



**North Tuddenham Parish Council
Minutes of the Annual Meeting
held on
Tuesday 14th May 2024 at
7.30pm**

Present: Cllrs Stapleton, Harding, Baxter, Hall, Smith

Also Present: V Turner (Clerk) and 6 Members of the Public

1.0 Chairman's Opening Remarks

Cllr Stapleton opened the meeting at 7.31pm and welcomed all the Annual Meeting of North Tuddenham Parish Council

2.0 Apologies for Absence – Cllr Blake, Cllr Philips and District Cllr Bambridge

3.0 Election of Officers

Cllr Stapleton **PROPOSED** Cllr Harding to the role of Chair – Unanimously **AGREED**

Cllr Harding **PROPOSED** Cllr Stapleton to the role of Vice-Chair – Unanimously **AGREED**

Cllr Harding thanked Cllr Stapleton for his many years of tenure as both Cllr and Chair to the Council, as well as for his longevity of community service. Cllr Stapleton expressed that he was more than happy to hand the chairmanship role on to Cllr Harding and he also thanked Cllr Baxter for his support as RFO over the years. Cllr Harding continued the meeting as Chair.

4.0 Cllr Training

To discuss and agree any training identified for Cllrs CPD

It was unanimously **AGREED** that the Clerk process applications for training for Cllr Smith to attend Cllr Refresher Training and for Cllr Harding to attend a Chairmanship course.

It was **AGREED** that a budget of circa £100 be earmarked for this CPD. Cllr Baxter abstained from this vote.

5.0 Public Session

Bus - The distance walked by some members of the public to catch the Konect bus service was discussed. It was suggested that some form of parking spaces might be provided to enable people to drive to the bus stops and leave their car in a safe place until return.

Options for such parking were put forward. **ACTION: Cllr Harding to informally approach local businesses to discuss any potential parking provision.**

The new seat was also praised as a further move towards re-establishing a 'centre' to the village.

Public session closed – 19.43hrs.

6.0 To approve the Minutes of Previous Meetings

6.1 To approve the Minutes of the Annual Parish Council Meeting held on 9th May 2023

The Minutes of the Annual Parish Council Meeting held on 9th May 2023 were read and agreed as a true and accurate record of the business undertaken. **ACTION: To be signed by the Chair.**

6.2 To approve the Minutes of the Parish Council Meeting held on 12th March 2024

The Minutes of the Parish Council Meeting held on 12th March 2024 were read and

agreed as a true and accurate record of the business undertaken. **ACTION: To be signed by the Chair.**

7.0 To receive update on the A47 Dualling Plans and Northwestern Link Road

- 7.1 To note any annual reports delivered at the APM – Reports to be uploaded to Website – NOTED. ACTION: Cllr Harding to contact Village Hall around submitting retrospective report.**

8.0 Highways Matters

8.1 To receive any report on A47 Upgrade (Cllr Smith)

Cllr Smith delivered a summary around the latest pending delays to the A47 and NWL Projects. He confirmed his continued attendance at any liaison and public Meetings around both.

8.2 To receive SAM 2 Data – Still outstanding – ACTION: Clerk to defer to next Agenda.

8.3 To consider any need for Bus shelters and to agree any applications via the Parish Partnership Scheme if applicable.

Cllr Hall confirmed she had been researching this potential project and summarised her findings; points to note included that if the structure was small enough, this could be processed as 'permitted development' but she agreed to liaise with Planning directly to ensure this was the case. There will also be a need for a permit from Highways and street licensing will need to be applied for. Grant funding should hopefully still be available through the PP Scheme where NCC will provide up to 50% match funding. The clerk confirmed that the next round of applications would need to be submitted by December. Cllr Baxter confirmed that there would likely be sufficient reserves to meet this expenditure. **ACTION Cllr Harding to find some exemplars of bus stops with pricing for July meeting so that there are some comparatives for budgetary consideration.**

8.4 To receive any update around the installation of the new dog bin at Low Road East – This will take place on Saturday 18th May 2024 – the need for volunteers to help with this and other projects on The Common were discussed – ACTION: Clerk to put appeal for support on Community Facebook page.

8.5 To discuss and agree any action necessary to remediate Pound Lane Drainage issues
Cllr Harding reported that there had been numerous complaints around flooding on Pound Lane that were derivative from a blocked drain that goes under Main Road in to Mill Road. NCC have examined the drains and found both full, along with a blocked silt-trap. The drains empty in to ditch of a residential property on Mill Lane; in line with Riparian ownership, NCC have asked the owner to clear the ditch. Once this drain is clear, the drains can be cleared by Highways

8.6 To consider any other Highways matters for attention including discussion around provision of 'no littering' signage.

