

**Minutes of the Meeting of East Tuddenham Parish Council held on
Tuesday 6th September 2022 at 7.30pm at East Tuddenham Village Hall**

Present: Kathryn Horton (Chairman)
Lynsay Barrett
Alexandra Leaney
Chris Rose
Tom Bland
Catherine Moore, Locum Clerk

Also present: District Councillor Paul Claussen and 2 members of the public.

1. Apologies for Absence

Apologies for absence were received from John Baldock and James Howells.

2. Declaration of Interest for items on the agenda

None.

3. Minutes of the meeting held on Tuesday 5th July 2022

The minutes of the meeting were **agreed**, proposed by Chris Rose, seconded by Tom Bland, all in favour, and were signed by the Chairman.

4. Appointment of Locum Clerk

It was **agreed** to appoint Catherine Moore as Locum Clerk until the end of September 2022 with the potential for extension depending on other work demands. It was noted that outgoing Clerk Sue Marsh had been making good progress with matters but work demands had overtaken.

5. Matters Arising from the Minutes

a) Bus Shelter

It was noted that the Clerk had been looking at potential funding through the Parish Partnership Scheme and the affordable housing project. It was **agreed** to put this on the agenda for the next meeting, however Highways permission was required. The new shelter would be placed outside the Village Hall and the Clerk was asked to get prices and options and to ask the Highways Engineer whether permission would be given.

ACTION: Clerk

b) Village Green Seat

This had been completed.

c) Working Group with the Church

It was noted that a working group with the church was proposed to see what ancillary uses the church could be put to and how to improve attendance. It was suggested that an open day could be set up and promoted on social media. It was noted that the Parish Council had a lot of matters of their own to prioritise but that the Council could help promote church events. The Harvest Service would be on 18th September 2022. It was suggested that the Harvest Service could be promoted on the Facebook page and that the congregation could be engaged in discussion after that service.

ACTION: AL

d) New Bus Shelter near Village Hall - Update

Covered earlier in the agenda.

e) Second Defibrillator

This would be on the next agenda when James was present. Defibrillator training would be set up for prior to the meeting on 4th October 2022, this would be advertised on the website, social media and the notice boards. **ACTION: CR**

f) Affordable Housing

The report from James Howells was circulated. There had been a good response to the survey that had been distributed. The comments had been summarised and the responses would be scanned to be stored. This gave a clear steer on the community's views on affordable housing. James Howells would be speaking with some housing associations, and the potential developers had links with Saffron. It was understood that in general the maximum ratio of affordable homes to market value on exceptions sites was approx 3:1. The potential developers had received the results of the survey and were advised that the Parish Council would support the majority view of the community. The developers would normally offer community benefits in addition. It was noted that another piece of land had been suggested for affordable housing. It was suggested that the headline numbers of the survey should be published, including visual presentation. Kathryn Horton would put together the summary document, which would be published on the website. **ACTION: KH / Clerk**
It was suggested that the village should continue to be involved on this matter through consultation events and continued engagement.

6. Planning

a) New Applications

3PL/2022/0846/F Land to the rear of Bay Field: Change of use from agricultural land to garden land including woven steel fence to outer boundary and erection of garden room (amended).

It was **agreed** support the application, all in favour.

ACTION: Clerk

b) Decisions

3CM/2022/0018/CM A1067 Fakenham Road: SCO/2022/0001 Proposed link road to comprise the dualling of the A1067 from its existing junction with the A1270 Broadland Northway to a new junction with the A47 near Honingham and associated works.

PERMISSION

3PL/2022/0109/F Riverside Farm, Rotton Row: Proposed change of use of existing holiday accommodation to 4no separate independent dwellings.

PERMISSION

7. Finance

a) Finances 2022/23 To Date

The accounts to date were presented. There was £11,167.31 in the Barclays Current account with £622.31 in unrepresented cheques. The Boardwalk had not been invoiced, this would be chased up.

ACTION: AL

The Clerk noted that the unspent ringfenced money for the play area fence may need to be returned. The Clerk would ask Breckland Council for a copy of the terms of the grant.

ACTION: Clerk

b) Appointment of Internal Auditor for backdated accounts

The Clerk noted that due to deadlines with PKF Littlejohn for filing accounts, and to avoid a Public Interest Report for non-filing for a third year, the Chairman had agreed that the internal audit should take place before the September meeting, this had been completed by Kerrie Wilton. It was **agreed** to ratify this decision, all in favour.

