



# North Tuddenham Parish Council

## Minutes of the Extraordinary Meeting of North Tuddenham Parish Council held on

**Tuesday 28<sup>th</sup> June 2022 at 7.30pm**

**Present:** Cllrs Stapleton (Chair), Harding (Vice Chair), Baxter (RFO), Hall and Williams; Clerk; 1 member of the Public

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

The Chairman welcomed all to the Extraordinary Meeting of North Tuddenham Parish Council

### **2.0 Apologies for Absence**

Received and accepted from Cllr Phillips

### **3.0 Declarations of Interest – No conflict with Agenda Items**

### **4.0 Public Session**

A member of the public raised ongoing issues with funding for St Mary's Church in order to be able to meet its Parish Share. Amongst other options for fund raising, a further Quiz Night was suggested along with a Car boot sale. The issues underpinning the deficit include the inability to hold church services since February 2019 as a result of Covid and the concurrent closure to for structural renovations. Options if the Church becomes unsustainable include it becoming a Festival Church that opens on special religious occasions or closure. Ideas for collaborative fund-raising were discussed. The importance of outcomes was stressed to evidence spend and generate more community participation as well as extending invitations to events outside of the Parish.

### **5.0 Finance**

#### **5.1 To receive and consider the Internal Auditor's Report and Recommendations**

This was previously circulated to Cllrs ahead of the meeting. Cllr Baxter (RFO) narrated the main criteria around the IA Report which he confirmed was comprehensive and insightful. A vote of thanks was made to the Internal Auditor and Cllr Baxter for their hard work. Report available for viewing at: <https://north-tuddenham-parish-council.norfolkparishes.gov.uk/files/2022/06/Internal-Auditor-report-North-Tuddenham.pdf>

Cllrs **AGREED** unanimously to undertake actions around the Audit's recommendations. Recommendation: "Consider the segregation of duties and how to minimise any conflict of interest for the RFO. The RFO currently recommends action to be taken by the council, as RFO, proposes resolutions in connection with payments and other finances, as a councillor, and must sign all cheques (along with the Chair" **ACTION: Clerk to draft Amendment to Financial Regs to codify role of RFO to ensure transparency and clarity of financial transactions undertaken by the PC.** The duality of the role of Cllr Baxter as RFO to be delineated in Minutes and risk management consolidated by abstinence in voting for proposed financial motions. **ACTION: RFO To**

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produce Budget v Actuals for future year end accounts. **ACTION:** Clerk to publicise Expenditure in excess of £100 on website.

- 5.2 **To agree the Council's Exemption Status in line with criteria for 2021-22** – Cllr Baxter (RFO) explained the premise of Exemption Status. Cllr Harding **PROPOSED** the Council agree that the Council met the qualifications for Exemption Status in accordance with the criteria set out in the Guidance for the 2021/22 AGAR Return ie gross expenditure and gross income does not exceed 25K. **SECONDED** by Cllr Stapleton. **AGREED** by DH and CW. DB (RFO) abstained.

- 5.3 **To agree and sign the Annual Governance Statement & Accountability Return (AGAR): accounting statements and Exemption Certificate, and agree its submission to PKF Littlejohn (the external auditor), and the arrangements for the posting of the notices regarding the public's right to inspect the accounts**

The Annual Governance Statement and Accounting Statements (previously circulated) were reviewed for completeness and accuracy and it was **PROPOSED** by Cllr Harding that the Council formally **AGREE** the Documents; **SECONDED:** Cllr Stapleton. **AGREED** by DH and CW. DB (RFO) abstained. Cllrs unanimously **AGREED** that Officers sign the Annual Governance Statement and the Exemption Certificate in its agreed format. RFO to email Page 3 (Exemption Certificate) to PKF Littlejohn after the meeting and Clerk to post the AGAR return on the Parish Council Website in order to comply with 1<sup>st</sup> July 2022 deadline.

