

Minutes of the meeting of Tacolneston Parish Council held in Tacolneston Village Hall on Tuesday, January 8, 2008 at 7.30 p.m..

Present were Mrs K. Darrell [Chairman], Mr B. Lees, Mr D. Ludkin, Dr A. Mackie, Mr R. McClenning, Mr B. Spratt and Mrs S. Sparrow. Also present were Mr P. Jeffery [Clerk], Angela McLean [Regional Community Relations Manager National Grid Wireless], Mr Saleem Shamash [National Planning Manager] and Mr H. Smith [District Councillor].

1 Apologies for absence. There were no apologies for absence.

2 To receive and approve the minutes of the previous meeting. Mr McClenning proposed that the minutes of the previous meeting [November 13, 2007] be received and approved. This was seconded by Mrs Sparrow, and carried.

3 Matters Arising. Mr Spratt asked if any response had been received relating to the old signpost at The Bleach as funding for maintenance might be available from Neighbourhood Forum. The Clerk reported that none had been received. Mrs Darrell undertook to contact Mrs Bulmer and to report to the next meeting.

10 [iii] Planning TV Masts. With two representatives of National Grid Wireless present this item was brought forward. Angela McLean spoke about the requirement to upgrade facilities for the digital switchover scheduled for 2011. She said the present mast was inadequate and that the proposed new mast would be higher [191 metres]. She and Mr Shamash then answered questions from Councillors. These concerned the necessity for a higher mast, possible health issues, the affect on local television reception, the level of power output, wind turbines, and traffic levels on New Road during construction work. Angela McLean said she would forward information regarding the proposed level of radiation from the mast following the upgrade compared with present levels. Mrs Darrell thanked Angela McLean and Mr Shamash for coming to the meeting and they and Mr Spratt left the meeting at this point.

4 Public Participation. No matters were raised under this item.

5 Items for Parish Log Book. No matters were raised under this item.

6 Report by Mr H. Smith, District Councillor. Mr Smith reported that the next meeting of Neighbourhood Forum would be at Ashwellthorpe on February 15 next. He said that drainage work at Cheney's Lane had overrun but should be completed by late January-early February. He said the L.D.F. consultation was ongoing and reported that further finance was required for car park maintenance. He raised the matter of the listing of the old telephone box. Mr McClenning said that he believed this to have been done in the 1980s.

7 Report by Mr B. Spratt, County Councillor. In the absence of Mr Spratt, Mrs Darrell gave Mr Spratt's report. She said the matter of Cheney's Lane had been covered by Mr Smith. She said that the junction of New Road with Norwich Road had been widened and that the work on footways at The Fields was almost complete.

8 Financial matters.

[i] Internal Review. It was reported that Dr Mackie had carried out an internal review and all appeared to be in order.

[ii] Bills for payment. The Clerk reported balances totalling £7,814.34 [Barclays Bank £5,600.82 and Nationwide £2,354.82, total £7,955.34. He reported that one payment had been made since the last meeting, a fee of £141.00 to Audit Commission in respect of External Audit and this item was not shown on the latest bank statement hence the difference in the totals shown above. He presented the following items for payment – Mr J. R. Vincent-Bunn recreation ground maintenance 2007 £982.30; and Mr B. Lees, parish council web site, £45.74. It was proposed by Mr Ludkin that the Audit Commission payment be approved and that the two items presented be paid. This was seconded by Dr Mackie, and carried.

[iii] Appointment of Third Signatory. The Clerk reported that the appointment of Dr Mackie as third signatory for the Council's bank accounts at Barclays Bank and Nationwide had been completed.

[iiii] External Audit Report. The Clerk reported that the External Audit had been completed without comment.

[v] Recreation Ground Maintenance Contract. Mr Ludkin declared an interest in this matter. The Clerk presented three quotations for recreation ground maintenance during 2008. These were £77 per cut excluding cricket square plus weed-killing by RGM Services Ltd; £1,000 [details as specified in quotation] by G.J.L. Contracting; and £600 for 'grass cutting on a regular basis during growing season March to December' by Mr J. R. Vincent-Bunn. These prices were all excluding VAT. Mr Ludkin left the room at this point. Mr Lees proposed that the quotation by G.J.L. be accepted. Considerable discussion ensued and Mr McClenning seconded the motion. Mrs Darrell proposed an amendment concerning additional work such as weed-killing and hedge trimming but after further discussion this was withdrawn. The motion to accept the G.J.L. quotation was passed unanimously. The Clerk was asked to record the reasons for the award of the contract to G.J.L. as being their presentation of the most detailed quotation; the receipt of some complaints by users regarding recreation ground maintenance in 2007, and that a more expensive quotation [R.G.M.] had been received which offered less work. Mr Ludkin then returned to the meeting.

