



North Tuddenham Parish Council

Minutes of the Annual Meeting of the Parish Council Meeting held at 7pm on Tuesday 24th May 2021 at North Tuddenham Village Hall

Present: Cllrs Stapleton (Chair), Baxter (RFO), Phillips and Harding, Clerk – no members of the public attended.

1.0 Chairman's Opening Remarks

The Chairman welcomed all to the Annual Meeting of the Parish Council. The Chairman assured Cllrs the meeting was Covid-19 secure but reminded Cllrs that should they have concerns to let him know at any point.

2.0 Election of Officers

2.1 Election of Chairman

Nomination – Cllr Jonathan Stapleton – **PROPOSED** by Cllr Harding and Seconded by Cllr Baxter – Unanimously **AGREED**. Acceptance of Office was signed.

2.2 Election of Vice -Chairman –

Nomination – Cllr Andrew Harding – **PROPOSED** by Cllr Stapleton and Seconded by Cllr Phillips – Unanimously **AGREED**. Acceptance of Office was signed.

3.0 Apologies for Absence – Cllrs Williams and Blake – NOTED and ACCEPTED

Cllrs Bambridge and Borrett were unable to be present

4.0 Declarations of interest

Nothing declared and no conflicts with Agenda Items

5.0 Public Session – No public present

6.0 To approve the minutes of previous meetings

6.1 To approve the Minutes of Annual Parish Council Meeting held on 14th May 2019

The Minutes were unanimously **AGREED** as a true and accurate record of events and Signed by the Chairman

6.2 To approve the Minutes of the Parish Council Meeting held on 9th March 2021

The Minutes were unanimously **AGREED** as a true and accurate record of events And signed by the Chairman

6.3 To approve the Minutes of the Extraordinary Parish Council Meeting held on 6th April 2021

The Minutes were unanimously **AGREED** as a true and accurate record of events

7.0 To consider matters arising from Minutes of previous meetings not considered on the Agenda

Dog Waste Litter Bins – The Clerk confirmed that Breckland District Council had asked for clarification on ownership of the two proposed sites. Cllr Stapleton reported that he could confirm one of the proposed locations was Highway's land but was awaiting clarification of ownership for the second site. Clerk to list on next Agenda for update.

8.0 To Note the publishing of Annual Reports of Community Groups on the Parish Council Website – Noted – Clerk to circulate Reports Pack to Cllrs

9.0 Policy Adoption and Review

9.1 To review and agree any required amendments to the Tuds Buds COVID19 Volunteer Risk Assessment – No amendments required – Review in May 2022

9.2 To consider and agree the Tud Buds Metal Recycling Project Risk Assessment – Unanimously **AGREED** for adoption – Review May 2022

Cllrs were asked to **NOTE** that the project would revert back to Parish Council Administration due to impracticalities associated with insurance provision. Clerk to formally contact Mrs Baldwin to request diversion of credits to PC Bank account. The Vice-Chairman requested that the adopted RA be circulated to Recycling Volunteers as soon as possible and those signed copies should be completed and retained by the Clerk. It was **AGREED** that recycling processes could continue in the interim and adjustments made retrospectively in order to capitalise on current high scrap values.

9.3 To consider and agree the Tud Buds Defibrillator Check Risk Assessment

Unanimously **AGREED** for adoption – Review May 2022 – The Vice-Chairman Confirmed that Mr Aylett had completed his first checks as agreed; signed copy of the Risk Assessment passed to the Clerk for retention.

9.4 To consider and agree The Commons Committee Volunteer Risk Assessment

Unanimously **AGREED** for adoption – Review May 2022

9.5 To consider and agree the Tud Buds Sign Cleaning Working Party Risk Assessment

Unanimously **AGREED** for adoption – Review May 2022

9.6 To consider and agree the Parish Council Meetings' Risk Assessment

Unanimously **AGREED** for adoption – Review May 2022

9.7 To consider and readopt Parish Council Standing Orders

Unanimously **AGREED** for readoption – Review May 2022

9.8 To consider and readopt Parish Council Financial Regulations

Cllr Baxter **PROPOSED** a slight amendment to Financial Regulations Section 4 (2) (2.2) – This was unanimously **AGREED** and the policy **AGREED** for readoption - Review in May 2022.

9.9 To review and consider the Asset Register for North Tuddenham Parish Council –

Previously circulated, the Register this was reviewed and unanimously **AGREED**.