**ACTION:** Clerk to publish The Notice of Public Right to Access on the Website and on village Noticeboards where possible – the period for requests to inspect runs from 1<sup>st</sup> July – 11<sup>th</sup> August 2022. **NOTED.**

- 5.4 **To agree to pay Internal Auditor's Invoice** – Cllr Baxter (RFO) presented the invoice for £50 to the Council. Cllr Harding **PROPOSED** that the invoice be settled in full. **SECONDED** by JS. **AGREED** by DH and CW. DB (RFO) abstained.
- 5.5 **To agree to release grant payment of £500.00 to North Tuddenham PCC in respect of Churchyard Maintenance as formally agreed in Minute Ref: 08.03.22 – 17.4.1** – Cllr Baxter (RFO) to raise cheque as above.

### 6.0 Highways Matters

- 6.1 **To formally agree a response to Galiford Try Email dated 7<sup>th</sup> June 2022 and agree on suggested meeting format and availability.**

Mike Smith as Ex-Officio reported the issues raised at the most recent meeting of the Local Liaison Group. MS' full report attached to Appendix 1 below. Cllrs discussed options around meeting with the Contractor; Cllr Harding **PROPOSED** that Galliford Try representatives attend a pre-meeting with Cllrs and MS ahead of the public meeting on 12<sup>th</sup> July 2022 at 6.45pm with notes shared with parishioners afterwards. **SECONDED** by Cllr Stapleton. This was unanimously **AGREED**. **ACTION:** MS and Clerk to devise an agenda and Clerk to formally invite.

- 7.0 **To confirm the date and time of the next ordinary Parish Council Meeting** as Tuesday 12<sup>th</sup> July 2022 – 7.30pm - at North Tuddenham Village Hall – Closed Meeting to commence at 6.45.

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# North Tuddenham Parish Council

## APPENDIX 1

### Norfolk Highways Projects - Local Liaison Group Meeting 26/06/22

#### Key points

##### **Norwich Western Link**

- Route has been modified at Fakenham end to accommodate colonies of bats. Not clear by how much.
- Extra work means an increase in costs to £251M of which central government will be asked to contribute 85% £213M leaving NCC to find £37.7M (an increase of £7.9M!)
- Also, these delays mean that NWL work would not start until late 2024 finishing late 2026, nearly two years after A47 dualling would be completed.
- Rat running in the interim!!!!
- Much concern about HGV traffic in this period.
- Being considered by NCC Cabinet next Monday 4<sup>th</sup> July
- 8 week open consultation probably Aug /Sep
- Being in mind opposition to this project, what happens if it doesn't go ahead?!
- Chairman agreed to focus thoughts on this at next meeting in September. Date tbc

##### **A47 North Tuddenham - Easton dualling**

- Jim Freeman of Galliford Try (A47 appointed contractors) would like an audience with our PC at next formal meeting in July.
- Due to have decision from Secretary of State in August. 6 requests for information still outstanding.
- National Highways reiterated that their focus was on improving the road link between the east coast and Cambridge, less so on minor roads strategy. *(not a surprise, but what of the impact this causes!)*
- Concerns about the timing of removal of Easton roundabout and also access to Food Hub around narrow track behind church. No direct access

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is shown off Norwich Road junction to the Hub. Private planning application??

- As far as the overall route is concerned, we can see its benefits and appreciate that link to Hockering will be maintained as well as continued access to Mattishall over Witford Bridge.
- Made it clear that we, the PCC, have concerns about local traffic congestion during dualling project from Lyng (HGVs) , along Fox Lane and Mattishall Lane (past the church) . *Forward to our meeting* .
- Noise from new dualled section between North Tuddenham and Hockering – nothing said.
- Fox Lane exit on to old Main Road . *Forward to our meeting*
- Review of current exits from A47 at North Tuddenham in both directions cause for concern. *Forward to our meeting*
- Strategy for managing Frans Green industrial zone HGV traffic, southbound Fakenham Road including Bernard Matthews traffic raised. I reminded working party that the current HGV route B1535 Weston Hall Road takes a winding road leading towards Weston Longville before turning sharp right in the direction of Hockering and then along Stone Road before finishing as a narrow single track road before joining Lyng Road towards North Tuddenham . *Forward to our meeting*
- **Once again, all concerns of rat running indicated above, are exacerbated if the NWL is not approved.**