[vi] Wymondham C.A.B. Grant. Mr Lees declared an interest in this matter. Mrs Sparrow proposed that a grant of £55 be made to Wymondham Citizens' Advice Bureau. This was seconded by Mr Ludkin and carried.

9 Correspondence. A number of items were circulated and reported for the attention of the Council. [See correspondence file.] Mr McClenning said that he wished to attend the Police Authority Budget meeting on January 24 next.

10 Planning Matters.

[i] To Confirm Planning Application. It was proposed by Mrs Darrell that the Council's response to application 2007/2459 be confirmed. This was seconded by Mr McClenning, and carried.

[ii] Other Planning Matters. The Clerk reported receipt of proposed local validation checklist relating to future planning applications. It was agreed that no comment be offered and that it be placed in the correspondence file for information.

[iii] T V Mast. This matter had been addressed earlier in the meeting [see above].

11 Highways Matters.

[i] Proposed Provision of Reactive Speed Sign. This matter was deferred with a view to raising it at the forthcoming joint meeting with Forncett Parish Council.

[ii] New Road. This matter had been dealt with in County Councillor's report [see above item 7]

[iii] Other Highway Matters. The Clerk reported that he had received no offers of volunteers for training with radar speed 'guns'. It was agreed that the matter be publicised further.

12 Regeneration of Play Area. Mrs Darrell reported on a site meeting held at the play area on November 24 last attended by herself, Mr Lees, Mr Ludkin and the Clerk. The Clerk reported an itemised quotation for maintenance work from Adventure Playgrounds Ltd.. Following the consideration of these items Mrs Darrell proposed that the quotations for items 2, 5, 6, 7 [a], 8, and 9 be accepted subject to clarification of items 2 and 9. This was seconded by Mrs Sparrow and carried. The matter of funding the above was raised. The Clerk was asked to seek a meeting with Mr Paul Witham of South Norfolk Council's Planning Department and Parish Councillors and Mr H. Smith [District Councillor] to clarify the situation regarding access to the play area from McKee Drive.

13 New Noticeboard at junction of Westway-Norwich Road. The Clerk reported on a meeting with Mr Aldus, Norfolk County Council Countryside Officer relating to the map board currently sited near the school. He was asked to obtain quotations for provision of a new wooden notice board and circulate information about designs.

14 Parish Plan. Dr Mackie presented a draft copy of the Parish Plan. He said he expected the Plan to be printed in the next two weeks with a view to its distribution before the Council's meeting in March 2008. The Clerk was asked to book the Village Hall for April 16 next to receive Parishioners' responses to the plan. It was suggested that information concerning the Parish Council's web site be included and Mrs Darrell undertook to look into the matter of the provision of a publicity banner at reasonable cost.

15 Joint Meeting with Forncett Parish Council. It was reported that this proposed meeting had been arranged for Tuesday January 29 at Tacolneston Village Hall at 7.30 p.m.

16 Items for Next Meeting. No matters were raised under this item.

17 Date of Next Meeting. The next meeting was arranged for Tuesday, March 4, 2008, at Tacolneston Village Hall at 7.30 p.m. The meeting closed at 9.40 p.m.

Minutes of the meeting of Tacolneston Parish Council held in Tacolneston Village Hall on Tuesday, March 4, 2008, at 7.30 p.m..

Present were Mrs K. Darrell [Chairman], Mr B. Lees, Mr D. Ludkin, Dr A. Mackie, Mr R. McClenning, Mr B. Spratt [from item 8] and Mrs S. Sparrow. Also present were Mr P. Jeffery [Clerk], and Mr H. Smith [District Councillor].

1 Apologies for absence. There were no apologies for absence.

2 To receive and approve the minutes of the previous meeting. Mrs Darrell proposed that the minutes of the previous meeting [January 8, 2008] be received and approved. This was seconded by Dr Mackie, and carried.

3 Matters Arising. Mr Lees asked if information regarding the parish web site would be distributed with the parish plan. Dr Mackie said it would. He added that the information would also include details of the open meeting arranged for April 16. Mr Lees said the new sign had stimulated interest in the website.

4 Public Participation. No matters were raised under this item.

5 Items for Parish Log Book. No matters were raised under this item.

6 Report by Mr H. Smith, District Councillor. Mr Smith reported that there would be no increase in the S.N.D.C. council tax levy; that that Council had received an 'excellent' rating; that the siting of gypsy and travellers sites would soon be announced and that he understood that none would be in the Tacolneston area; and that the unitary status process was 'rolling on'.

