

**Minutes of the Meeting of Tunstead and Sco-Ruston Parish Council held at Tunstead Village Hall on Tuesday 21st February 2023 at 7:30pm.**

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

**Also present:** Nigel Dixon, PC Pritty plus one member of the public

**1 Public forum**

A parishioner asked for a new dog poo bin on Coltishall Lane. Cllr Oakes said this was to be done soon. The parishioner also said that she had been contacted by the East Anglia Air Ambulance regarding having a clothing bin in Norfolk to help with their funding. She also enquired about TPC's asset register and how assets would be split off to the village hall when it becomes a CIO.

**2 Report from Nigel Dixon, NNDC**

Nigel asked whether there were still issues with bin collection. Cllr Coward said that there were still issues in that often bin collections were a day late.

He said that the County Council had increased their precept by 4.99% and he expected NNDC to increase theirs by 1.99%.

**3 Report from Norfolk Constabulary**

PC Pritty gave a brief report but said that largely things are very quiet in Tunstead.

*PC Pritty left the meeting at 8:09.*

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

Apologies were received from Cllrs Foulds, Coston and Rich.

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

None.

**6 Approve minutes of 17<sup>th</sup> January 2023**

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

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

Clerk's report was noted. Clerk will send Cllr Foulds report regarding the substantial shed to Nigel Dixon.

**8 Planning**

**(a) Applications received**

**i) RV/22/2473**

The Woodyard Worstead Park Soley Road Worstead North Walsham Norfolk NR28 9RS  
Removal of Condition 7 (no live music) of planning permission PF/22/1017 (Change the use of island and boat house to be used as part of wedding venue, replacement of a bridge, erection of summer house, two jetties and associated paths (retrospective)) to allow for

hosting of acoustic music

Cllr Hetherington proposed objecting to the application as there was no reason to change the original condition (no. 7); seconded by Cllr Coward. Four councillors were in favour of the motion to object and one abstained.

**(b) Applications received since 16<sup>th</sup> February 2023**

**PF/23/0331**

Broom Cottage, Market Street, Tunstead, Norwich, Norfolk, NR12 8RB

Conversion of garage to study/utility room with first floor extension above

Cllr Coward proposed that TPC support the application; seconded by Cllr Jones. Unanimous decision.

**(c) Planning decisions**

None.

**(d) Planning Decisions received since 16<sup>th</sup> February 2023**

None.

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

This was not discussed.

**9 Correspondence**

The correspondence list was noted.

**10 Finance**

a) To note Bank Reconciliations

b) To note Accounts

Cllr Jones proposed a motion approving the bank reconciliation and accounts; seconded by Cllr Place. Unanimous decision in favour of the motion.

c) To approve items for payment:

Payee	Item	Amount
J. Miller	Salary for February 2023	£223.20
J. Miller	Home office February 2023	£10.00
J. Miller	Mileage (meeting February 2023)	£14.40

Cllr Coward proposed approving the items for payment; seconded by Cllr Hetherington. Unanimous decision in favour.

d) To approve payment of invoices received since 16<sup>th</sup> February 2023

One invoice from URM for £13.39 and one from Heartbeat for £154.80 arrived after 16<sup>th</sup> February.

Cllr Hetherington proposed approving these two items for payment; seconded by Cllr Place. Unanimous decision in favour.

**11 To appoint David Balls as internal auditor for internal audit year ending March 2023**

Cllr Coward proposed to appoint David Balls as internal auditor; Cllr Place seconded. Unanimous

decision in favour.

#### **12 Review of asset register**

The asset register was considered and some changes were made: the photocopier, which is broke, was removed; one dog poo bin, which was broken, was removed, and the village hall was added at £1. It was agreed that the asset register would need to be further reviewed in the new financial year due to the new village hall being built.

Cllr Coward proposed accepting the changes to the asset register; seconded by Cllr Oakes. Unanimous decision in favour.

#### **13 Standing Orders review**

The standing order were reviewed and it was proposed to keep the standing orders as they were. This was proposed by Cllr Place and seconded by Cllr Oakes. Unanimous decision in favour.

#### **14 Financial regulations review**

Cllr Place proposed to keep the financial regulations as they were; seconded by Hetherington. Unanimous decision in favour.

#### **15 Code of conduct review**

Cllr Hetherington proposed that TPC adopt the latest version of the code of conduct; seconded by Cllr Jones. Unanimous decision in favour.

#### **16 Risk policy**

The proposed risk policy had been circulated by the clerk previously. Cllr Hetherinton proposed that TPC adopt the policy; seconded by Cllr Oakes. Unanimous decision in favour.

#### **17 Equality & Diversity policy**

The proposed equality & diversity policy had been circulated by the clerk previously. Cllr Hetherinton proposed that TPC adopt the policy; seconded by Cllr Oakes. Unanimous decision in favour.

#### **18 To consider making a donation to Age UK**

Cllr Place proposed that TPC not donate; seconded by Cllr Hetherington. Unanimous decision in favour.

#### **19 Action plan**

Nothing was said on this.

#### **20 Parish newsletter**

Nothing was said on this.

#### **21 Speed limit on B1150**

Nothing was said on this.

#### **22 Parish plan**

Cllr Hetherington said that he'd spoken to NNDC about putting a plan together and they said that there was no funding available for it this year so he will be speaking to NNDC about the plan in the next financial year.

#### **23 Grass cutting**

Cllr Hetherington will be updating documents regarding grass cutting and will get these to the Clerk for putting out to tender.

**24 Fence at side of playing field**

Cllr Place took a look at the ditch and the fence and TPC are looking at options. TPC feel that one solution would be to charge a nominal rent on the land that has been fenced in but that the land remains the property of TPC. However, once the fence requires replacing, the fence will revert to the correct position.

**25 Land encroachment**

Cllr Place said that Victory Housing are willing to sort this problem out.

**26 Recruitment of councillors**

Cllr Foulds had contacted the Clerk by e-mail to say that she knew one person interested in becoming a Tunstead parish councillor.

**27 Flood and drainage committee**

Nothing was mentioned on this.

**28 Agenda items for meeting in March 2023**

Co-option  
B1150

**29 To exclude the public**

Under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the meeting for item 17 of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 1 of Part I of Schedule 12(A) of the said Act, i.e., information relating to any individual.

Cllr Coward proposed closing the meeting to the public; seconded by Cllr Hetherington. Unanimous decision in favour

**30 Employment review**

The Clerk's performance was reviewed and it was agreed that TPC now has much better policies and processes in place than previously and was functioning well.

Meeting closed at 9:22pm.

**Date of next Parish Council meeting: 21<sup>st</sup> March 2023**