



## **North Tuddenham Parish Council**

# **MINUTES**

**of the Meeting held on Tuesday 8<sup>th</sup> November at 7.30pm at the Village Hall**

**Present: Cllrs Stapleton, Harding, Baxter, and Cllr Phillips. District Cllr Bambridge and 3 Members of the public**

### **1.0 Chairman's Opening Remarks**

The Chairman opened the meeting at 7.30pm and welcomed all. Special thoughts for a speedy recovery sent to Cllr Blake who is currently recovering from an operation. Sincere condolences sent to the family of Vernon Lavender who has recently passed away.

### **2.0 Apologies for Absence**

Apologies received from Cllr Hall, Cllr Blake and Cllr Williams. Apologies also received from Clerk.

### **3.0 Declarations of interest**

Cllr Baxter and Stapleton – Community Association  
Cllr Stapleton – Recycling Project

### **4.0 Public Session – No matters raised**

### **5.0 To approve the Minutes of Previous Meetings**

#### **5.1 To approve the Minutes of the Meeting held on 13<sup>th</sup> September 2022**

The Minutes of the meeting of 13.09.22 were read and unanimously agreed as a true and accurate record of events and signed by the Chair.

### **6.0 To consider matters arising from minutes of previous meetings not considered on this Agenda – Nothing to Note**

### **7.0 To receive any District and County Councillors' Reports**

**7.1** Cllr Bambridge summarised recent events of note from the Breckland LA; he encouraged the PC To contact him should they be aware of any demand by local people for affordable housing.

### **8.0 To receive any update on the A47 Dualling Plans and North Western Link Road – Mike Smith – Ex-Officio**

The Western Link Consultation is now complete, and a report is pending.  
The A47 dualling is under review because of a late objection. Outcome is awaited and the Clerk is regularly corresponding with the Contractor for the A47 upgrade to ensure communication channels remain open at this critical stage.  
MS is attending the next meeting with NCC on 30<sup>th</sup> November 2022.

### **9.0 To receive the Report of the North Tuddenham Community Association - Pat Baldwin**

In the absence of a formal report, Cllr Baxter confirmed that there had been 44 tickets sold for the upcoming Quiz Night on 12<sup>th</sup> November.

### **10.0 To receive the Report of St Mary's Church Tower Project Group and North Tuddenham PCC Mike Smith**

MS confirmed that the church tower renovations were now complete. The Council tended an official vote of thanks for the success of the project.

- 11.0 To receive the Report of The Common Volunteers' Group – Jonathan Stapleton**  
Cllr Stapleton confirmed that annual cutting work had been completed. The pond has been cleaned out; an official vote of thanks made to Martyn Green for his generous donation of time and plant in assisting this work.
- 11.1 To discuss a strategy around safer volunteer recruitment**  
Discussions took place around the need to always ensure that volunteers were fully protected whilst undertaking voluntary work around the Village under the auspice of Tud Buds.
- 11.2 To confirm checks to ensure volunteers all sign RA to confirm agreement of terms**  
It was affirmed that all volunteers should be made familiar with the contents of the Risk Assessment and to sign to indicate their agreement – this to include any updated versions subject to changes/amendments as they are made.
- 11.3 To discuss use of appropriate PPE and liability for volunteers' property**  
This was discussed at length and the incidence of a volunteer's loss of glasses whilst working on The Common considered. The new volunteer Policy – see Item 17.1 below - will ensure that all future issues are clarified before volunteering begins. As a gesture of good faith, the amount of £100 to assist the volunteer in the replacement of his glasses was unanimously **AGREED**. It was also **AGREED** that A budget of £30 be earmarked for the purchase of PPE Goggles for volunteers' use.  
**ACTION: Cllr Harding to purchase.**
- 12.0 To receive the Report of the Village Recycling Project – Jonathan Stapleton**  
Cllr Stapleton confirmed that the project had raised £1567.74 to date and was continuing to be very well supported. The Vice Chair tended a vote of thanks to all involved in the project for their hard work.
- 13.0 Highways Matters**
- 13.1 To receive any updates on matters raised at last meeting – Nothing to note**
- 13.2 To note any new Highways Matters needing attention – Low Road East – Sign defaced – ACTION: Cllr Harding to identify and report to Clerk**
- 13.3 To receive any update on additional sites for SAM2 device on Mill Road**  
Cllr Harding confirmed that the additional sites had been identified to Highways for official inclusion in the Memorandum of Understanding – currently awaiting update.
- 13.4 To receive any report regarding data downloads from SAM2 device**  
A data drop has been attempted but issues encountered; **ACTION: Cllr Williams to explore and repeat.**
- 13.5 To discuss the inclusion of the village on a bus route**  
Clerk has been in touch with Konect Bus to ascertain any further likelihood of a bus serving the village to Norwich; only school services stop at present in the village.  
**ACTION: Clerk to investigate if residents can use these buses. ACTION: Clerk to Contact new incumbent Clerk at Hockering PC to foster collaborative working.**
- 14.0 Planning**
- 14.1 To receive and consider any new planning applications**
- 14.1.1 FUL/2022/0035 - Land A47 Bypass Site, C489 Main Road, North Tuddenham, Dereham, Norfolk, NR20 3DE: Change of use from agricultural land to the open-air storage of recycled and virgin aggregates. Part retrospective erection of 4-metre-high bund to screen the development: Martyn J Green LTD. (NCC) – ACTION: Clerk to report that the application is supported with the proviso that the landscaping schema is adhered to, and the road kept clean, especially in winter. The road surface is already deteriorating, and this has been reported to NCC. This should be included with previous comments around this application providing the submission deadline has not expired.**
- 14.2 To note any planning outcomes – None at time of meeting**