7 Report by Mr B. Spratt, County Councillor. [Chronologically this item was taken following item 10 below.] Mr Spratt said that work on some footways in the parish had been completed and that more work would be done in New Road in the summer. He also reported on education matters and following some discussion of school catchments areas Dr Mackie and Mr McClenning said they would draft a letter seeking further information on the matter.

8 Financial matters.

[i] Internal Review. It was reported that no internal review had been carried out.

[ii] Bills for payment. The Clerk reported balances totalling £5,695.07 [Barclays Bank £3,302.18, Nationwide £2,392.89]. He reported that the following payments had been made since the last meeting: £37.25 to T.A.F.R.A. for hire of hall; £94.80 to Signline for the printing of the banner; and £1,182 to Broadland Digital Ltd for printing of the parish plan. It was proposed by Mrs Sparrow that the payment of these items be approved. This was seconded by Mr Lees, and carried. The Clerk presented the following items for payment – £60.30 to S.N.D.C. for dog bin emptying, and £720.88 for Clerk's salary October 2007-March 2008 and £82.54 for Clerk's expenses. It was proposed by Mr Lees that these items be paid. This was seconded by Dr Mackie, and carried.

[iii] Review of Insurance Items. In view of the erection of new fencing at the play area, the Clerk suggested that a review of insured items be undertaken. It was proposed by Dr Mackie that the new fence and gates be added to the list of items insured and that the matter be looked at again later in the year. This was seconded by Mrs Darrell, and carried.

9 Correspondence. A number of items were circulated and reported for the attention of the Council. [See correspondence file.] Mr McClenning suggested the submission of an application for grant aid might be made to the Neighbourhood Forum for portable staging to be used in the Village Hall. He proposed that a sub committee consisting of himself, Dr Mackie and Mr Spratt look into the matter further. This was seconded by Mrs Darrell, and carried. The Clerk reported that five candidates were standing for election as Parish Member of the Standards Committee. It was proposed by Mrs Darrell that the Council vote for Mr J. Pennell of Bunwell P.C. This was seconded by Mr McClenning, and carried.

10 Planning Matters. Mr Spratt declared an interest in all planning matters.

[i] To Confirm Planning Application. It was proposed by Mr McClenning that the Council's response to application 2008/0162 be confirmed with the comment that further tree planting be considered with a view to providing improved screening. This was seconded by Mrs Sparrow and carried. Mr Spratt reported that he had received complaints regarding light pollution.

[ii] Other Planning Applications. The Clerk presented two planning applications for consideration, 2008/0276 and 2008/0277 relating to Glebe Barn, Norwich Road. Mrs Darrell proposed that application 2008/0276 be approved. This was seconded by Mr Lees, and carried. Mr McClenning proposed that application 2008/0277 be approved with conditions that at no time are the signs to be illuminated and that the size of the signs should be reduced by one-third. This proposal was not seconded. Mr Lees proposed that the application be approved with the condition that at no time are the signs to be illuminated. This was seconded by Mrs Darrell, and carried.

[iii] Norfolk Minerals and Waste Development Framework Consultation. Mrs Darrell proposed that no response be registered. This was seconded by Mr Lees, and carried.

[iiii] Other Planning Matters. Mrs Darrell suggested that provision be made on the Planning Consultation comment forms for Councillors to insert the date on which they receive the details of applications. The Clerk said he would make provision.

11 Highways Matters.

[i] Cheney's Lane, proposed hedge planting. The Clerk said this proposal had been put forward at the recent informal meeting with members of Fornsett Parish Council. Mr Ludkin proposed that no action be taken. This was seconded by Mrs Sparrow, and carried.

[ii] The Fields and Dovedale, response to completion of work. The Clerk was asked to return the response forms indicating satisfaction with the work.

[iii] Other Highways Matters. No matters were raised under this item.

12 Play Area, report on meeting regarding access from McKee Drive. Dr Mackie presented a report on a meeting attended by himself, Mr McClenning, the Clerk and Mr Smith with Mr P. Whitham of S.N.D.C. Planning Department, and Mr M. Bentley of S.N.D.C. Leisure Services on February 15 last. The Clerk reported that an e-mail had been received from Mr Whitham stating that Mr Abel 'has indicated that he [Mr Abel] would probably be prepared to revert to the original plan' and seeking 'formal confirmation that this solution would be acceptable to the Parish Council'. Mr McClenning proposed that the Parish Council support reversion to the original plan. This was seconded by Dr Mackie, and carried. It was agreed that volunteers for a beech hedge planting working party should attend the play area on Saturday March 8 next at 2 p.m.