- c) Internal Audit Report for period 1st April 2019 to 31st March 2022
The Clerk noted that internal audit had not taken place since the 2018/19 accounts, and was required annually. The Internal Audit report was presented and noted.
- d) PKF Littlejohn Annual Returns 2019/20; 2020/21; and 2021/22
The Annual Returns for the three years were presented. It was **agreed** to approve the Annual Governance Statements. It was **agreed** to approve the Annual Accounting Statements. It was **agreed** to declare the Council exempt from external audit for all three years. The Clerk would submit the three exemption certificates and publish the required information on the Council's new website. Proposed by Kathryn Horton, seconded by Lynsay Barrett, all in favour **ACTION: Clerk**
- e) Asset Register
The Clerk noted that there was no asset register in the paperwork handed over and asked Councillors for information on assets owned and their locations. The Council's assets were listed out, and Tom Bland agreed to lead on getting further information from Ian Page to bring to next meeting. **ACTION: TB/Clerk**
- f) Insurance Renewal
The Clerk reported that the insurance policy had lapsed on 1st June 2022 and had not been renewed. A comparison of prices from the four leading sector insurers was considered and it was **agreed** to move to Zurich, all in favour. **ACTION: Clerk**
- g) VAT Reclaim
The Clerk reported that she had gone back through the accounts and put together a VAT claim for £453.62, the majority of which was from 2017/18 accounts. It was not known whether HMRC would pay for a claim that old but was worth trying.
- h) Budget 2022/23
The Clerk reported that the Council had not set a budget for a number of years, and that this process should underpin the precept setting. A draft budget was presented. It was **agreed** to defer this to October as decisions regarding the salary offered to a new Clerk would be integral to the budget.
- i) Internal Controls
The internal control document was **agreed**, all in favour.
- j) Payments
It was **agreed** to pay the following, proposed by Kathryn Horton, seconded by Lynsay Barrett, all in favour:-
- | | | |
|--------------------------|--------------------------------|---------|
| C Moore | Salary* & Expenses August 2022 | £146.15 |
| HMRC | PAYE* August 2022 | £36.30 |
| Norfolk PTS | Whole Council Training | £275.00 |
| Steve Jackman | Wix Website Development | £110.00 |
| Westgarth Turner | Unpaid Payroll Invoices | £85.50 |
| Kerrie Wilton | Internal Audit – 3 years | £95.00 |
| Information Commissioner | Annual Subscription | £35.00 |
| K Horton | Survey Stamps | £105.40 |

*It was noted that the Locum Clerk could not access the Council's PAYE account as the Government Gateway security was set to the previous clerk's phone. The Locum Clerk was trying to gain access. No PAYE had been paid since April 2022 and there

were no records of how much was owed in relation to the last two salary payments, it was hoped that this information would be available on the employer account.

8. Correspondence and Consultations

The Chairman asked for a volunteer to attend the Western Link Liaison meeting at Costessey on behalf of the Council, it was **agreed** that Chris Rose would attend.

It was noted that thanks needed to be given to all those who had been involved with the Boardwalk, and suggested that this should be appropriately marked. Tom Bland agreed to order a plaque once the size of the posts were known. It was **agreed** that this would be titled 'The Platinum Jubilee Boardwalk 2022'.

This would be on the agenda for the next meeting.

ACTION: TB
ACTION: Clerk

The hedge needed trimming back near the boardwalk area, it was likely that this would be raised by the Ramblers. It was also noted that whenever cross field footpaths were not reinstated by the landowner after ploughing these should be reported to Norfolk County Council.

Chris Rose reported that the speed camera signs had been dropped off at Honingham, and it had been noted that their Clerk had also left so they would be recruiting.

9. Public Forum

a) Public
None.

b) County Councillor
Not present.

c) District Councillor
District Councillor Paul Claussen reported that most updates were on the news part of the Breckland website.

10. Other Matters

a) Schemes for Norfolk County Council Parish Partnership Scheme 2023/24
The Clerk noted that the Parish Partnership Scheme was open for 50/50 applications for small highways projects. Planters has been suggested, and the bus shelter would be priced up. The Clerk was asked to put this on the next agenda. **ACTION: Clerk**

b) Review of Council Policies and Risk Assessments
The Clerk presented a full review of the Council's policies and risk assessments. It was **agreed** to adopt the policies as presented. These would be loaded onto the website. **ACTION: Clerk**

c) Recruitment of Parish Clerk
The Clerk noted that when she agreed to take the locum job she had noted that she could not support the Council through recruitment. It was **agreed** to appoint Norfolk Parish Training and Support to support and guide the recruitment process at a cost of £450, all in favour. The requirement of the job were discussed, and it was felt that the Clerk would be required to carry forward the actions of the Council as most councillors were of working age and could not spare the time. The Clerk advised that for a monthly meeting Council with this requirement, a minimum of five hours per week should be offered. The Clerk noted that she had seen more successful

recruitment, with experienced applicants, when better money was offered. It was agreed to advertise at SCP18 (£13.21) to SCP23 (£14.67) per hour with 5 hours per week contracted, all in favour.

It was **agreed** that the recruitment panel would be made up of James Howells, Lynsay Barrett and Alex Leaney, all in favour.

ACTION: Clerk

11. Date of Next Meeting

The next meeting would take place on Tuesday 4th October 2022 at 7.30pm at East Tuddenham Village Hall. The meeting closed at 9.20pm.

Items for the next agenda: Village Hall Liaison

ACTION: Clerk

CHAIRMAN