



North Tuddenham Parish Council

MINUTES OF THE EXTRAORDINARY MEETING HELD 26TH JUNE 2025 AT 7.00PM

In attendance: Cllr Harding (Chair), Cllr Stapleton (Vice Chair), Cllr Baxter, Cllr Hall, Cllr Blake, Cllr Ellen Blake.

Clerk and 2 members of the public

1.0 Chairman's Opening Remarks

Thanks to all for attending. Cllr Harding stated that he had attended training for good Chairmanship Skills and that this had been very helpful; Cllr Harding has taken some time to review the Standing Orders, referring to meeting organisation and has suggested the following amendment for review at the next meeting.

ACTION: Clerk to add review of the SOs to the next Agenda around reducing the time allowed for the Public Session from 30 to 20 minutes to allow a fuller exploration of business on the remaining Agenda. Chairman will have authority to extend this time if needed – 2 hr maximum meeting to be adhered to.

2.0 Apologies for Absence

Cllr Smith – received and accepted

3.0 Declarations of Interest

Declarations of Interest – no new interests declared and no conflict with Agenda Items.

4.0 Public Session – [Limited to 30 minutes] – No comments

5.0 Finance

5.1 To receive and consider the Internal Auditor's Report and Recommendations

Cllr Baxter reviewed the recommendations of the Report – taken as read

- 1) The challenge around the role of RFO as a Member was discussed; Cllrs agreed that they were happy for the Cllr to remain in situ given the additional costs to clerking expenses should Finance be incorporated into the Officer's role.
- 2) Adjustment to Bank Mandate to allow the Clerk to have oversight of the financial records and to have banking access to facilitate for business continuity suggested by Auditor. Agreed in principle.
- 3) Recommendation to end the use of cheques and move to the two signatories online banking was **NOTED**. Cllrs agreed that this would be a positive change moving forward

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North Tuddenham Parish Council

Overview – PC is compliant subject to the above recommendations. Cllr Baxter referred to the RAG Rated Report – he confirmed that all assessments were green outside of amber assessment which related to the Financial Regs, employment of a Member as RFO and the preferential method of online banking.

Cllr Harding Proposed that the account of £70 be paid to the Auditor after the meeting with formal note and approval at the next meeting. - **AGREED** – Cllr Baxter abstained. Cllr Harding agreed that the report be accepted with recommendations for action at the next full meeting.

- 5.2 To agree the Council's Exemption Status in line with criteria for 2024-2025** – this was reviewed and **AGREED** as Exempt from Audit because PC income did not exceed £25,000. **PROPOSED** for signature. **ACTION: to be signed by Cllr Baxter and Cllr Harding.**

- 5.3 To agree and sign the Annual Governance Statement & Accountability Return (AGAR): accounting statements and Exemption Certificate and agree its submission to PKF Littlejohn (the external auditor), and the arrangements for the posting of the notices regarding the public's right to inspect the accounts.** Cllr Baxter narrated the content of the AGAR form and confirmed the period of Public Notice to View Accounts running from 30th June to 11th August 2025.

ACTION: Clerk to add re-appointment of the Internal Auditor to next Agenda

NOTED- Fixed Assets – insured Value £28,034.00

Annual Governance Statement and Accountability Return in its current form were **PROPOSED and ACCEPTED – AGREED** for signature after the meeting by the Chair, RFO and Clerk respectively.

6.0 Planning Applications

- 6.1 To receive and consider a response to Planning Application: PL/2025/0824/NMA**
Amendment to planning permission 3PL/2023/0901/HOU Addition of small additional window at front elevation. Bucks Burrow Low Road, North Tuddenham, Dereham, Norfolk, NR20 3DQ – Cllrs reviewed - **NO COMMENT**
- 6.2 To receive and consider a response to Planning Application: PL/2025/0768/FMIN**
Proposed single storey detached dwelling and garage. Dale Tree Farm Low Road, North Tuddenham – Cllrs reviewed – Low Road East – issues around volume of traffic at present was **NOTED** and the current speed limit of 60mph which residents have repeatedly challenged.; potential Call for Sites with a potential for 15 new dwellings was **NOTED** as a potential risk factor around increased road use alongside the larger volumes of traffic that may use this route to circumnavigate the A47 diversions.

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Contemporaneously and historically, residents have expressed an unwillingness for further development in this part of the village.

One further property on this road was not considered impactful given the criteria earmarked for future development by the PC Planning Protocol Policy.

The Chair invited the resident who had submitted the application to speak to the meeting. He confirmed that the nearest neighbour had been personally consulted and that they had confirmed that they had no issue with the application. Resident said this would allow the family to stabilise pensionable security and asked Cllrs to note the longevity of the family's time residing in the village. The dwelling will not be visible from the road. The road is 3.5m now after a recent widening.

ALL Cllrs were in **SUPPORT** of the application. **ACTION: Clerk to submit comments**

7.0

AOB

Mill Road defibrillator pads expire in August – **ACTIONS: £57.46 to be added to the next Agenda for approval. Also to approve the purchase of a further Brass Plaque for the Community Award. Clerk to list.**

November Meeting to be moved to November 26th 2025 – **NOTED.**

ACTION: Clerk to Action

8.0

To confirm the date and time of the next ordinary Parish Council Meeting as Wednesday 16th July 2025 – 7.00pm - at North Tuddenham Village Hall