



## North Tuddenham Parish Council

### Minutes of the Parish Council Meeting held at 7pm on Tuesday 12<sup>th</sup> January 2021 via Zoom

**Present: Cllrs Stapleton (Chair), Baxter (RFO) Part, Williams, Phillips and Harding. Norfolk County Councillor Borrett Part, Clerk and 3 members of the public**

**1.0 Chairman's Opening Remarks**

The Chairman welcomed all to the meeting.

**2.0 Apologies for Absence – None received.**

**3.0 Declarations of interest**

Cllr Stapleton – The Recycling Community Project and The Common Volunteer Group

**4.0 Public Session**

A member of the public raised a query over the designated vaccination site for the Covid-19 roll-out – Clerk **NOTED** and will direct residents to the following website which provides updated locations for vaccination centres in Norfolk, [Norfolk and Waveney Health and Care Partnership's website](#) along with other relevant information.

**5.0 To approve the minutes of previous meetings**

**5.1 To approve the Minutes of the Extraordinary Meeting held on 4th January 2021**

The Minutes were **AGREED** as a true and accurate record of events – to be signed by the Chairman at a later date

**5.2 To approve the Minutes of Meeting held on 10<sup>th</sup> November 2020**

The Minutes were **AGREED** as a true and accurate record of events – to be signed by the Chairman at a later date

**6.0 To consider matters arising from Minutes of previous meetings not considered on this Agenda**

All actions designated to the Clerk from previous Minutes have been completed

**Slurry Tank – Dann's Farm** – Cllr Harding confirmed that the breach in fencing had now been rectified

**7.0 To receive any District and County Councilors' Reports**

Cllr Borrett updated the meeting with regards the County's current actions for the Corona Virus issue and confirmed that that vaccination programme was being rolled-out with vulnerable residents being treated first. He confirmed that the Refusal Rate for Norfolk was <1%. He reiterated the importance of personal behaviors such as mask wearing, social distancing and adherence to bubble mixing regulations.

Cllr Borrett also confirmed his willingness to continue to work collaboratively on speed reduction in the village, as well as on matters of flooding. Clerk to copy Cllr Borrett in to any relevant future communications. He explained that NCC Highways had been under tremendous pressure during the ongoing period of flooding but that he would be happy to mediate on the Council's behalf with any issues that may arise. **NOTED**. The Chairman thanked Cllr Borrett for his report and ongoing support.

**8.0 To receive any update on the A47 Dualling Plans and North Western Link Road – Mike Smith/Cllr Harding**

Cllr Harding confirmed that there were no pertinent updates to report outside of standard communications emanating from local liaison level. Final plans are pending.

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

The Clerk read aloud the report received from Mrs Baldwin. Please see attached Addendum.

**10.0 To receive the Report of St Mary's Church Tower Project Group – Mike Smith**

In the absence of Cllr Blake or Mr Smith, the Chairman reported that he understood from an earlier conversation with Mr Smith that a reply was currently awaited from HMRC regarding VAT liability and that commencement of the works was postponed until this clarity had been established.

DCllr Borrett left the meeting at 7.30pm.

Cllrs Baxter entered the meeting at 7.30pm

**11.0 To receive the Report of the Common Volunteers – Cllr Stapleton**

Report circulated to Cllrs prior to the Meeting. Please see Addendum below. It was also suggested that moving forward, a Working Group might be established to progress potential projects on The Common and that more collaborative work could be undertaken with Norfolk Wildlife Trust. Progress of this is pending removal of current restrictions. The Report was **NOTED**. Cllr Stapleton deferred discussion of the Agri-Environment agreement to Item 19.0

**12.0 To receive the Report of the Village Recycling Project – Cllr Stapleton**

Cllr Stapleton confirmed the cessation of recycling activities under the current lockdown measures. He asked Cllrs to **NOTE** that the group was considering stripping electrical cabling in order to recycle copper wiring - once the current restrictions were lifted, machinery to assist in this could be purchased.

**12.1 To receive update and agree adequate insurance provision for Recycling Project**

Discussion took place regarding the potential necessity of changing the Terms of Reference regarding recycling payments in order to ensure that volunteers were adequately covered by Public Liability Insurance. Investigations on alternative cover under the remit of The Community Association are ongoing and Cllr Baxter confirmed that both he and Mrs Baldwin were awaiting contact from Insurance Broker Alan Boswells going forward to ensure perceived risks associated with recycling activity were covered.

Cllr Stapleton expressed the need to review and update a Risk Assessment for the Recycling project and draft a resume of activities to forward to potential insurers – Cllr Stapleton to progress.

