



North Tuddenham Parish Council

Minutes of the Meeting of North Tuddenham Parish Council held on At 7.30pm on Wednesday 22nd September 2021 at North Tuddenham Village Hall

In attendance: Cllrs Stapleton (Chair), Harding (Vice-Chair) Baxter (RFO), Phillips and Williams; 5 members of the Public and Clerk (V Turner).

1.0 Chairman's Opening Remarks

The Chairman welcomed all to the meeting.

2.0 Apologies for Absence

Apologies for absence received and accepted from Cllr Blake.

3.0 Declarations of Interest

Cllr Stapleton – Recycling Project

4.0 Public Session

A member of the public and the St Mary's Church community, briefed the meeting on the recent intruder issue at St Mary's Church. It was confirmed that nothing had been taken but some damage had occurred during the break-ins. The presence of trespassers on to the site had meant that work had had to be halted temporarily and various preventative measures including a sensory alarm and flood lighting, had had to be installed. NOTED.

Dog mess – members of the public drew Cllrs attention to ongoing concerns over dog fouling. To be discussed more fully under Agenda Item 15.

5.0 To approve the Minutes of Previous Meetings

5.1 To approve the Minutes of the Meeting held on 13th July 2021

The minutes of the meeting held on 13th July 2021 were read for accuracy and unanimously **AGREED** as a true and accurate record of proceedings and were signed by the Chairman.

6.0 To consider any matters arising from the previous meeting not considered on this Agenda

No matters arising.

7.0 To receive any District and County Councillors Reports – No Cllrs present

8.0 To receive update on A47 Dualling Plans and North Western Link Road – Mike Smith/Andrew Harding

Cllr Harding and Mr Smith had no new updates to report other than ongoing investigations and consultations still being undertaken by the Planning Inspectorate, NCC and Highways

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England; the next meeting of the Local Liaison Group for the NWL and the A47 North Tuddenham to Easton dualling scheme is scheduled for 29th September 2021.

Poppy Wood – A47 Upgrade – Mr Smith reported that he had had no further response from NCC since the initial communications confirming that they were reconsidering extending the speed limit reduction beyond Poppy's Wood. MS to send follow-up email should there be no update within the next month.

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

Cllr Stapleton delivered a brief verbal update, summarising the main business of the last CA meeting held on 17.09.21 which included the marked success of the recent Scarecrow competition and barbecue. He confirmed that incumbent CA members were keen to consider next year's agenda of events which would include celebrations of the Queen's Platinum Jubilee in June 2022, but noted this would require wider participation from residents to support this work. MS to publicise in the next edition of 'The Mardle' the October Halloween Party planned at the Lodge next month and the Clerk to make an appeal in her monthly 'Mardle' PC update for more volunteers. Cllr Stapleton did confirm that Father Christmas would still be visiting at Christmas.

It was **NOTED** that the Community Association was still pursuing the erection of a small flag pole at the village hall for the winning flag design.

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

Mike Smith reported that work had been undertaken on both buttresses, masonry removed and the whole thing shored up. Work is progressing but slowly, and MS reiterated the high quality of this work. The PCC's biggest concern at present falling behind schedule; estimates for completion are currently Feb/March 2022 but with the expiration of the grant at the end of March and VAT payment deadlines alongside this, any over-run could be fiscally catastrophic. He also stated that an additional 2.5k of insurance cover had also been required to that tendered by the contractor. Cllrs NOTED these concerns.

North Tuddenham Festival – 2022 – MS confirmed that a Working Party had been formed to plan and arrange celebrations to mark the completion of the tower restoration for Spring 2022. The events will be held across the weekend spanning 6th-8th May 2022. Potential revelries will include live music, a farming focus event at Dann's farm, wildlife rambles, a picnic in the woods, cinema showing in the Church knave with a family service on the Sunday. Other events include historical seminars planned around the past life of the Church and its community, crafting in the village hall for younger residents and a finale bonfire in the field adjacent to the Church with hog roast and music on the Sunday evening. MS

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estimated the cost of holding this weekend of activities for the Community would reach 3.5k and that under Agenda Item 18 he would like to formally request funding of 1k from the Parish Council. NOTED.

