

# Minutes of East Tuddenham Parish Council meeting Tuesday 3 October, 7.30pm East Tuddenham Village Hall

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## Councillors Present:

Cllrs

K Horton (Chair)  
L Barrett

T Bland

J Howells

## Also present:

Rory Skepelhorn  
(Clerk)

Lorraine Trueman

2 members of the  
public

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7.33pm Cllr Horton opened the meeting

### 1. To receive apologies for absence

Apologies were received from Chris Rose and Alexandra Leaney

### 2. To receive declarations of interest in agenda items and consider any dispensation requests

There were no declarations of interest or dispensation requests.

### 3. To approve the minutes of the Parish Council Meetings held on 5 September 2023

The council **AGREED** the minutes and the chair signed them as a true and accurate record.

### 4. To report progress on items, from the last meeting, not on the agenda (information only)

Cllr Horton and Barrett attended the Wellbeing Champion training as a part of the Mindful Village programme. The Village Hall committee suggested 1-2 sites for dog bins on site including at the bottom of the tennis courts. The village hall are looking for volunteers to help out with the fireworks display, Cllr Horton and Howells volunteered.

### 5. Open forum for public participation: an opportunity to hear from members of the public and the District/County councillors

A member of the public commented on the ruts in the playing fields and cited them as potentially dangerous. Cllr Barrett confirmed that the Village Hall committee would be looking into filling the ruts in with topsoil in the next couple of weeks before the firework display.

## **6. Planning applications**

### **6.1. To receive an update on any application decisions made by Breckland District Council since the last meeting**

3PL/2023/0755/HOU - 8 Tilney Road – proposed removal of existing side extension and construction of new two storey side extension- **PERMISSION**

3PL/2023/0773/HOU - Roxes Farm Common Road, proposed rear right side single storey extension and proposed two storey extension with Juliet balcony to west elevation with associated internal alterations- **PERMISSION**

### **6.2. To consider any new planning applications (none)**

There were no new planning applications to consider

## **7. Finance**

### **7.1. To note bank reconciliation**

The council noted the bank reconciliation which was available to councillors ahead of the meeting and published on the website.

### **7.2. To note actual v budget to 30 September 2023**

The report was available to councillors ahead of the meeting and published on the website.

### **7.3. To approve the payment list**

The council **APPROVED** the payment list as detailed at the bottom of these minutes.

### **7.4. To discuss 2024/2025 budget**

The council discussed the budget suggestions created and will present any additions to the budget at the November meeting.

## **8. To discuss the proposed new bus shelter**

The council discussed putting in a call to action for the public to suggest design ideas for a new bus shelter. A brick bus shelter was discussed with Cllr Howells suggesting a brick engraving sponsorship scheme which would allow residents to have personalised messages engraved on to the bricks. R Skepelhorn will discuss with Highways about the possibility of sourcing local construction help and the regulations building work would have to follow.

## **9. Breckland's Local Plan**

**9.1. To receive a report on the preview session held on 13 September**  
No update was available.

**9.2. To agree who will attend the public drop-in session on 17 October**  
R Skepelhorn received posters advertising the drop-in sessions and he will post them on the website. R Skepelhorn mentioned that there is a Zoom session on the 11<sup>th</sup> October from 6.30-7.00 which seemed a more viable option. R Skepelhorn will send out a reminder email to councillors along with Zoom sign-up details.

## **10. To receive an update on the closure of Church Lane**

L Trueman received no response from the email sent to SERCO. R Skepelhorn will send a follow-up email to find out more information.

## **11. To discuss the availability and payment towards the village website (www.easttuddenham.com)**

L Barrett spoke about the Village Hall position on the payment. L Trueman confirmed that £80.00 was paid in May by the Council as their contribution. L Barrett will follow up to find out more from the village hall committee.

## **12. To agree meeting dates for 2024**

**The following meeting dates were agreed for 2024:**

Jan 9	Feb 6	Mar 5	Apr 2	May 7	Jun 4
Jul 2	Aug – N/A	Sep 3	Oct 1	Nov 5	Dec – N/A

R Skepelhorn will book the dates with the village hall.

## **13. Correspondence**

### **13.1. Invitation to tackling drug and substance misuse conference**

R Skepelhorn will find out whether the invitation to the conference can be extended out to members of the public.

### **13.2. Changing to a .gov.uk address**

L Trueman reported that the Norfolk Parish Training Support are looking into this and it was decided to revisit the conversation when they provide guidance and any subsequent cost implications.

## **14. To receive items for the next agenda**

There were no items to add to the next agenda but councillors were reminded to contact R Skepelhorn if they wish to add anything to the next agenda.

**To pass a resolution under the public admission to meetings act 1960 to exclude members of the public and press for the following confidential item;**

## 15.To agree the appointment, contract, and training for the new clerk

The council **AGREED** the appointment and contract for R Skepelhorn. R Skepelhorn identified financial training that he wished to complete provided by the NPTS. This will be presented as a part of the November Payment List awaiting approval.

### 8.24pm meeting closed

#### Item 7.3 Payment list

East Tuddenham Parish Council  
Payment list for approval on 3 Oct 2023

Payee	Description	Total amount	VAT	Budget	Comments
Total, excl. clerk		-	-		
<b>Clerk expenses</b>					
Lorraine	Stamps & WIX (domain)	62.85	9.60	Y	Website will be over budget due to payment made to VH
Total Clerk expenses		<b>62.85</b>	<b>9.60</b>		
<b>Clerk salary</b>					
Rory Skepelhorn	Salary - Oct	215.20		Y	
HMRC	Tax	53.80		Y	
<b>Total clerk salary</b>		<b>269.00</b>	<b>-</b>		
<b>TOTAL PAYMENTS</b>		<b>331.85</b>	<b>9.60</b>		

Salary due at end of month