

Minutes of East Tuddenham Annual Parish Council meeting Thursday 18 May, 7.30pm East Tuddenham Village Hall

Councillors Present: Kathryn Horton (Chair), Tom Bland, James Howells, Chris Rose

Also present: Lorraine Trueman (Clerk) and members of the public, including District Councillor Paul Claussen

7.56pm Kathryn opened the meeting

1. To elect a chair

Kathryn Horton was nominated by Chris Rose and seconded by Tom Bland, with no further nominations Kathryn Horton was unanimously elected as Chair. Kathryn signed the declaration of acceptance of office.

2. To elect a vice-chair

This item was deferred until after item 6.

3. To receive apologies for absence

All councillors were present.

4. To receive declarations of interest in items on the agenda and consider any requests for dispensations

None were received.

5. To consider any declarations of acceptance of office that have not been received and decide whether to grant an extension or declare the seat vacant

All declarations of acceptance of office were received ahead of the meeting.

6. To approve the co-option of new councillor(s) onto the council

The council **APPROVED** the co-option of Lynsay Barrett and Alexandra Leaney. Lynsay Barrett signed the declaration of acceptance of office and carried on the rest of the meeting as a councillor. Alexandra Leaney was not present and will sign the declaration before the next council meeting.

The council returned to agenda item 2. The councillors unanimously **AGREED** to appoint Lynsay Barrett as vice-chair.

7. To approve the minutes of the parish council meeting held on 4 April 2023

The council **APPROVED** the minutes and the Chair signed them as a true and accurate record of the meeting.

8. Open forum for Public Participation: an opportunity to hear from members of the public and County and District Councillors

A member of the public raised the condition of the footpath off Common Lane. It was later decided this footpath was covered under agenda item 27.

A member of the public raised concerns about the visibility when coming out of Church Lane on to Mattishall Road. **ACTION:** Tom Bland will trim the grass on the corner.

A member of the public reported the ditch on Church Lane, just after Rotten Row, needed improving after it had been cleared. **ACTION:** the clerk to report to Highways. It was also highlighted the visibility at the Berry's Lane/Mattishall Road junction was also poor. **ACTION:** the clerk to report to Highways.

District Councillor Paul Claussen commented that the meeting was very well supported by parishioners.

District Councillor Paul Plummer thanked everyone for voting in the elections. He also commented on how wonderful the village is and how it has so much heart.

9. To confirm the eligibility and to consider adopting the General Power of Competence

The council noted they had not met the criteria needing 2/3 of the seats to be elected and did not adopt the General Power of Competence.

10. To report on items not on the agenda from the last meeting (information only)

The clerk advised the balance of the fence grant could be used on play equipment maintenance.

11. To discuss the village website and agree payment of Parish Council's portion of the annual subscription fee as invoiced by the Village Hall

The council **AGREED** to pay £81.89 to the Village Hall for 1/3 cost of the village website but they did not wish to continue with the arrangement as they had their own website that met the legislation standards required for Local Authorities.

Members of the public spoke about the desire to have one website where they can access all village information. Village Hall and the Community Allotment representatives suggested they would be happy to use the Parish Council's website.

ACTION: the clerk to notify the village hall that they do not wish to participate in the current website and to find out more information about how the groups can all share one website.

12. To receive an update on repairs to the dog bin by the Church

Chris Rose has straightened the post.

13. To consider an annual subscription to Norfolk Association of Local Councils

The council **AGREED NOT** to proceed with the subscription at £134.75 as they had already subscribed to Norfolk PTS.

14. To consider Clerk's annual membership fees for Society for Local Council Clerks

The council **AGREED** to pay £73.26 towards the clerk's annual membership.

15. To consider contributing towards McAfee, anti-virus for Clerk's computer

The council **AGREED** to contribute £40 towards anti-virus for the clerk's computer.

16. To consider a response to Felling Licence Consultation, 017/1146/2023 Green Farm

Councillors will investigate this further.

17. Finance

17.1. To consider the Internal Auditor's report for 2022/23

The council noted the comments and asked to clerk to improve the recording of decisions. Council also highlighted that the Boardwalk had been fully funded by grants, collected over 2 years, and they had taken the budget into consideration when agreeing to proceed.

17.2. To agree the accounts for year-end 31 March 2023

The council **AGREED** the accounts for year-end 31 March 2023. Members of the public asked questions about the precept increase.

17.3. To consider whether to exempt from an external audit and if so to authorise the Chair and Clerk to sign the Certificate of Exemption 2022/23

The council **AGREED** to exempt from an external audit and authorised the Chair and Clerk to sign the Certificate of Exemption.

