

Minutes of the Annual Meeting of Tunstead and Sco-Ruston Parish Council held at Tunstead Village Hall on Tuesday 16th May 2023 at 7:30pm.

Present: Chris Oakes, Chairman
Rob Hetherington,
Tim Place
Gilly Foulds
Jimmy Miller, Clerk

Also present: Two members of the public.

1 Election of chairman and vice-chair

Cllr Hetherington nominated Cllr Oakes for chairman; Cllr Place seconded. Unanimous decision in favour.

Cllr Oakes nominated Cllr Hetherington for vice-chairman; Cllr Foulds seconded. Unanimous decision in favour.

2 Public forum

Cllr Place mentioned the verges and said that they need cutting because cars can't see at corners and it's dangerous. He asked if Highways can cut the verges. Clerk will contact Highways.

3 Report from Nigel Dixon, NNDC

Nigel said that regarding the Worstead Park planning issue the traffic problem would be solved if they opened the northern access to the Park and reinstated the drive. They have agreed to do so. He said that he would be attending a public meeting about the issue at Worstead Park the following week.

4 To receive and approve apologies for absence

Apologies were received from Cllr Coston.

5 Declarations of interest for items and applications for dispensations

None.

6 Approve minutes of 18th April 2023

Cllr Place proposed approving the minutes; seconded by Cllr Foulds. 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

None.

(b) Applications received since 11th May 2023

None.

(c) Planning decisions

None.

(d) Planning Decisions received since 11th May 2023

AP/23/0001 (original application: PF/22/2640)

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

Ref: 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.

Appeal rejected.

9 Correspondence

The correspondence list was noted.

10 Finance

- a) To note Bank Reconciliations
- b) To note Accounts
Bank reconciliation and accounts were noted.

- c) To approve items for payment:

| Payee | Item | Amount |
|-------------|--------------------------------------|---------|
| J. Miller | Salary for May 2023 | £279.00 |
| J. Miller | Home office May 2023 | £10.00 |
| J. Miller | Mileage (meeting May 2023) | £14.40 |
| J. Miller | ICO Registration | £40.00 |
| J. Miller | Mileage for meeting internal auditor | £18.00 |
| Norfolk ALC | Subscription plus website | £276.30 |

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

- d) To approve payment of invoices received since 11th May 2023
None

11 To approve the AGAR for year ending 2023

The internal audit report was noted.

Cllr Hetherington proposed approving the annual governance statement; seconded by Cllr Foulds.
Unanimous decision in favour. The annual governance statement was duly signed.

Cllr Place proposed approving the annual accounting statement ; seconded by Cllr Hetherington.
Unanimous decision in favour. The annual accounting statement was duly signed by Cllr Oakes.

Cllr Foulds proposes to declare TPC exempt from the external audit requirement; seconded by Cllr Hetherington. Unanimous decision in favour. The certificate of exemption was duly signed.

12 Tunstead Combined Charities

Cllr Foulds said that a percolation test was carried out and revealed that the combined charities land was not suitable for a sewerage treatment plant for the housing nearby and also that encroachment is an ongoing issue

13 Grass cutting

Invitations to bid for the tender were sent to six companies and two responded. Cllr Hetherington said that TPC will pay for the grass cutting as specified in the tender but that this may become managed by Tunstead Village Hall committee.

A discussion took place as to the pros and cons of each bid and Cllr Hetherington proposed that TPC enter a one year contract with Garden Guardians; seconded by Cllr Foulds. Unanimous decision in favour.

14 Agenda items for meeting in June 2023

Santander accounts
Enforcement issues
Verge cutting – Highways
Speeding
Co-option
Neighbourhood Planning

Meeting closed at 8:35pm.

Date of next Parish Council meeting: 20th June 2023