



North Tuddenham Parish Council
Minutes of the Meeting held

7.00pm on Wednesday 16th July 2025 at North Tuddenham Village Hall

Present: Cllrs Harding, Baxter, Smith, Blake (part) and Ellen Blake. Clerk and 1 Member of the Public

1.0 Chairman's Opening Remarks and welcome

Good evening, a warm welcome to our PC meeting. Thank you to members of the public and our Cllrs for attending tonight. Thanks to Cllr Bambridge for attending. It is lovely to see our village community coming together, with the Community Association holding several events including coffee mornings and the summer BBQ, along with the Church events planned and the village hall with good bookings, and our Clerk and Cllrs, who have been going about their work and projects. We have achieved:

Common maintenance work.

Potholes repaired throughout the village

Some tidying up of gulleys and sign replacements.

Engagement with Highways, and whilst A47 dual
ling; some signs to remind drivers to drive slower.

Recycling work carried out

Meetings of the community association from a planning point of view

"Community club night" PLUS BBQ

Monthly Mardle (Mike)

Community Association coffee morning

Collection of SAM 2 data, although no data this month as the download has faialed

Checking defibrillators

Looking after the village library

Hanging on the village Hall wall the community sign

If I miss anything I apologise but say a big thank you to all involved.

2.0 Apologies for Absence and Declarations of Interest

Apologies received and accepted from Cllr Hall. No new pecuniary interest changes or conflicts with the agenda.

3.0 Cllr Training

To discuss and agree any training identified for Cllrs CPD – Nothing new identified.

4.0 Public Session [Limited to 30 minutes]

A member of the public noted that the bus stop sign at Mill Road is incorrectly labelled The Lodge – Cllr Harding will investigate.

Bus no-show – one resident complained about a bus not arriving as published – Cllr Harding confirmed that he had reported this, and he was directed to the Konect Bus

App; **ACTION: Cllr Ellen Blake to share details of App for residents' use on Community on WhatsApp page – all residents advised to check this before travelling**

5.0 To approve the minutes of previous meetings

- 5.1 To approve the Minutes of the Annual Parish Council Meeting held on 28th May 2025 – Read and AGREED as a true and accurate record of events – to be signed by the Chair**
- 5.2 To approve the Minutes of the Extraordinary Parish Council Meeting held on 26th June 2025 - Read and **AGREED** as a true and accurate record of events – to be signed by the Chair**

6.0 Reports of Community Groups

- 6.1 To receive any reports to Parish Council – including District and County Councillors' Reports**
Cllr Borrett's Report – Previously circulated – **ACTION: Cllr Ellen Blake review the reference to the Community Grant mentioned in this Report in relation to a Community Event proposed at Christmas. – See Appendix 1**
Cllr Bambridge spoke to his Report – previously circulated. **See Appendix 2**
Cllr Smith reported around a recent meeting with Hockering and East Tuddenham to discuss future outcomes of A47 and NWL.

7.0 Highways Matters

- 7.1 To receive any report on A47 Upgrade (Cllr Smith)**
A further meeting to be attended next week - 24th July 2025 – Cllr Smith is hoping for more specific update around the NWL road.
- 7.2 To receive SAM2 Data – Cllr Harding – Will be reported next month**
- 7.3 To receive any update from meeting with Highways Engineer – Cllr Harding**
reported around recent positive communications with NCC Highways; there will now be temporary signage for slowing down traffic whilst diversions are in place, alongside signage requesting respect for the Village whilst using its roads. If any of these signs are knocked over or dislodged, members of the public alert Cllr Harding who will report these to the contractor.
- 7.4 To consider and discuss any further update around lowering speed limits on roads with 60mph speed-limits within the village – Keep as a standing item on the Agenda – work ongoing**
- 7.5 To review any update and agree spend for Wheelie Bin 'Slow Down Stickers' – Cllr Harding – See email previously circulated. Cllr Harding PROPOSED consulting with villagers around using this signage; it was AGREED that Cllr Ellen Blake take this forward. ACTION: Cllr Ellen Blake to post on social media platform to gather residents' thoughts – specific areas to be targeted - Low Road East and Mill Road.**
- 7.6 To consider any other Highways matters for attention**
Signage replaced on slip road
Lines still need repainting and some resurfacing – this is on the NCC works list
Inspection hatch at the junction of Fox Lane and Low Road West repaired
Closure of Bridges to be followed-up at the next meeting by Cllr Smith

8.0 Review and Adoption of Policies

- 8.1 Standing Orders - Cllr Harding outlined the proposed changes around Public Session time to 20 minutes and Unanimously **AGREED****
- 8.2 Financial Regulations - Cllr Baxter narrated the changes around delegated powers of Clerk and changes to accommodate the role of the RFO as a serving member. The updated FR's were **AGREED** – Cllr Baxter abstained**

9.0 The Common

9.1 To receive any update around wording for signage on The Common and agree any spending required – Cllr Stapleton – This has been discussed with the Common Volunteers and it was suggested that a more detailed set of consents should be publicised. Cllrs discussed the employment of Local Government Byelaws and the issues around enforcement; it was **AGREED** that **ACTION: Cllr Harding formulate a draft notice in liaison with Norfolk Wildlife Group and NCC.**

10.0 Village Sign - To receive any updated Report around the new Village Sign – Cllr Ellen Blake – This has been ordered and a deposit paid; estimated completion date of Sept 2025.