**13.0 Highways Matters**

All Highways matters raised for reporting at the previous meetings have been actioned. Main Road – 50mph speed roundel sign has become detached – Clerk to report

**14.0 Planning**

**14.1 To receive and consider the following applications –**

**3PL/2020/1325/F** – Proposed new building to enable inside exercise and kenneling of dogs, staff accommodation/conference facility – Two Acre Kennels, Low Road, North Tuddenham – Amendment – **NOTED** – no further comments

**15.0 To receive and note any planning outcomes – None to NOTE**

**16.0 Casual Councilor Vacancy**

**16.1 To receive update on Casual Vacancy and agree recruitment strategy**

The Clerk confirmed that no applications had been received to date despite publicising the vacancy on Community Facebook, website and on the noticeboard. It was **AGREED** to continue with this strategy into the New Year and review at the next meeting.

## **17.0 COVID-19 – New National Lock-down Measures**

### **17.1 To receive any update on the establishment of Neighbourhood Support Group**

“Tud Buds” after Community Association meeting on 8<sup>th</sup> January 2021

The Chairman reported that “Tud Buds” was working well in providing support now that lockdown measures were again in place. The Chairman confirmed that at present, the scheme had 13 volunteers.

It was **AGREED** that the Clerk should publicise the service on the Website and the Community Facebook page alongside the availability of support in arranging safe transport for residents struggling to attend vaccination appointments.

Discussion took place on the viability of maintaining the group under the auspice of the Parish Council or whether it should be independent and entirely under the remit of the Community Association. It was also debated as to whether “Tud Buds” should be expanded to include other volunteer groups in the village. Cllr Harding asked that clarity be established with regard to the insurance cover which would be pivotal to any decision and asked that the matter be listed on the next Agenda in order that decisions could be finalised. It was **AGREED** that pending results of insurance investigations (see 17.2 below), Cllr Harding would collate information together and present a proposal at the next meeting - Clerk to add to the March Agenda.

It was also **AGREED** that the Clerk should place a notice on the website and Facebook page notifying parishioners that the Parish Council would assist with organising transport to vaccination appointments if anyone was struggling to attend.

### **17.2 To receive any update on Insurance Provision for volunteers of “Tud Buds”**

Cllr Baxter confirmed that whilst operating under the remit of the Parish Council, routine volunteers would be adequately covered by Parish Council policy. In the meantime, Cllr Baxter and Mrs Baldwin to feedback results of insurance quotations to Cllr Harding for review.

### **17.3 To receive, consider and agree draft Risk Assessment (previously circulated) for “Tud Buds”**

Cllrs all concurred that a robust and ‘live’ Risk Assessment was needed to ensure that risks were adequately moderated. Subject to the addition of an addendum to underline that volunteers MUST NOT take cash, debit cards or bank details from Service Users, the Risk Assessment was unanimously **AGREED** for adoption in its current form. A review of the Risk Assessment to be placed on the Agenda for a 3-month evaluation to allow for changing circumstances. – Clerk to diarise for March meeting and publish on Website.

### **17.4 To agree and adopt Safeguarding Policy for NTPC and “Tud Buds” (previously circulated)**

This was reviewed and unanimously **AGREED** for adoption. Review in January 2021. Clerk to publish on Website.

## **18.0 To consider a request to close a small area of North Tuddenham Common in Spring to allow Privacy for scattering of former resident’s ashes**

Discussed under AOB at the extraordinary meeting on 4<sup>th</sup> January, this was formally **AGREED**.

Chairman confirmed through informal discussion with The Common Volunteers that they would be happy to fence off a small area of the former speedway track to allow for privacy.

The ceremony to take place at a date to be agreed once current restrictions are lifted. Cllr Baxter suggested the Parish Council erect a memorial plaque at the site in remembrance of all former speedway goers from the village; Chairman and Cllr Baxter to liaise to progress and formally report at the next meeting.

## **19.0 To receive and consider update on the Agri-Environment Agreement – Cllr Stapleton**

Discussion took place surrounding the implications of opting for a yearly roll-over of the current arrangement or to investigate other options such as a Countrywide Stewardship Scheme which would endure for 5 years. It was **AGREED** that the chairman meet with Mr Dann before the next meeting to finalise a way forward and bring a proposal to the next meeting for agreement.

