



## **North Tuddenham Parish Council**

### **Minutes of the Parish Council meeting held on Thursday, 12<sup>th</sup> May 2020 at 7pm, via remote meeting platform.**

Present: Cllrs Stapleton (Chairman), Baxter (Treasurer), Phillips, Blake and Williams. Clerk and 1 member of the public.

- 1.0 To suspend the Standing Orders and the Financial Regulations of North Tuddenham Parish Council during the continuation of the COVID-19 Emergency**  
**AGREED and NOTED**
- 2.0 Apologies for absence**  
None received. **NOTED**
- 3.0 Declarations of Interest**  
Jonathan Stapleton – Recycling  
Christine Blake – St Mary's Church.
- 4.0 To approve the Minutes of the Extraordinary Meeting held on 7<sup>th</sup> May 2020**  
The minutes of the extraordinary meeting held on 7<sup>th</sup> May 2020 were unanimously **AGREED** as a true and accurate record of events and will be signed by the Chairman when safe to do so.
- 5.0 To consider matters arising from Minutes**  
**To consider options for funding support to Parish amenities during the period of Corona Virus lock-down**  
It was **NOTED** that the Chairman had circulated a draft letter to other Cllrs prior to the meeting and that any suggested amendments should be made in writing to him directly.
- 6.0 To receive an update on Grant for postponed VE/VJ celebrations**  
The Treasurer confirmed that the £500 grant from Norfolk Community Foundation had been approved, and correspondence from NCF encouraged utilisation of the funds despite the current socialising restrictions. Matters pertaining contingency plans to mark the anniversaries to be deferred until current guidelines change.
- 7.0 To receive District and \County Councillors Reports**  
County Councillor's report previously circulated via email to Cllrs. No report received from District Cllr Bambridge.
- 8.0 Highways Matters**  
Th Clerk reported that all outstanding Highways issues had been reported to Norfolk County Council.  
The Chairman asked the Clerk to ensure that *Drainage Matters* was included on the September Agenda.

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### 9.0 The Common Update

The Chairman reported that The Common Volunteers Group had confirmed there was no current need for additional funding and the Treasurer confirmed that both grants outstanding had been received and paid. Discussion around renewing arrangements with Natural England took place and it was **AGREED** that the Chairman would speak with both Natural England and Simon Dann (who currently administers the subsidy) to discuss options for renewal. Chairman to report to Council at the next meeting.

### 10.0 Village Recycling Project Update

It was confirmed that the project is suspended now in line with current social distancing restrictions but that a quantity of metal was ready for sorting as soon as restrictions were lifted.

### 11.0 To receive report on the A47 Dualling Plans and the North Western Link Road – Mike Smith

The Chairman confirmed that despite his resignation as Cllr, Mr Smith was happy to continue as a liaison point for the Council with the relevant transport authorities. Mr Smith tendered his apologies for not being able to be present for this meeting. No updates were reported but the Chairman asked Cllrs to **NOTE** the recent undertaking of archaeological and ecological surveys along the A47 route.

### 12.0 To consider the design and provision of a Flag for St Mary's Tower

Various options were discussed, and it was **AGREED** that the Chairman would talk with the previous Clerk, Mrs Pat Baldwin, to ascertain the details of this project prior to preparing an official proposal for consideration. It was **NOTED** that background research should be carried out in the interim as to the feasibility of erecting a short flagpole on the Loke of the Church.

### 13.0 To note correspondence previously circulated to Councillors

Breckland COVID-19 updates, Norfolk County Council Briefing Notes on COVID-19, Highways England updates, NALC Newsletters, Community Foundation newsletters and Police Crime newsletters. Resignation letter from Cllr Mr Michael Smith from the post of Cllr and Vice-Chairman, and correspondence from Electoral Services acknowledging the vacancy.

### 14.0 Finance

#### 14.1 To receive update on funding support agreed at the Extraordinary Meeting of 7<sup>th</sup>

**May 2020** – Please see Minutes of Meeting of 7<sup>th</sup> May – Item 4.2. Nothing further to NOTE

#### 14.2 Payments since last meeting

Current Account – £9283.47

Deposit Account – £ 646.10

It was also **NOTED** that the invoice for the Internal Audit had been received from Mrs Kristine Wilson for £65.00. It was **AGREED** that the Treasurer should pay this.

The Treasurer also confirmed that the renewal for the Insurance Policy had been received, currently costing £343.39. It was **NOTED** that the Clerk needed to update Clerk to North Tuddenham Parish Council: [clerk.norhtuddenham@gmail.com](mailto:clerk.norhtuddenham@gmail.com)

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her details with Zurich and to also update the Asset Register. The Treasurer asked Cllrs to note a potential small change in premium that may result. It was **AGREED** that the Treasurer should pay this subject to a moderate increase only.

No further payments made since the meeting of 7<sup>th</sup> May 2020

### 14.3 Receipts since last meeting

None received at the date of the meeting but £500 grant from NCF anticipated.

### 14.4 Treasurer's Report

Previously circulated. The year-end accounts for 31.03.2020 were discussed and it was unanimously **AGREED** to **ADOPT** and **APPROVE** them in their current form.

The Treasurer also shared the Financial report of the North Tuddenham Parochial Charity prepared up to 31.12.19. Income and distributions were **NOTED**. It was **AGREED** that the Treasurer should speak with Mr Mobbs to clarify details of current Trustees and to ask for confirmation as to the number of residents in receipt of the distributions

### 14.5 AGAR Submission

Having **AGREED** the 2019/2020 Accounts, the Treasurer will coalesce these with the Internal Auditor's report, prepare the Declaration for Exemption Certificate for signature by the Auditor, Clerk and Chairman, and make the AGAR Submission. Clerk to post documentation publicly once this has taken place under the remit of the legal requirements. **AGREED**.

### 15.0 Any other business – previously notified to the Chairman

It was **NOTED** that the process for co-option of the current Cllr vacancy was in progress. Retirement Donation Gift for Mrs Baldwin **APPROVED**. Chairman to progress.

### 16.0 To confirm the date and time of the next Parish Council Meeting

Tuesday 14<sup>th</sup> July 2020 at 7pm – medium to be confirmed.

**The meeting closed at 8.07pm with no further matters arising.**

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