**Minutes of the Meeting held on Tuesday 14thth March 2022**

**at North Tuddenham Village Hall**

**In attendance: Cllr Stapleton, Cllr Harding, Cllr Baxter, Cllr Hall - Also present: Clerk and 2 Members of the Public**

1. **Chairman’s Welcome and Opening Remarks**

The Chairman opened the meeting at 7.30 and welcomed all.

1. **Apologies for Absence –** None received.
2. **Declarations of interest**

Cllr Stapleton – Recycling

**Item 14.3** – Cllr Stapleton to abstain from dialogue around this item.

1. **Public Session**

A member of the public addressed Cllrs around her report in regard to safe walking, riding and cycling around the Parish roads. This was shared with Cllrs prior to the meeting. Clerk informed Cllrs that these could be funded via the Parish Partnership Scheme. Cllrs felt it pertinent to get some costings from NCC for 8 ‘Slow Down’ signs for the sites located on the resident’s map before making any decisions and to list for the next agenda for discussion**. ACTION: Clerk to add to next agenda**

A concert is planned for 29th April in aid of Church restoration, tickets are selling well. The PCC will be submitting a request for funding for the event. Cllrs discussed this and it was suggested that the Community Association should be approached for match-funding. Work to clean the War Memorial has also begun. A treasure hunt on The Common is also being planned along with celebrations for the Coronation Weekend.

Church grants to be discussed under Item 16.4.

1. **To approve the Minutes of Previous Meetings**
	1. **To approve the Minutes of the Meeting held on 10th January 2023 –**

The Chairman **PROPOSED** the minutes as a true and accurate record of events – All agreed – Chairman to sign.

* 1. **To approve the Minutes of the Meeting held on 22nd February 2023 –**

 The Chairman **PROPOSED** the minutes as a true and accurate record of events –

 All agreed – Chairman to sign.

* 1. **To consider matters arising from Minutes of previous meetings not considered on the agenda tonight –** No matters Arising

**6.0 To receive any District and County Councillors’ Reports –** No reports submitted.

1. **To receive any update on the A47 Dualling Plans and North Western Link Road –** Mike

 Smith - Ex-Officio

 MS has attended the recent liaison meeting and confirmed that both projects are

 In limbo pending the May 2023 judicial review decision around carbon emissions.

1. **To receive the Report of the North Tuddenham Community Association -** Pat Baldwin

 The Clerk read the report on Mrs Baldwin’s behalf. Issues around the little library

 were discussed including possible relocation to the Church Porch. Regular checking in line

 with the Risk Assessment must be carried out and recorded to ensure that Insurance

 cover is maintained and valid. Barry will make a visit to repair shelves asap.

**9.0 To receive the Report of St Mary’s PCC –** Mike Smith – Ex-Officio

MS delivered his report to Cllrs: points to note:

* The ongoing window restoration was originally intended for completion late April; issues with the architect have elongated this process meaning completion will now be July.
* The final retention figure for the tower restoration is still under negotiation.
* The Architect’s fee has been submitted – MS has spoken to the Diocese and asked them to freeze costs for 3 months to facilitate payment and this has been agreed.
* Cllr Hall to review the retention documentation to give an independent view.
* Volunteers continue to provide amazing support in terms of tidying the site.

**10.0 To receive the Report of** **The Common Volunteers Group –** Jonathan Stapleton

Cllr Stapleton reported that volunteers had been busy on The Common in readiness for the new

 Season. Cllrs Stapleton and Harding confirmed that the ‘thank you’ coffee morning had been

 a success and appreciated by the volunteers; PPE was distributed. It was noted that a

 Guard rail was in need of replacement; **ACTION: Cllr Stapleton to arrange repair**

 The need for the acquisition of a ‘Deep Water’ sign to be made should the pond continue to fill.

. **10.1 To receive any update on acceptance of the revised Risk Assessment and**

 **Volunteer Policy for Commons’ volunteers**

 Cllr Stapleton to collect signed RAs. **ACTION: Clerk to defer to next meeting**

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

The group is working hard and there are more goods to recycle. A ‘thank you’ is also

Planned for recyclers and other Tud Buds volunteers. Recent payment for recycled metals

amounting to £462.60.

 **12.0 To consider and agree the Community Service Award proposals**

 **12.1 To receive any update on sourcing materials for the above and agree any further**

 **Action – Clerk to Defer to next meeting.**

1. **Highways Matters**
	1. **To receive data from SAM2 device – Cllr Williams** – Deferred to next meeting – Cllr

 Williams not in attendance

* 1. **To consider the email from Galliford Try regarding Litter Pick of area**

 It was agreed that the Clerk should respond to politely decline this invitation as the

 regular village litter pick had only recently been undertaken.

