



North Tuddenham Parish Council

MINUTES

of the Annual Meeting of North Tuddenham Parish Council held on Tuesday 9th May 2023

Present: Cllrs Stapleton, Harding, Baxter and Williams (Part)

In attendance – The Clerk, Cllr Borrett and 1 member of the Public

- 1.0 **Incumbent Chairman's Opening Remarks and welcome**
Cllr Stapleton welcomed all to the Annual Meeting of North Tuddenham Parish Council.
- 2.0 **Apologies for Absence** – Apologies received and accepted from Cllrs Blake, Philips, and Hall.
- 3.0 **Election of Officers**
 - 3.1 **Confirmation of Council Membership** – The Chairman confirmed that the 2023 Elections had been non-contested and that all incumbent Cllr serving in the previous Term, had been re-nominated and subsequently re-elected to the Parish Council for a further 4 year term.
 - 3.2 **Election of Chairman – Outgoing Vice Chairman to Preside**
Cllr Harding **PROPOSED** that Cllr Stapleton be re-elected to the role of Chair for the forthcoming year; unanimously **AGREED**. Cllr Stapleton completed and signed the Declaration of Acceptance of Office.
 - 3.3 **Election of Vice Chairman – Newly elected Chairman to Preside – Cllr Stapleton PROPOSED that Cllr Harding be re-elected as Vice-Chair; unanimously AGREED.** Cllr Harding completed and signed the Declaration of Acceptance of Office.
 - 3.4 **Signing of Declaration of Acceptance – All other members completed the DoA.**
 - 3.5 **Members to NOTE need to complete only declaration of Interest via Breckland <https://www.breckland.gov.uk/democracy/notify-register-of-interests> - NOTED**
- 4.0 **Declarations of Interest and Conflict with Agenda Items –**
Cllr Stapleton declared an interest in recycling project.
- 5.0 **Public Session** – Nothing raised.

Cllr Stapleton PROPOSED that the Agenda order be changed to facilitate CW to leave the meeting earlier.
- 6.0 **To approve the minutes of previous meetings**
 - 6.1 **To approve the Minutes of the Annual Parish Council Meeting held on 10th May 2022 – The Minutes** were read and agreed as a true and accurate record of events and signed by the Chair
 - 6.2 **To approve the Minutes of the Parish Council Meeting held on 14th March 2023.**
The Minutes were read and agreed as a true and accurate record of events and signed by the Chair.
- 7.0 **To consider matters arising from Minutes of previous meetings not considered on Agenda**
 - 7.1 No matters arising.



- 8.0 To receive any Councillors' Reports – NCC and Breckland – Annual Report from Cllr Bambridge shared previously. Cllr Borrett's Report was delivered in person at the APM.**
- 9.0 Reports of Community Groups – [if not delivered at APM]**
- 9.1 **To Note Annual reports delivered at the Annual Parish Meeting – All copy reports to be published on Parish Council Website – all shared previously at APM.**
- 10.0 Highways Matters**
- 10.1 **To receive any report on A47 Upgrade (Ex Officio Mike Smith) – Mr Smith was unable to attend the meeting. Cllr Harding confirmed that the judicial review was underway –the next A47/NWL Liaison meeting is scheduled for the end of month.**
- 10.2 **To consider any other Highways matters for attention.**
Cllrs noted that the work undertaken by Highways to date.
Any issue to be emailed to Clerk for reporting.
- 10.3 **To discuss and agree to any purchase of Slow Down signage for horse riders.**
Cllrs discussed the proposed purchase of *Slow Down for Horses* signage for designated locations in North Tuddenham, and the quotation supplied by Highways Engineers. After some debate, it was unanimously **AGREED** that the motion to purchase be declined based around more potentially prudent spending to permanently lower speed limits through the village in general. **ACTION: Clerk to email resident with decision.**
- 10.4 **To receive updates around SAM2 Data – Cllr Harding/Williams – Cllr Williams has been unable to download new data for Reporting. Cllrs AGREED that an additional person to undertake this task should be identified. ACTION: Clerk and Cllr Harding to collaborate to launch an appeal for volunteers.**
- 10.5 **To receive updates around relocation of Dog Bin from top of Mill Road to adjacent to the phone box – NCC Permission is awaited – update at next meeting.**
- 10.6 **To consider and agree the purchase of a new Dog Bin to be placed at T-junction of Fox Lane, Mattishall Lane, and Low Road East – NCC permission will be required – Cllrs unanimously AGREED to commit to purchase a new bin for this site, subject to permission – Budget allocated - £200.**
The prevalence of used dog poo bags being discarded in vegetation on The Common was **NOTED. ACTION: Clerk to raise Post on Community Page**
- 11.0 Planning**
- 11.1 **To receive any new planning applications.**
- 11.1.2 **County Matter – FUL/2023/0007 – C489 - land A47 Recycling Centre – Martyn J Green Ltd – Retrospective – Erection 4m High Bund for screening - NOTED**
- 11.2 **To note any planning outcomes.**
- 11.2.1 **3PL/2023/0246/EU – Lawful Development Certificate – Land adjoining The Cottage, Low Road, North Tuddenham – APPROVED**
- 11.2.2 **3PL/2023/0037F – Erection of Agricultural Dwelling- Dann's Dairy, Main Rd North Tuddenham – REFUSED**
- 11.2.3 **3PL/2023/0122/HOU – Single storey Orangery/Boot Room – Harts Cottage, Elsing Road, North Tuddenham – APPROVED**
- 11.2 **To receive any update around Call for Sites Initiative – Cllr Hall – In light of Cllr Hall's absence, this item to be deferred to the next ordinary meeting.**
- 12.0 Parish Council Website**
- 12.1 **To receive and consider the renewal of the website provision via NALC or to agree upon alternative providers and costings – Cllrs debated the options and costs of creating a new PC website against the costs of remaining with NALC as administrator and host; it was unanimously AGREED that the PC should remain as a full member of NALC for the forthcoming 12months to ensure prudent spend on the**



