



North Tuddenham Parish Council

Minutes

**of the Meeting held on
Wednesday 26th November 2026**

Present: Cllr Harding, Ellen Blake, Smith, Baxter and Stapleton (part) and three members of the public; Clerk

1.0 Chairman's Report and Welcome

The Chairman welcomed all to the November meeting and thanked Councillors for their attendance.

The Chair confirmed that whilst the intervening weeks since the September meeting had been a little quieter than in previous months, in the background, there had been considerable activity ongoing, including the numerous Community Association events such as coffee mornings and community nights; he was also pleased to report escalating bookings for the Village Hall. Other events had included a Church Service for Remembrance Day, and film night organised by a resident; the latter had successfully raised money for both the Community Association and the Church

Behind the scenes work had also taken place with the Clerk and Cllrs continuing regular tasks and projects. The Chair emphasised that all the above listed activities took considerable planning and organising and he asked that all recognise how hard the various Community Groups worked throughout the year to make sure North Tuddenham was the wonderful village it was – a huge thanks to all involved. To conclude, the Chair listed some of the work ongoing and completed since the previous meeting:

- Common maintenance work.
- Pothole reporting
- Some tidying up of roadside verges (Main Rd junction with Fox Lane.)
- Engagement with Highways, including escalating pressure for reduction of speed limits for Fox Lane, Mattishall Lane and Low Rd.
- Liaison with the bus company around new ownership and confirming maintenance of the current service

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- Recycling
- Community Club night
- Monthly Mardle Newsletter
- Community Association coffee morning
- Collection of SAM 2 data
- Checking of defibrillators
- Maintenance of the village library

2.0 Apologies for Absence and Declarations of Interest

Apologies received and accepted from Cllrs Chrissy Blake and Debbie Hall; apologies also received from District Cllr Bambridge.

3.0 Previous Minutes

3.1 To review and agree the Minutes of the Parish Council Meeting held on 17th September 2025

Minutes reviewed and agreed as a true and accurate record of events – to be signed by the Chair

4.0 Public Session – [Limited to 20 minutes public voice] and District and County Councillor Reports

4.1 District and Norfolk County Council Reports – Previously shared to Cllrs and the public forums

4.2 Public Questions and Comments – A member of the public gallery asked if the PC could clarify if a planning application that is resubmitted after a refusal is given a new planning number. Cllrs confirmed that this was the case.

A member of the public gallery raised the matter of damaged and worn road-surface off the A47 bypass into the village. Cllr Harding explained that this had been logged originally, 3 years, ago and repeatedly followed up for action – he confirmed that whilst the work had been agreed by NCC, it was not planned until the Summer of 2026 when it would be more feasible to close part of the road for the repairs to be undertaken safely. **The PC will continue to monitor.**

5.0 Parish Website Update, dedicated email addresses and IT Policy (Cllr Baxter)

Cllr Baxter confirmed that the existing PC website was currently provided by Norfolk NALC – he spoke to Cllrs around the new Assertion 10 regulations which are a key requirement for UK Parish and Town councils' Annual Governance Statements, focusing on digital compliance, requiring accessible and GDPR-compliant websites, council-owned email domains, and robust IT policies for transparent local governance, with dedicated resources and hubs. Considering these impending changes and expectations, a review of the current website had been undertaken and agreed that a new design of website would not only ensure compliance but give the public an easier platform to navigate. As discussed earlier in the year, RLS Computer Services Ltd had been assigned to re-design the website; with the costs for the new platform, transition work and dedicated dot.gov email addresses for the cost of £516.00 – an annual hosting fee of £140 will apply thereafter. He confirmed that RLS had been appointed and instructed to proceed – draft contract circulated previously for Cllrs review and

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agreement – training around maintenance and updating will be given to the Clerk upon completion which is estimated around January 2026.