Low Road East – drains blocked outside house – **ACTION: Resident to contact Cllr Harding with What Three Words location for formal reporting.**

Potholes – all issues have been reported by the Clerk via the portal and Cllr Harding has written to Alex Clark (Highways Engineer) to expedite.

Regarding a recent suggestion around the placement of 'no littering' signage around the village, Cllrs discussed the potential of placing 200 x 300m rigid signs in the worst affected areas; Cllrs decided against this expenditure on the grounds for the need for ongoing maintenance and that they considered such signs might still be ignored by those offending anyway. It was **AGREED** to defer this for the time being pending review if need was escalated.

9.0 Meeting times and Dates – Formal agreement to change meeting Cycle timeline.

It was unanimously agreed to change the new cycle of Council meetings to the third Wednesday of every-other month to facilitate Cllr Bambridge to attend more regularly. **ACTION: Clerk to book hall.**

10.0 To consider any action required for resurfacing The Common carpark.

Cllr Stapleton confirmed that BP had asked for a half ton of Type 1 to resurface the carpark, the repair of such which is an ongoing issue. A budget of £250 was **AGREED** for all aggregate

materials needed for the carpark and for the fixing of the bench on Mill Road.

11.0 Planning

11.0 To receive any new planning applications

11.1.1 3PL/2024/0290/F – Change of use of the annex as separate dwelling including alterations and extensions – Bluebell Barn, Low Road, north Tuddenham

Applicant was present and the meeting and invited by the Chair to speak in respect of this application. Cllrs considered the representations made and formally discussed the remit of the change of use. It was unanimously **AGREED** not to object to the application with the premise that the annex remained for family occupation, thereby allowing a resident's son to remain in the village.

11.1.2 3AG/2024/008/AG – Erection of Grain storage building – White House Farm, Hall Lane, North Tuddenham – **No Objection.**

11.2 3PL/2054/0033/F – Horse arena and post and rail fencing – Oakwell Cottage, Low Road, North Tuddenham – **APPROVED - NOTED**

11.2.1 3PL/203/0951/HOU – Internal reconfigure and extensions – Willow Farm, Elsing Road, North Tuddenham – **APPROVED – NOTED**

12.0 Community Service Award – Update

Cllr Stapleton revealed that as the Minutes of the meeting would be published after 18th May, he could now announce that the first North Tuddenham Community Award would be presented to Barry Pummell on Saturday. This is a lifetime recognition for Barry's services in ensuring the conservation of North Tuddenham Common. Each year, the current winner will nominate someone as his/her successor. Discussions took place around potential of a Press release to Dereham Times and that in future, presentations will take place at the Annual Parish Meeting.

13.0 Breckland Local Plan and Neighbourhood Planning

13.1 To receive any update around Local Plan Finalisation –

Cllr Harding confirmed Cllrs recent attendance at a meeting with Andrew D'Arcy at Breckland District Council. He confirmed that the next consultation stage would begin on 3rd June and finish on 15th July. He spoke round recent meetings held in the village that indicated strong opposition to the future development of the sites put forward during the Call for Sites. He was able to confirm to the meeting that none of the sites would be taken forward and thanked all for their input.

13.2 Neighbourhood Plan Update

Cllr Harding confirmed the establishment of a Parish Council working group formed to review the need for a NP. He explained that a project roadmap had been agreed that would span the upcoming 19 months and contained agreed 189 action points to work through during this time. He confirmed that the recent meeting with AD had been very helpful and had clarified many aspects of the NP process that had previously been subject to conjecture. He explained that AD's personal opinion was the NTPC was a somewhat small community with a minimal precept and therefore would not necessarily wish to commit to a NP but understood the public feeling that one was needed in light of the A47 dualling project. Cllr Harding confirmed that by 2046, NTPC would be expected to have provided 10 homes and some element of social housing., and he explained the option for the Parish Council to register as a 'Neighbourhood Area' with no commitment to move forward might be an alternative strategy. He stated that this option would need further research, and this would be part of the remit of the Working Group.

The need for a Village Survey around a NP was also discussed, which would also likely include 'wish lists' around planning and other things residents would like to see for the village moving forward. Again, this is part of the Road Map and will be undertaken in due course.

14.0 To discuss and agree on protocols for disposal of residual wood from The Common.

Discussion took place around this issue recently raised by a resident on social media. The process of disposing of excess fallen wood, or wood left after pollarding was

clarified. It was AGREED that some formalisation of this process was required.

ACTION: Cllr Harding to research the current processes with volunteers and produce a draft policy for review at the next meeting.