* 1. **To consider sites for signage from resident around safe walking/horse riding**

 **Routes and potential funding** – supporting docs circulated. – See above item 4.0

* 1. **To discuss the relocation of dog bin at Mill Road and purchase of an additional bin**

 **for Low Road East with Breckland and agree any expenditure**

 . MS to review locality of potential new site near Low Road East and report to Clerk;

 **ACTION: Clerk** to approach Breckland about permission to relocate bin at Mill Rd.

 Unanimously AGREED to meet funding for equivalent cost of like-for-like bin £150

 **13.5 To consider any other Highways Matters arising.**

 Mill Farm Road - Pothole – **ACTION: Cllr Harding to send ‘What 3 Words Location**

 **to Clerk ; Clerk to report**

 Junction of A47 – broken signage **ACTION: Clerk to report**

 **14.0 Planning**

* 1. **To receive any new planning applications – None received**
	2. **To note any planning outcomes**

#  14.2.1 3PL/2022/1399/HOU – Firethorns, Main Road, North Tuddenham

 **-** Two and single storey extensions and porch **– APPROVED - NOTED**

* 1. **To discuss any issues relating to Breckland Call to Sites**

Cllrs discussed the local sites put forward for the re-draft of the Local Plan

 Cllr Stapleton declared a Pecuniary interest in one of the sites and refrained

 from debate around this item. It was proposed that the clerk should share

 the consultation opportunity with the wider community to ensure the

 all could complete the questionnaire. Pending further updates when the

 Consultation is complete, Cllrs to remain vigilant for next steps.

 Additional meetings to be scheduled should applications be forthcoming**.**

**ACTION: Cllr Hall to lead and collate information on this matter.**

 **15.0 To receive any update on purchase of plaque for Jubilee Tree Planting**

Cllr Harding confirmed costings of around £25.00 – Unanimously **AGREED.**

 Wording to be agreed at next meeting.

* 1. **Finance**
	2. **To receive Account Balances**

 **16.1.2 Current Account - £9853.35**

 **16.1.2 Deposit Account - £647.89**

 **16.2 Receipts and payments since last meeting**

 **Mellor Metals –** £594.00

 **Money in** – 0.80 deposit account

 **Expenditure:**

Cllr Harding **–** Tree and supporting stakes £146.97 – Cheque No 524

* 1. **To receive and consider any requests for grant funding.**

 **16.4.1 North Tuddenham Parish Parochial Committee - £560**

The application for funding was discussed; it was unanimously **AGREED** to

 grant £560 towards upcoming Mardle Newsletter production and grass

 Cutting at St Mary’s – to be paid in the new Financial Year 2023-24.

 **16.3 To agree the Asset Register 2023 –** Unanimously **Agreed**

 **16.4 To consider and agree the appointment of the Internal Auditor for 2022-23**

 Cllrs discussed the re-appointment of the Internal Auditor Lorraine Trueman

 who effectively undertook a thorough audit last year. It was unanimously

 **AGREED** to appoint her for a second year. **ACTION: Clerk to approach**

 **LT to confirm her agreement.**

 **17.0 To confirm the Local Parish Council Elections as Thursday 4th May 2023 (Clerk) –**

 **Confirmed**

 **17.1 Confirmation of Purdah Period – 27-03.23 – 3-05.-23 – Confirmed –** Cllrs

 to refrain from self-promotion during this period.

 **17.2 Confirmation of Notice of Election period – deadline 24th March 2023- Confirmed**

 **17.3 Confirmation of deadline of nomination paper – 4pm 4th April 2023- Confirmed –**

Cllrs to arrange informal meeting to complete paperwork and co-ordinate submission within timescale.

 **17.4 Indications of intention to stand for re-election –** To be shared with Clerk

 outside of the meeting to assist with election planning.

 **18.0** **To note any correspondence received:**

Emails from Zurich; NALC and Norfolk PTS Bulletins; NCC Updates; NWL Liaison Group; CAN Newsletters; email from Galliford Try around A47 Litter Pick; emails from BDC Elections; email around PC Grant request; email from Gordon Bembridge around ‘Transport Desert’; email from

Transport East around ‘Transport Desert’; emails from Resident around Litter Pick; Email from

 resident of neighbouring locality around Planning Application; letter from resident around rat

 infestation. **- NOTED**

 **19.0 Urgent Business – to consider any issues raised by Cllrs that the Chairman considers urgent**

 **Noticeboard Disrepair – Village Hall** – a prior inspection has confirmed that the frame needs

replacing – a figure of around £60- £100 was discussed with a view to replacing the entire

Noticeboard – Clerk to place on Agenda for discussion and agreement at May meeting.

Other noticeboards were discussed and a maintenance schedule to be agreed for these at

the next Meeting. **ACTION: Clerk to list for discussion and agreement**

 **20.0 To confirm the date and time of the Annual Parish Meeting (APM) – 6.30pm and the**

 **Annual Meeting of the Parish council – 7.30pm - 9th May 2022 both at the Village**

 **Hall, North Tuddenham - AGREED**

**The meeting closed at 21.45pm with no further matters arising; the Chairman thanked all for attending.**