5.1 To review draft IT policy for agreement and adoption – To be deferred until Clerk and RF have undertaken the Assertion 10 Training session. **ACTION: Clerk to add to January Agenda**

5.2 To receive update around new website and dot.gov email addresses - See Above

6.0 Highways

6.1 To receive and consider any SAM2 Data available

Main Road Position - This has been downloaded and summarised as the following:

Max Speed = 80.0 MPH on 06/10/2025 20:40:00

Total Vehicles = 7,269 counts

85th Percentile Speed = 49.4 MPH

Percentage over speed limit: 12%

6.2 To receive the report of Cllr Smith on:

6.1.1 Northwestern Link Road – Cllr Smith updated the meeting around the suspension of the NWL Road. He confirmed that NCC had had to abandon the plan after remonstrations from Natural England who confirmed their opposition to any subsequent plans for an alternative road route. In Cllr Smith's opinion, the new road project is unlikely to be undertaken due to lack of alternative suitable routes. Cllr Smith will continue to attend liaison meetings and keep the PC updated.

6.1.2 A47 Upgrade – The project is ongoing and whilst there have been some delays and overnight closures, progress is on schedule.

6.3 To discuss and agree any comment for Traffic Mitigation Consultation –

This was discussed along with the diversion routes that affect the Parish. Cllr Harding assured the meeting that he was vigorously liaising with Norfolk County Council around these, and the current speed limits of the roads affected, including speed limit reduction on Mattishall Lane and Low Road. No formal comment agreed.

6.4 To note any Highways Matters for attention

Nothing else of note.

7.0 Village and Community Amenities Update

7.1 St Mary's Church and PCC Report (Cllr Smith) – Cllr Smith confirmed that a prospective Rector was being interviewed next month. There is still an ongoing dialogue with the Diocese around the required stipend, which is unmanageable at present, given the challenges around income for St Mary's. He confirmed that any payments made to date, had been entirely met via fund raising – there continues to be little or no attendance in Church so there are limited funds raised via collection offerings. Cllr Smith confirmed that he and other members of the PCC, are trying hard to diversify uses of the Church building to bring in essential revenue streams.

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- 7.2 Village Hall (Cllr Ellen Blake)** – Cllr E Blake confirmed that bookings were buoyant and new groups are now using the hall regularly. The recently installed drainage system seems to be efficient; there are also two new Committee Members on-roll.
- 7.3 The Common (Cllr Stapleton)** – Cllr Stapleton reported that the annual grass cut had been completed; discussion took place around the impending retirement of the incumbent contractor. It was confirmed that BP has a contact who may be able to complete this moving forward – Cllr Stapleton will keep the PC updated. Tree management work has also been undertaken, with some surplus wood having been sold recently. Conversations around RPA scheme are needed shortly to ensure continuity after the current arrangement ends. **ACTION: Meeting to be arranged with Norfolk Wildlife Trust for Cllr Stapleton and Cllr Harding, BP and SD asap.**
- 7.4 North Tuddenham Community Association (Cllr Baxter and Cllr Ellen Blake)** – Meeting held last week – community club nights – 13 in total – continue to be successful. Numbers have dropped slightly and looking for ways to boost attendance. Themed nights are also being considered. Coffee mornings – membership is dwindling but the fundraising ones are always well supported. A review of marketing techniques will be made to boost engagement.
- 7.5 Recycling Project (Cllr Stapleton)** – No more metal weighed in since the last meeting; there is ongoing work to get all the accumulated metals sorted and ready for weighing shortly. To keep the site tidier and safer, the next item will allow consideration of the purchase of wooden pallet boxes.
- 7.5.1 To discuss and agree purchase of wooden pallet boxes** – As per the above, Cllrs discussed the importance of site safety and agreed the boxes would support this. Cllr Harding **PROPOSED** the purchase of 12 pallet boxes at a cost of £180 - Unanimously **AGREED. ACTION: Cllr Harding to action.**
- 8.0 Village Community Award Scheme 2026-2027**
- 7.1 To discuss and agree any nominations for this year's award** – Nominations to be submitted to Clerk or Chairman with a view to presenting it at the forthcoming Christmas Fayre or next event in 2026.
- 9.0 Planning**
- 9.1 To receive and consider any new Planning Applications and review any applications made under the delegated authority of the NTPC Planning Working Group**
- 9.1.1 PL/2025/1560/FMIN - Dale Tree Farm, Low Road, North Tuddenham, NR20 3DQ – For information Only – Comments Submitted**
- 9.2 To note the outcomes of any recent Planning Applications –**
- 9.2.1 PL/2025/1013/OMIN and PL/2025/1027/OMIN Willow Farm Elsing Road, North Tuddenham, Dereham, Norfolk, NR20 3DS - Outline Application for erection of No.1 self-build dwelling with all matters reserved except access and appearance – Refused**