**20.0 Finance – Cllr Baxter**

**20.1 To receive current account balances**

Current Account - £8926.60

Savings Account - £646.38

**NOTED.**

**20.2 Payments since last meeting**

DD ICO fee £35.00 (information commissioner office)

100487 Bill Aylett website costs £31.06

100488 G Taylor grass cutting - Common

100489 B Pummell insurance for Common volunteers' group £111.72

100490 V Turner salary & expenses £650.50

**NOTED.**

**20.3 Receipts since last meeting**

Firewood £150 cash

Barclays deposit interest £0.02

RPA grant re common £1060.00

**NOTED.**

**Other receipts** - £1008.10 paid into the Community Association bank account for Scrap metals. **NOTED.**

Cllr Baxter as RFO requested permission to purchase a receipt book to ensure efficient recording of petty cash payments. Unanimously **AGREED.**

**20.4 To receive and consider any new requests for Grant Funding**

None received.

**21.0 To note correspondence received:** NALC bulletins; NCC updates' NWL Liaison Group updates  
CAN Newsletters; Email from ICO; emails from Highways England; emails from NCC  
**NOTED.**

**22.0 Urgent Business – to consider any issues raised by Councillors that the Chairman considered To be urgent**

**SAM2 Sign** – Cllr Harding asked Cllrs to **NOTE** that should the Parish Partnership Bid for funding be successful, volunteers to collect data would need to be identified. **NOTED** for inclusion at a subsequent meeting once NCC confirm funding.

**Defibrillator Maintenance** – It was **NOTED** that the defibrillators would require regular monitoring to identify when batteries needed changing. Volunteers to be sought asap.

**Community Association and Recycling Project** – This needs to be discussed officially at the next meeting in order to finalise Terms of Reference, payments and overall responsibility.  
Clerk to place Defibrillator maintenance and CA/Recycling project on next Agenda.

**23.0 To confirm the date and time of the next ordinary Parish Council Meeting**  
**- 7.00pm, Tuesday 9<sup>th</sup> March 2021 via Zoom**

The meeting closed at 20.30hrs with no further matters arising.

## APPENDIX 1

### Report from North Tuddenham Community Association January 2021

#### Christmas

- A competition was held for Children and Grandchildren of residents to draw a Christmas Card. A Postbox was placed in Danns Farmshop and Simon and Sue Dann are thanked for kindly hosting and judging the competition which was won by Ollie Neave, a five year old boy. Runners up all received a small consolation prize, in the hope that it would encourage them to enter competitions in the future. Prizes were donated by a resident
- **Santa** came to the Village on 22<sup>nd</sup> December, the event was a huge success and hopefully will be repeated next year. We are very grateful to Jonathan for the loan of his tractor and trailer and for volunteering to be Santa, to Doug Knox for building Santas' sleigh, to Dorne and Christine, the elves who distributed bags of sweets to children, also to Zoe for her input. The cost was met by local residents.
- **Christmas Tree Hunt** . Following the success of the Pumpkin Hunt a Christmas Tree hunt is currently in progress, we are grateful to Vikki Hunt at The Lodge Shop for once again hosting the competition and also on receipt of a completed entry form, handing out the sweets that we have left with her
- **Membership.** People seem to be reluctant to actually become bona fide members by completing an application form, although they are happy to join in with whatever is happening. They cannot expect to join meetings or have input unless they are members. We have, however, had a number of applications to join from people who are not residents, all these applications have been rejected .
- **Insurance.** We are currently awaiting a quote from Zurich Community for Insurance, including cover for the volunteers doing the recycling.
- The hall has been booked for four open meetings during the year, these bookings will need to be reviewed when we return to something near to normal , after lockdown.

#### Pat Baldwin, Secretary

### Report from North Tuddenham Common Volunteers – January 2021

Managed to all outstanding work, despite C19 restrictions. Have 2 new volunteers for part of the year which is encouraging.

All wildlife have put in an appearance at some time during the year. Plus 1 rare Dragonfly added to the list. (Norfolk Hawker).

Had a concerted effort to remove Silver Birch saplings. And 2021 looks to be very promising indeed.

Still having problems with the Stonecrop in the pond, as we can only work on it mid-winter, at that time of year it has receded back underwater and it is difficult to find.

Hoping to expand open areas by cutting back wood to the edges. As wood sales have been slow this year it is meant a small surplus exists.

It is increasingly becoming popular and some villagers have concerns that they find too many people are using the Common without any respect for our very important nature reserve.

I would like to thank the Parish Council and Jonathan for their continued support.

**Barry Pummell and the volunteers.**

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<https://north-tuddenham-parish-council.norfolkparishes.gov.uk/>