11.0 Planning

11.1 To receive any new planning applications – None to note

11.2 To note any planning outcomes – Discussion around the new Planning Portal took place – the system is being reviewed but, in the meantime, the Clerk needs to source planning outcomes on behalf of the PC rather than relying on Breckland to feedback outcomes – **ACTION: Clerk to include in the Minutes of the next meeting, any retrospective reporting.**

12.0 To compare and review future provision of website hosting and dedicated emails addresses in respect to NALC and RLS Computers - agree budget for spend as applicable – Cllr Baxter – Cllr Baxter reported his findings. Cllr Baxter reported that he had approached the website provider with a view to the provision of the new website and designated dot.gov email addresses – it was NOTED that this would support the PC's adherence to its GDPR remit. Written quote circulated prior to the meeting. Cllrs also NOTED that that estimate included the full migration of the current content to the new format. To clarify costings: First year - £140.00; subsequent years - £190.00 per year. The NALC bill for hosting is currently £90.00. Cllr Baxter **PROPOSED** we accept this quotation and engage RLS Computer Services; when the website migration has been undertaken, the PC will terminate its agreement with NALC. **AGREED.** Cllr Baxter abstained.

13.0 Breckland Local Plan and Renewed Call for Sites

14.1 To receive any update around Local Plan 2024 – Cllr Harding/Cllr Smith
No updates outside of the methodology shared to all Cllrs previously.

14.0 Wendling Bomber Command Visit to The Common – Update – Cllr Stapleton
10.09.25 – 7 members attending – Community Association are finalising this week.

15.0 Policy Adoption and Review – Repeated Agenda Item - void

15.1 Financial Regulations

15.2 Standing Orders

16.0 Finance –Payments below: Reviewed and AGREED

Payee	Invoice Details	£ Total	Section 137
V Turner	Clerk's Salary, On-Costs and Expenses	£335.04	
The Virtual Auditor	Annual Audit fee	C/N 100604 £70.00	
North Tuddenham	Grant Payment transfer – see	C/N £500.00	

Community Association	previous Minutes		
Norfolk PTS	Chairmanship Training Course	C/N 100603 £72.00	
Ellen Blake	Reimbursement for Deposit for Village Sign	C/N - £235.20	Section 144 – LGA 1972
Jonathan Stapleton	Reimbursement for Community Award Plaque	C/N - £ 44.00	

- 16.1 To receive current account balances**
Current Account – 3676.85
Deposit Account – 6285.35
- 16.2 To receive and consider any new requests for Grant Funding – None Received**
- 16.3 To review and Agree IA’s recommendation to end the use of cheques, moving To two signatory authorisation for online banking** - Cllrs discussed this at the EPC of 26.06.25 and agreed in principle to this recommendation. This was **PROPOSED** and **AGREED**.
- 16.4 To agree an adjustment to Bank Mandate to allow the Clerk to have an oversight of the financial records as per IA’s Report to facilitate business continuity**
Cllrs discussed this at the EPC of 26.06.25 and agreed in principle to this recommendation. This was **PROPOSED** and **AGREED**
- 16.5 To receive and discuss Report around consolidating the rights, easements and responsibilities of the Parish Council for land in North Tuddenham – Cllr Hall – Deferred to the next Agenda**
- 16.6 To formally agree the appointment of The Virtual Auditor to undertake the AGAR and Internal Audit for 2025-26 – This was PROPOSED and unanimously AGREED. ACTION: Clerk to email IA to request her engagement for next Audit.**
- 16.7 To receive any further Report around Book Bank at the Village Hall and agree To any financial commitment from the PC – Cllr Harding**
Cllr Harding has spoken to Community Association Secretary – this is being Investigated – report to next meeting.
- 16.8 Discuss and agree spend for brass plaque for Community Award circa £50 – See above**
- 16.9 Discuss and agree spend for replacement defibrillator pads – circa £60. Replacement identified during recent maintenance inspection - spend PROPOSED and unanimously AGREED.**
- 17.0 To discuss and review the provision of a Food Bank at St Mary’s Church – Cllr Harding and Cllr Smith**
To be deferred to the Autumn.
- 18.0 To note correspondence received:** NALC bulletins; NCC updates; NWL Liaison Group; CAN Newsletters; emails from NCC Highways; BDC Planning emails; email from Norfolk ALC; TRO emails; emails from Galliford Try; emails from Norfolk PTS; email from DCllrs Borrett and Bambridge; emails from NWL Group; emails from RLS Computer Services; email from North Tuddenham Village Hall; emails from BDC Elections; Local Plan emails from BDC; letter from Age UK; East Proactive Comms; email around damage to churchyard monuments – NOTED

19.0 Urgent Business – to consider any issues raised by Councillors that the Chairman Considered urgent

**20.0 To confirm the date and time of the next ordinary Parish Council Meeting -- Wednesday 17th September 2025 at 7.00pm
To formally note change of date of November meeting from 17th November to 26th November**

Meeting closed at 20.58 with no further matters arising.