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9.2.2 PL/2025/1120/FMIN Proposed Replacement Dwelling and Garaging (Self Build) **The Old Chapel Elsing Road, North Tuddenham, Dereham, Norfolk, NR20 3DS – Granted with Conditions**

9.2.3 PL/2025/1341/HOU Two storey extension to the rear of the property into the main garden, comprising of a first-floor master bedroom with ensuite and a ground floor new kitchen. Addition of a 3-bay garage to the side of the property with external staircase **Virginia Farmhouse Elsing Road, North Tuddenham, Dereham, Norfolk, NR20 3DT – Granted with Conditions**

9.2.4 PL/2025/1718/FMIN -Demolition of agricultural buildings, erection of new self-build dwelling and change of use of agricultural land to residential **Ash Lodge Low Road, Hockering, Dereham, Norfolk, NR20 3HF – PLEASE NOTE THAT NTPC IS NOT A STATUTORY CONSULTEE BUT MAY COMMENT IF WISHED** - traffic and increased vehicle movements are of concern to Cllrs, particularly post-construction phase. **ACTION: Chair to prepare statement for Clerk to submit.**

9.4 To receive any update around the Breckland Local Plan and its current Cycle of consultation – No further comments for submission at present.

9.5 To review and agree any amendments to NTPC Planning Working Party Practice – Cllr Harding circulated supporting statements around Cllrs engagement with the practice of the Planning Working Party which were **NOTED. ACTION: Clerk to add as an addendum to the Working Party Policy document.**

10.0 Finance

10.1 To receive RFO's Report. Draft budget and Precept circulated to Cllrs and members of the Public. The document was reviewed and discussed. RFO asked Cllrs to note that changes to the Barclays mandate would be progressed ASAP.

10.2 AGREED - payments below including S137 payments

Payee	Invoice Details	£ Total	Section 137
V Turner	Clerk's Salary, On-Costs and Expenses	£558.68 (inclusive of expenses listed below) £29.49 £34.99	x Poppy Wreath Total including delivery) Anti-Virus Software
HMRC	Salary oncosts	30.80 Tax and NI	

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Norfolk Parish and Training	Two Courses for Cllr Baxter and Clerk around Assertion 10 Training	£86.40	
Information Commissioners Office	Annual Fee	£54.00	Direct Debit – Information Only
Parish Online	Digital Mapping Annual Subscription	£54.00	
George Taylor	Grass Cutting – The Common	£200.00	
RLS Computer Services	Website Design and Migration	£516.00	
Robert Mahoney	Tree cutting – The Common	£100.00	
Ellen Blake	Transport costs for sign - reimbursement	£102.00	

10.3 To note Bank Account Balances

Deposit Account – £6306.21

Current Account - £4398.86

Receipts – Precept £2800.00; £100.00 wood sales

10.4 To consider and agree any further Cllr or Clerk Training Requirements

10.4.1 To retrospectively note and **AGREE** requisite mandatory training spend for Clerk and RFO to attend upcoming training for Assertion 10 competency – **AGREED - £43.20 each candidate.**

10.5 To receive any update around the new village sign and discuss and agree relocation of old signage - Installation of new sign to be arranged for Spring 2026 – a post is still required ahead of replacement and there will be some residual installation costs. This expenditure will be confirmed and agreed at the March meeting. **ACTION: Clerk to add to March Agenda. The location of the old sign to be deferred to January meeting.**