17.4. To consider the assertions on, and complete, the Annual Governance Statement 2022/23 and to authorise the Chair and Clerk to sign the document

The Chair read out each statement, the council voted, and the Chair recorded the votes. The council authorised the Chair and Clerk to sign the document.

17.5. To consider and approve the Accounting Statements 2022/23 and to authorise the Chair to sign the document

The council **APPROVED** the account statements and authorised the Chair to sign the document.

17.6. To note the bank reconciliation

The council noted the bank reconciliation

17.7. To agree the payment list and ratify payments made since the last meeting

There were no payments to ratify and the council **APPROVED** the payment list as recorded at the bottom of these minutes.

18. Planning

18.1. To receive update on application decisions taken by Breckland District Council

None

18.2. To consider any new planning applications, as listed below, and agree comments

3DC/2023/0135/DOC, 1 Barrack Close, Discharge of conditions 3,7 & 8 3PL/2021/1262/F,

The Parish Council would like to see some net gain through contribution to community allotment, wildflowers along the verges, birdboxes, bulbs, plants for the planters, etc.

3PL/2023/0433/VAR, 1 Barrack Close, Variation of condition 2 3PL/2021/1262/F, addition of conservatory to plot 1 The Parish Council questioned if the wording conservatory rather than extension makes any difference to the planners consideration.

Members of the public spoke about traffic calming and extending the 30mph zone further east.

18.3. To note applications since the last meeting with no comments made

None

18.4. To discuss affordable/social housing and plans for potential new development

Kathryn Horton advised she was waiting for details from the developers.

19. To receive an update on the planters to be placed by the village signs

Permission has been received from Highways. The Community Allotment are helping with plants, a volunteer is building the planters with donated wood from Kathryn Horton and James Howells.

20. To receive an update on the proposed new bus shelter

A picture was shared with the members of the public. The clerk is still to apply for permission to Highways. Size was discussed as there are 8+ children every day who use the stop. **ACTION:** the clerk to apply for permission from Highways.

21. To receive feedback on The Coronation event

The walk around the village and back to the village hall for tea and cake went ahead and was well attended. The hall was decorated with bunting with activities for the children.

22. To discuss the Summer Fete 2023

Councillors and the public discussed ideas for a summer fete at the village hall. Date **AGREED** was 9 July. The village hall will check if the event will be covered by their insurance.

23. To receive feedback on litter picking on 13 May and agree next date

Litter picking went ahead on 13 May but finding the rubbish was harder as the plants are grown up. The council will consider repeating again next year.

24. To discuss clerk's appraisal

It was **AGREED** to defer this until July.

25. To discuss a disabled swing/National Lottery Grant

The clerk advised both the Parish Council and Village Hall could apply for the grant, but the applicant must be the group who will own the swing. Council commented that they did not own or manage the play area and thought this should sit with the Village Hall. The council **AGREED NOT** to proceed with the purchase of a disabled swing.

26. To receive an update on the repairs at Tilney Road

The council noted the repairs had been carried out.

27. To discuss condition of footpath between The Common and Church Lane

The clerk advised this had been reported to Norfolk County Council and they had contacted the landowner.

28. Correspondence (information only)

28.1. Environment Agency Maintenance Work

- 28.2. Volunteering Opportunities and The Big Help Out
- 28.3. Breckland 22/23 achievements and resident survey
- 28.4. Temporary Road Closure – from Blind Lane into East Tuddenham on 14 May
- 28.5. Norfolk Community Biodiversity Awards 2023

The council noted the correspondence.

29. To receive items for next meeting agenda

Traffic calming, bio-diversity net gain plans, bus shelter, events calendar, extending 30 mph area, flowers for Janet Guy and refurbishment of the village sign.

Item 17.7 Payment list

East Tuddenham Parish Council
Payment list for approval on 18 May 2023

Payee	Description	Total amount	VAT	Budget
East Tuddenham Jubilee Hall	1/3 of village website annual charge	81.89	-	N
SLCC membership	1/3 of total cost (£222)	73.26	-	N
K Wilton	2022-23 internal audit	65.00	-	Y
Total, excl. clerk		220.15	-	
Clerk expenses				
Lorraine Trueman	McAfee (50% of total cost)	40.00	-	Y
Lorraine Trueman	Mileage - Deliver audit files (64 miles)	28.80	-	Y
Lorraine Trueman	Mileage - Collect audit files (68 miles shared with MPC)	15.30	-	Y
Total Clerk expenses		84.10	-	
Clerk salary				
Total clerk salary		325.43	-	Y
TOTAL PAYMENTS		629.68	-	