that TPC cannot carry out their riparian duties as advised by the Flood Committee.

Potential solutions discussed included invoicing the owner of the fence for the land which has been taken and the digging of the ditch along the new boundary or putting the fence the other side of the trees. Cllr Rich will measure the land concerned and Cllr Place will draft a letter.

20 Community tree warden for TPC

After some discussion it was agreed that Cllr Coward would write out a mission statement for the role of a community tree warden and then bring it back to Council.

21 King's Coronation

It was agreed that TPC would not be organising anything for the King's coronation.

22 Recruitment of councillors

Posters are up and there was also an item put on the TPC website. Elections are on 4th May.

23 Flood and drainage committee

Cllr Foulds said that Tunstead was mentioned in the annual report of the Norfolk Strategic Flooding Alliance.

She said that Highways still need to clear ditches down Church Lane, otherwise there is nowhere for the water to go.

She also mentioned that the Inland Team of the Strategic Flood Alliance want to meet a representative from TPC within the next few weeks to review progress and what needs to be done.

24 Local Council Award Scheme (LCAS)

Nothing was said on this item except the Clerk said that he would only put this item on the agenda every few months.

25 Village Hall

Cllr Rich gave an update on the progress regarding getting all pre-construction issues sorted out before a new village hall can be built. He also spoke about the village hall moving forward with setting up a charitable incorporated organisation to take over the village hall and VAT registration.

26 Agenda items for meeting in February 2023

FINAL

Clerk's annual review.
Review of documents.
Equality Policy

Meeting closed at 9:37pm.

Date of next Parish Council meeting: 21st February 2023