11.0 To receive the Report of the Village Recycling Project – Jonathan Stapleton

Cllr Stapleton confirmed that recycling work was ongoing and some recycling credits had recently been transferred to the PC account. He confirmed that there was likewise a need to recruit more volunteers in order for the project to continue.

12.0 To receive the Report of The Commons' Volunteer Group – Jonathan Stapleton

Cllr Stapleton read and summarised the Report supplied by Barry Pummell which included points of note such as a blocked culvert pipe at the entrance to The Common which is fractured at one end; Cllr Stapleton volunteered to undertake this work and replace with a larger diameter pipe to prevent future flooding issues. Cllrs unanimously **AGREED** that materials should be purchased asap and providing these were not excessive, Cllr Stapleton had delegated spending power to commence with purchase and work to take advantage of better weather.

It was also reported that grass cutting costs would remain the same as last year. It was NOTED that *Phil's Path* was scheduled for opening in October and it was unanimously **AGREED** that the Parish Council contribute £50 to this memorial project. Insurance cover is due for renewal in December – NOTED.

New wildlife has also been spotted. Cllr Stapleton to ask for pictures to be passed to Mike for inclusion in 'The Mardle.' Dog fouling also seems to have dwindled on The Common.

13.0 Highways Matters

13.1 To receive report and update on the installation of the SAM2 Device and arrangements made for training of volunteers, maintenance and data collection – Andrew Harding

Cllr Harding hoped all residents had seen the device now installed on Main Road and he confirmed that the device had been set to activate within the parameters of 47 – 50 mph, with speeds over 50 triggering the 'slow down' sign. He confirmed that the battery appears to be lasting well in to its expected 4-week life; TES Garage is happy to provide the facility to recharge the battery and to store any associated paraphernalia too. Three locations are authorised but brackets still need to be put up at the other two locations - this will be undertaken shortly. It was **AGREED** that Cllr Harding should appeal for additional volunteers to join the Group. Management will be via the WhatsApp Group and Cllr Harding confirmed his willingness to train any newcomers. Cllr William confirmed he would download the stored data via his android phone and share with Cllrs once complete.

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- 13.2 To consider and agree the Risk Assessment for Volunteers servicing the SAM2**
All **AGREED** and updated; it was NOTED that this was a live document and may need review as issues arise.
- 13.3 Speeding – Update on speed reduction matters in the village – Andrew Harding**
Cllr Harding reported that two testimonials regarding speeding in the village had been prepared by residents and submitted to Highways along with covering letters. No responses have been received to date other than emails of support from Cllr Borrett and Cllr Bambridge. Clerk to monitor.
- 13.4 To consider any other Highways Matters for attention**
Cllrs discussed a programme of proactive work to pre-empt winter problems with flooding and degenerated road surfaces; Cllrs to report specific areas of concern for Clerk to log on NCC Highways Portal.
- 14.0 Planning**
- 14.1 3PL/2021/1204/HOU – Single Storey side and rear extensions, proposed single story cart lodge/sore and proposed single-storey office for home use and only at front of dwelling – Hazeldene, Low Road. North Tuddenham – Site visit undertaken – application currently withdrawn with likelihood of resubmission. NOTED.**
- 14.2 To receive update on any enforcement matters and consider any further action required – No response as yet – Clerk to chase and cc Cllr Bambridge**
- 14.3 To discuss and consider the purchase of a temporary flag-pole for the winning North Tuddenham Flag or to agree to apply for planning consents for a permanent structure at the village hall (Partially funded by NT Community Association)**
It was **AGREED** that a permanent flag pole should be purchased by the Community Association and that the Parish Council would cover it under its insurance provision.
- 15.0 Dog Waste Bins**
- 15.1 To receive update on confirmation of siting of one new dog waste bin at Mill Road**
Having already sanctioned a spend of up to £200, it was **AGREED** that the RFO order a dog waste bin to be placed at the top of Mill Road as a site agreed by NCC and Breckland; Clerk to inform BDC once it is installed to arrange its inclusion on collection routes.
- 15.2 To receive any update on any additional preventative measures suggested by Breckland and agree any further action**
Advice from Breckland on how to curtail ongoing fouling offences, was discussed. It was NOTED that the situation appeared to have improved slightly and that the Clerk should seek an update and advice from the Dog Warden pending any further action.
- 16.0 To consider and agree on actions to formally recognise a long-serving community volunteer**
A request from a member of the public to formally recognise the long service of a community volunteer was discussed. Cllrs **AGREED** that there was a need for recognition and appreciation

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of the gentleman's hard work and dedication but that a local tribute was preferable. It was **AGREED** that the Chairman contact the member of the public to discuss further.