## 15.0 North Tuddenham Community Award

### 15.1 To review and agree suggestions - Report and proposals from Cllr Stapleton

An award to be made to recognise long service with a budget of £250 was unanimously **AGREED**. **ACTION: Cllrs to feedback ideas to Clerk.**

## 16.0 To receive any update on purchase of Platinum Jubilee Tree and guards – Cllr Harding

Cllr Harding confirmed that an English Oak, protected by a galvanised guard would cost approximately £200. The budget of £200 was **AGREED** unanimously and earmarked for purchase. **ACTION: Cllr Harding to action**

## 17.0 To review and agree/adopt Documents and Policies

### 17.1 North Tuddenham Parish Council Volunteer Policy

Cllrs reviewed the Policy and unanimously **AGREED** to its adoption.

### 17.2 To review and agree amendments to The Commons Volunteers RA

Amendments to The Commons Volunteer Policy were previously circulated.

Cllrs unanimously **AGREED** to all changes. **ACTION: Clerk to upload to website and share with relevant volunteers**

### 17.3 To agree bespoke amendments as per above to all Volunteer Risk Assessments

Cllrs considered and unanimously **AGREED** that all Risk Assessments should be updated in line with the above. **ACTION: Clerk to update and circulate to volunteers.**

## 18.0 To agree a date of Whole Council Training – to be confirmed at the meeting

It was formally **AGREED** that the date for Whole Council Training, as previously agreed, should be booked for 8<sup>th</sup> March 2023. **ACTION: Clerk to confirm with all Cllrs and Norfolk PTS.** Cllrs also unanimously **AGREED** to earmark the funds of £36 for the Clerk to attend Election Training in 2023.

## 19.0 To consider and agree a formal celebration to thank all Tud Buds' Volunteers - Christmas

2022 – It was unanimously **AGREED** that the celebration be postponed until early Spring. The date of 4<sup>th</sup> March 2023 at The Common was **AGREED** with a budget of £100 earmarked.

## 20.0 Finance

### 20.1 To receive current account balances

**Current Account - £9356.15**

**Deposit Account - £646.73**

### 20.2 Payments made since last meeting - NOTED

Cheque No	Amount	Payee	Reason
515	£50.00	Norfolk PTS	Yearly Subs
516	£554.60	V Turner	Clerks Salary and expenses
517	£11.79	M Smith	Flag for village Hall
518	£32.12	D Hall	Picture and frame of HRH QE2

### Payment Agreed - £44.98 to Bill Aylett for Website Hosting costs

### 20.3 Receipts since last meeting

- Breckland half year precept £1600.00
- Firewood £60.00
- Mellor Metals scrap £1567.74
- Interest received deposit account £0.20

### 20.4 To receive and consider any requests for grant funding – None received.

### 20.5 To receive and consider the draft Budget for 2023/2024 – This was circulated by the RFO and a narrative provided for Cllrs. The Draft Budget was unanimously approved and **AGREED** subject to finalisation at the January meeting.

### 20.6 To receive and consider the RFO's recommendation for the 2023/2024 Precept

Deferred to January 2023 meeting

### 20.7 To consider donation for Remembrance Day Wreath – retrospective approval

Cllrs Unanimously **AGREED** retrospective costs of up to £25 for an RBL Poppy Wreath from the Parish Council, to be laid at the War Memorial at St Mary's'.

**21.0 To consider the Clerk's request to upload pictures and contact numbers to the PC website**

This was unanimously **AGREED. ACTION: Cllrs to forward pics and contact details to Clerk.**

**22.0 To note any correspondence received:** NALC Bulletins; NCC Updates; NWL Liaison Group; CAN Newsletters; Planning emails; Temporary Traffic Orders; Email from Highways Partnership; member of public regarding alleged indecent exposure; Norfolk PTS; email from resident regarding bridleways - **NOTED**

**23.0 Urgent Business – to consider any issues raised by Cllrs that the Chairman considers urgent**  
Nothing reported.

**24.0 To confirm the date and time of the next Meeting of the Parish Council as:**  
Tuesday 10<sup>th</sup> January 2023 at 7.30pm