15.0 Policy Adoption and Review

15.1 Standing Orders – Cllrs reviewed and **AGREED** – for further review in May 2026.

16.0 Finance

16.1 To receive current account balances

Current Account – £3015.44

Deposit Account – £6171.72 1.51% AER

16.2 Payments made since the last meeting.

100510 £120.00 – R Maloney – Common Maintenance

100506 £100.00 – NTPS Subs

100508 £81.20- Clerk's PAYE and NI

100509 £795.12 - Kedel Ltd bench

100502 NT PCC grant s137 - £620.00

100503 NT village hall hire £190.00

100504 cancelled and reissued as 100510

100505 A Harding - defibrillator battery £246.00

16.3 Receipts since last meeting

Breckland – Recycling Credits – 187.33 – 26.04.24

Breckland Precept Payment 1 – 1900.00 – 08.04.24

Transfer of funds from Savings – 2000.00 – 19.04.24

Deposit Account – Interest – 18.47 – 0403.24

16.4 To receive any update on bank transfer

Cllr Baxter confirmed that as per last month's resolution, he had processed the replacement bank account facilities ie Unity Trust Bank, which is a not-for-profit facility for public bodies and small charities. He confirmed that Change of mandate was being currently processed and then the formal transfer could be made. Cllrs unanimously **AGREED** to retain the Barclays account should there be need to reinstate as there were no standing charges payable.

16.3 To receive costings for the new Notice Board and agree spend

Discussion took place around the proposed spending of £400 for replacement noticeboard at Mill Road. Cllrs **AGREED** that at present, the spend was not prudent and as minutes etc were now shared on the website and social media, and therefore a physical presence of noticeboards in the village in the various locations was no longer required. The noticeboards remaining will still be used.

16.4 To receive final costings for the bench in Mill Road and confirm part-funding.

This was confirmed as 795.12 with the VAT refundable. NTCA will match fund this on a 50:50 basis.

16.5 To receive and consider any requests for Grants funding

No applications received.

16.6 To consider and agree renewal of Annual Premium for Zurich Insurance

Cllr Baxter confirmed that the premium had risen (currently 475.18) and that he had now sought alternative quotations; he had asked Zurich to match the lower quote of 373.07 obtained from Business Services at CAS to no avail. Cllrs **AGREED** to take up the lower quote for renewal of cover effective from. 01.06.24. **ACTION: DB to action.**

16.7 To receive, consider and agree Year End Accounts for 2023/24

Cllr Baxter circulated the end of year accounts showing receipts and payments for year-ending 31.03.24 and presented a narrative around this. Cllr Harding **PROPOSED** that the accounts be adopted – **AGREED** – Cllr Baxter abstained.

16.10 To retrospectively approve appointment of alternative Internal Auditor - £100

Cllr Baxter confirmed that LT had been unable to take up the role this year and that an alternative IA had been approached. Cllrs **AGREED** unanimously to engage the new IA and that Cllr Baxter could proceed with providing her with the

documentation for the audit.

- 16.11 To agree a date to hold an extraordinary meeting to agree the AGAR**
Tuesday 25th June – 7.00pm

- 17.0 To receive the Annual Report of the Parish Parochial Charity and note the End of Year Financial report**

Cllr Baxter shared the headlines of this report. Cllr Smith and Cllr Baxter are also trustees of the PPC and Cllrs noted this. It was noted that further canvassing for beneficiaries might be undertaken this year. **ACTION: Clerk to post to website with other reports.**

- 18.0 To agree dates for 2024/25**

18th September 2024, 20th November 2024, 15th January 2025, 19th March 2025, 21st May 2025, 16th July 2025

- 19.0 To note any correspondence received:**
ALL NOTED

- 20.0 Urgent Business – to consider any issues raised by Cllrs that the Chairman considers urgent**

Cllr Baxter explained that there was need to undertake a review of the Council's Financial Risk Assessment – **ACTION: Clerk to include on agenda – 25.06.24**

Village Sign – this was noted as in very poor condition. Cllrs discussed options around repair and replacement. **ACTION: Cllr Harding to invite quotes for repair and replacement and bring to meeting for consideration.**

It was also noted that the display casing for the village map next to the village sign was leaking. BP to repair in the interim. **ACTION: Cllr Smith to investigate if there are grants available and other more sustainable mediums for future longevity.**

The need for wifi at the Village Hall was discussed – **ACTION: Cllr Harding to approach the VH committee.**

- 21.0 To confirm the date and time of the next ordinary Parish Council Meeting**

Wednesday 16th July 2024 at 7.30pm – EGM – 25th June 2024 at 7.00pm – both at the Village Hall

Cllr Harding thanked all on attendance and closed the meeting at **21.22 with no further matters arising.**

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

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