9.10 To review and agree Insurance Cover from 1st June 2021 – Cllr Bater (RFO)

Renewal quotation from current insurers, Zurich, has been received for the amount of £384.18pa which represented only a small annual increase for the same level of cover. It was **NOTED** that the new SAM2 sign would need adding once installed. It was unanimously **AGREED** that the policy should be renewed on these terms. RFO to progress.

10.0 Finance

10.1 To receive and note the current Bank Account Balances

Current Account - £9641.37

Savings Account - £646.40

10.2 To note Payments since last meeting

Cheque Number	Payee	Amount	Reason
100455	J and J Stapleton	19.82	Reimbursement of Defibrillator installation costs
100456	Norfolk NALC	145.31	Annual Subs
100457	V Turner	488.88	Clerk's Quarterly salary an Expenses

10.3 To note receipts since last meeting

First Installment of Precept - £1525

Interest – Deposit Account – 0.02p

10.4 To receive and consider any new request for Grant Funding

No new applications received.

It was **NOTED** that the request to install a memorial plaque agreed earlier in the year in memory of a much-loved parishioner had been undertaken and that a payment of £51.50 would be made towards costs out of the original £75 earmarked funds.

10.5 To receive, consider and agree Year End Accounts for 2020/21

Cllr Baxter summarised the year-end accounts for Cllrs, previously circulated – it was **PROPOSED** by Cllr Baxter that these accounts be formally agreed and adopted – **SECONDED** by Cllr Harding – Unanimously **AGREED**.

10.6 To agree Internal Auditor Appointment for 2020/21 Accounts

It was **PROPOSED** by Cllr Baxter that Max Bergin be appointed to undertake this year's audit – and that Cllrs **AGREE** his fee of £30. Audit to be undertaken remotely. Unanimously **AGREED**. Clerk to send letter of engagement. Provisional deadline for audit **AGREED** as 15th June 2021.

10.7 To agree a date to hold an Extraordinary Meeting to agree the AGAR submission

This was provisionally set as 29th June 2021 – 7pm – date to be confirmed subject to availability of Cllrs and the Village Hall.

The Chairman gave a vote of thanks to Cllr Baxter for his thorough Report.

10.8 To note the NCC Parish Partnership Funding for Purchase of SAM2 Device for Main Road and to note County Cllrs Members Contribution of £500.00

Cllr Baxter confirmed receipt of offer of grant funding from NCC dated 30th March 2021. He **PROPOSED** that the offer be formally **AGREED** and that the £500 contribution from Cllr Borrett's Members Fund be **NOTED**. Unanimously **AGREED**.

It was **NOTED** that the normal protocol of seeking three quotes in line with Section 10 of the Financial Regulations was waived on this occasion due to NCC assurance of Westoctec as an approved supplier. Chairman to contact two potential volunteers to Undertake SAM2 maintenance and data retrieval.

10.9 To agree Parish Council contribution towards the SAM2 Purchase of £1244.50

It was **PROPOSED** that the earmark contribution of £1244.50 from PC funds be formally **AGREED**. Unanimously **AGREED** - Clerk to progress process.

11.0 To receive the Annual Report of the Parish Charity and note End of Year Financial Report

Report circulated for information. Cllr Baxter narrated the main points to note and read the Summary provided by the Charity regarding its origins and function. Report **NOTED**. Cllrs **AGREED** to maintain a watching brief on Trustee membership should there be a requirement for new membership in the future.

12.0 To agree the dates of Meetings for 2021/22 – All AGREED as follows:

Tuesday 14 th September 2021 * Amended from 7/9/21	Tuesday 9 th November 2021
Tuesday 11 th January 2022	Tuesday 8 th March 2022
Tuesday 10 th May 2022 (APCM)	Tuesday 12 th July 2022

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

Cllr Harding reported that the battery on the AED unit in the Mill Road phone box was working at slightly less than expected power – a recall document has been received; AH is progressing.

Dog Waste Bins – Low Road East – confirmation needed of ownership

Mill Road – confirmed as Highways maintained land

Clerk to post thanks to the anonymous resident who has provided dog waste bags – since the provision of these bags and the notices posted by North Tuddenham Community Association, there has been reportedly much less of a problem.

14.0 To confirm the date and time of the next ordinary Parish Council Meeting

Tuesday 13th July 2021 – 7pm – North Tuddenham Village Hall

The meeting closed at 20.00hrs with no further matters arising.

Clerk to North Tuddenham Parish Council: clerk.northtuddenham@gmail.com