17.0 To receive an update regarding the Agri-Environment Agreement – Jonathan Stapleton

Cllr Stapleton confirmed that the AEA had rolled over for the next 5 years based on the original scheme.

18.0 Finance

18.1 To receive current account balances

Current Account – £7861.43

Savings Account - £646.44

18.2 Payments made since last meeting

Chq No 463 - Norfolk Accident Rescue Service - donation in name of Pat Baldwin, former long-serving Parish Clerk - £50.00

Chq No 464 Westcotec – SAM2 – £4186.80

Chq No 465 – HMRC – PAYE on salaries 20/21 - £47.40

18.3 Receipts since last meeting

£520.20 – Recycling credits form Mellor Metals

£2244.50 – NCC Grant towards SAM2

£0.02p - interest on savings account

18.4 To receive and consider any applications for grant funding

Grant request for St Mary's Celebrations – Clerk to send Application form to MS in response to his request. Grant award to be allocated under S137 spend if approved.

Grass cutting on The Common – application imminent.

18.5 To discuss and agree on any future projects eligible for Parish Partnership Funding for 2022/2023 and to note deadline of 10th December 2021

Cllrs unanimously **AGREED** that they would not be making any application for PP Funding for this new Financial Year.

18.6 To discuss and agree purchase of PPE for Tud Buds' Volunteers

It was NOTED that the use of PPE was included in all Tud Bud's Risk Assessments; Cllr Harding **PROPOSED** that the PC purchase requisite PPE; **SECONDED** by Cllr Baxter; it was unanimously **AGREED** that a budget of £50 be assigned for purchase of high-vis waistcoats, gloves and eye protection for volunteers. AH will share updates.

19.0 Policies

19.1 To review and readopt Code of Conduct

Reviewed and unanimously **AGREED** for readoption – Review September 2022

19.2 To review and readopt Data Protection Policy – See below

19.3 To review and readopt FGDP/ Data Protection Policy – 19.2 amalgamated in to this policy; reviewed and unanimously **AGREED** for readoption – Review September 2022

20.0 Casual vacancy

20.1 To consider application for Co-Option Vacancy – opportunity for questions

Cllrs welcomed the candidate and discussed the suitability of the application.

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- 20.2 Councillors' Vote on appointment and completion of any associated paperwork**
Cllrs **voted Unanimously in favour** of co-opting Denise Frost to the Parish Council; Mrs Frost signed the Acceptance of Office form; Clerk to pass Pecuniary Interest Form, Code of Conduct and Standing Orders to Mrs Frost after the meeting. Cllr Stapleton welcomed Cllr Frost to the Council and all Cllrs expressed their pleasure in her appointment.
- 21.0 To agree and appoint a Cllr to act as designated representative at SNAP meetings – Cllr Frost**
kindly agreed to accept this allocated responsibility.
- 22.0 To note correspondence received: NALC Bulletins, NWL Liaison Group Emails; Planning emails; TROs; letter from NCC regarding speed limits during A47 upgrade; NCC Highways emails; Electoral roll change notifications; letter from George Freeman (MP) regarding Vision of Norfolk Research Triangle; emails from SNAP. - NOTED**
- 23.0 Urgent Business – to consider any issues raised by Cllrs that the Chairman considers urgent**
No urgent business raised.
- 24.0 To confirm the date and time of the next ordinary Parish Council Meeting** as Tuesday 9th November 2021 – 7.30pm - at North Tuddenham Village Hall

The meeting closed at 8.55pm with no further matters arising.

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