10.6 To receive and consider any requests for grant funding – None received

10.7 To receive and consider Draft Budget for 2026-2027 – RFO presented a narrative around his Draft Budget for 26-27; he asked Cllrs to note that Reserves were largely made up of community voluntary donations via Community Projects such as recycling and Community Fund Raising; the Precept was allocated and spent. Discussion took place around hedges and grassed areas that the PC are responsible for and the estimate of £500 was

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suggested for allocation. Renegotiation of the RPA grant, and the income from surplus wood sales, will need to be reviewed and incorporated in the forecast for the next Council Fiscal year. It was **AGREED** that the RFO review the working Draft to include these and resubmit for discussion and final approval at the January meeting. **ACTION: DB and JS to meet to discuss The Common maintenance costs and new RPA allocation and feed discussions into final draft for PC approval.** Cllrs also **NOTED** the use of Reserves to pay for the new village sign that was not budgeted for out of central funds in 25/26. Cllrs also **NOTED** the one-off Website expenditure and that this would not be a rolling cost, reducing once the site is up and running. Training budget has been increased slightly to facilitate continuing professional development for Cllrs and Clerk. The 5% contingency fund included was **NOTED**. **ACTION CLERK to add to January Agenda. RFO to undertake revision of Draft for approval at January meeting.**

10.8 To receive and consider RFO's recommendation for 2026-27 Precept –

Cllr Baxter referred to the Draft working paper circulated and his suggested Precept of £6000 which represented a 7% increase on last year, to each household. **ACTION: Final Precept figure to be ratified at January meeting after budgetary revision - RFO –** Cllrs **NOTED** the Precept application needs to be made by 23rd January 2026. **ACTION: Clerk to add to January Agenda.**

10.9 To discuss and agree any projects relevant to Breckland's Inspiring

Communities' initiative – Cllr Harding briefed the meeting around this BDC initiative. BDC are seeking villages to become involved with the scheme which would entail promoting services on the PC website, social media, What's App groups etc. Cllr Harding felt this was a positive and proactive way to help anyone who made additional support. PB has kindly offered to support with any administration, confirming that there would be no fiscal impact at this point on the Parish budget. Clerk will initially share posters. All Cllrs **AGREED** this would be a project that the PC might align itself with – **ACTION: Cllr Harding to liaise with PB.**

11.0 To discuss and agree next steps to ensure Compliance with Terrorism (Protection of Premises) Act 2025 – this was discussed and it was **AGREED** that the Clerk feedback to Council as and when there is further advice from Central Government or advisory bodies

12.0 To receive and note any correspondence received:

Emails from Breckland District Council; Email from Galliford Try; Emails from NALC and Norfolk PTS; emails from CAN; Emails from Cllr Bambridge; emails from residents; Reports from Cllrs Borrett; email from BDC around Rural Enterprise Funding; email from Voluntary Norfolk; Breckland Planning Department; invoice from Parish Online; emails from Parish Partnership Scheme; RLS Computer Services; letter from Vanguard West.

13.0 AOB – To be notified to Chair prior to the meeting – The NT Community Association meeting took place last week, whereupon it was suggested that an AGM ought to be held. It was **NOTED** that the CA was a distinct and separate body from the Parish Council and that delineation of roles of those Parish Councillors serving on the CA

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should be minuted at the AGM to confirm the distinction and disassociation of roles. The collaborative work will continue unaffected.

Cllr Harding clarified that NARS First Aid is no longer able to run courses in the Community, however they will still hold courses at the headquarters in Dereham.

ACTION: Clerk to include potential village consultation to establish need and demand for Defibrillator training at NARS base for January meeting.

- 14.0 To confirm the date and time of the next ordinary Parish Council Meeting as Wednesday 14th January 2026 – 7.00pm - at North Tuddenham Village Hall**

Meeting closed at 8.45pm

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