website whilst other options are considered in detail. Clerk to add for review March 2024.

13.0 The Common – Cllr Stapleton

13.1 To receive any update on guardrail repair at The Common – Cllr Stapleton is undertaking alongside repairs to potholes in the car park.

13.2 To confirm signature of Risk Assessments and Volunteer Policies for The Common Volunteers – to be retained by the Clerk. Nothing received to date – **ACTION:** Clerk to contact Barry for update.

14.0 To receive update around Community Service Award – Cllr Stapleton – To be deferred to next meeting.

15.0 Policy Re-adoption and Review

15.1 Code of Conduct

15.2 Lone Working Policy

15.3 Equal Opportunities Policy

15.4 Risk Assessments: Meetings, Sign Cleaning, and SAM2

All the above policies were read and provisionally **AGREED** subject to Cllr Harding giving final ratification via email after the meeting.

16.0 To agree wording for the QEII Commemorative Tree Plaque – Cllr Harding – ACTION: Clerk to defer to July meeting.

17.0 To discuss and agree the repair/purchase of North Tuddenham Community Noticeboards

Cllr Stapleton reported that thanks to a donation from a colleague, all Parish Council Noticeboards in need of repair had been replaced. Cllrs thanked Cllr Stapleton for organising.

18.0 Finance

18.1 To receive current account balances

£9749.17 – Current Account

£647.89 – Deposit Account

18.2 Payments since last meeting

Ch No 526 – J Stapleton – Waste Licence £264.80

Chq No 527 - £599.38 – Clerk's Salary and Expenses

Chq No 528 – Norfolk Parish Training Services - £280 – Full Council Training

Chq No 529 - £55 – Annual Subscription to NPTS

Chq No 530 - £560 Grant to North Tuddenham PPC

18.3 Receipts since last meeting - £1800 – Bi-Annual Precept Payment

18.4 To receive and consider any new requests for Grant Funding

Nothing submitted.

18.5 To consider and agree renewal of Annual Premium with Zurich Insurance - £465.22

The slight increase was **NOTED** but Cllrs unanimously **AGREED** to remain with the Specialist insurers, Zurich, for a further year.

18.6 To receive, consider and agree Year End Accounts for 2022/23

Previously circulated – DB narrated the year's financial activity for Cllrs clarification.

The valuation of the village sign was discussed, and it was agreed in principle that the condition of the sign had deteriorated. Considering this, the Cllrs asked the clerk to make preliminary investigations into the costs of a replacement.

It was noted that depreciation is not considered in the asset register.

It was agreed that moving forwards, funds should be earmarked to take into consideration the depreciation of assets and their replacement. Ring fenced figures to be agreed in subsequent meetings. Cllr Stapleton **PROPOSED** that the accounts for 2022/23 be **AGREED**; **SECONDED** by Cllr Harding – Unanimously **AGREED**.



**19.0 To confirm the date of the Extraordinary Parish Council Meeting to agree the AGAR
15th June 2023 – 7pm - AGREED**

20.0 To agree dates of Meetings for 2023/24 – All AGREED

Tuesday 12 th September 2023	Tuesday 14 th November 2023
Tuesday 9 th January 2024	Tuesday 12 th March 2024
Tuesday 14 th May 2024 (APCM and APM)	Tuesday 9 th July 2024

21.0 To note correspondence received: NALC bulletins; NCC updates; NWL Liaison Group updates; CAN Newsletters; BDC Planning emails; NALC correspondence; email from Rev McCaghrey regarding Coronation; email from Environment Service; email from Internal Auditor; email from Environment Agency; email from a member of the public around confrontation on The Common

22.0 Urgent Business – to consider any issues raised by that the Chairman considers urgent.
Footpath map – Needed by Community Association **ACTION: Clerk to send to AH for printing.**
Cllrs heard that the Little Library shelves have been strengthened and there is now an area where they could display posters of local interest.

**23.0 To confirm the date and time of the next ordinary Parish Council Meeting
– Tuesday 11th July 2023 at 7.30pm and to note the Extraordinary Meeting
scheduled for 7pm 15th June 2023**

The Meeting closed at 20.44hrs with no further matters arising.