13 Noticeboards at junction of Westway-Norwich Road. The Clerk reported receiving an estimate of £411 plus VAT for a notice board from Tucker Resources. Mr McClenning proposed that an order be placed for delivery in June. This was seconded by Mrs Darrell, and carried. Mr Lees said he was looking into the possibility of underground water services being at the site. The Clerk was asked to forward consent forms to Highways Department for their approval.

14 Parish Plan and response meeting. Dr Mackie made available copies of the Parish Plan. Mrs Darrell congratulated all those who had worked on the project. Dr Mackie said he would organise delivery of copies of the plan to every house in the parish with [as previously stated above at Item 3] notice of the response meeting arranged for April 16 next and the Parish website. The Clerk was asked to invite Georgina Hurst, S.N.D.C. Community Development Officer, to that meeting.

15 Joint Meeting with Forncett Parish Council. Mrs Darrell reported on the informal meeting with members of Forncett Parish Council on January 29 last. She said it had been 'a worthwhile exercise'. Mr Spratt left the meeting at this point. Mr Smith indicated that Forncett P.C. were considering making a contribution toward recreation ground maintenance which was a matter that had been raised at the joint meeting. Mrs Darrell proposed that a figure of £100 with future rises linked to inflation would be a suitable sum. This was seconded by Mr McClenning, and carried.

16 Items for Next Meeting. No matters were raised under this item.

17 Date of Next Meeting. The next meeting was arranged for Monday, May 12, 2008, at Tacolneston Village Hall at 7.30 p.m. The meeting closed at 9.30 p.m.

Minutes of the meeting of Tacolneston Parish Council held in Tacolneston Village Hall on Wednesday, March 12, 2008, at 7.30 p.m..

Present were Mrs K. Darrell [Chairman], Mr B. Lees, Mr D. Ludkin, Dr A. Mackie, Mr R. McClenning, Mrs S. Sparrow and Mr B. Spratt. Also present were Mr P. Jeffery [Clerk], and Mr J. Darrell.

1 Apologies for absence. Apologies for absence were received from Mr H. Smith [District Councillor].

2 To receive and approve the minutes of the previous meeting. Mrs Darrell proposed that the minutes of the previous meeting [March 4, 2008] be amended at Item 12 by the addition of the words, 'Some Councillors voiced disquiet that there might be no enforcement of the provision of play equipment if this line of action were followed.' This was seconded by Mr Lees, and carried unanimously. Mrs Darrell proposed that the amended minutes be received and approved. This was seconded by Mr McClenning and carried. Mrs Darrell proposed that when the minutes of meetings were published on the website before formal approval it should be made clear that they were draft minutes. Mr McClenning seconded this, and it was carried.

3 Matters Arising. No matters were raised under this item.

4 Bills for Payment. [Chronologically this item was taken after Item 5 below.] The Clerk reported balances totalling £4,831.35 [Barclays Bank £3,038.46, Nationwide £1,792.89]. The Clerk presented one item for payment, this being the sum of £2,823.53 to Adventure Playgrounds Ltd. It was proposed by Dr Mackie that the item be paid. This was seconded by Mr Lees, and carried. The Clerk reported that the Nationwide passbook required to be signed by the signatories at the Nationwide branch with proof of identity. Mrs Darrell took the book as the first signatory.

5 Play Area – to receive a report regarding the Section 106 agreement relating to McKee Drive and to review the situation regarding the proposed access from McKee

Drive to Tacolneston Recreation Ground. Mr Spratt declared an interest in this matter. Mrs Darrell reported on a meeting with Mr S. Shortman, solicitor at S.N.D.C. This indicated that there had been an incomplete transfer of information by the Planning Department to Mr Shortman relating to the proposed transfer of ownership to the Parish Council of the parcel of land at McKee Drive. Mrs Darrell said that it was her view that the Parish Council had not been in possession of all the relevant information at the March 4, 2008, meeting. A motion to rescind the resolution at Item 12 of the meeting of March 4, 2008, was received signed by six members of the Council. Mrs Darrell proposed that the resolution be rescinded. This was seconded by Mr McClenning, and carried unanimously.

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Dr Mackie proposed that the completion of the transfer of ownership of the parcel of land at McKee Drive to the Parish Council should be implemented. This was seconded by Mrs Darrell, and carried unanimously.

Mr McClenning proposed that Mrs Darrell continue to represent the Parish Council in further discussions with S.N.D.C. in relation to these matters. This was seconded by Dr Mackie, and carried unanimously.

6 Amendment to wording of Parish Plan. Mrs Darrell presented an e-mail from Mr H. Smith suggesting that a letter listing the contact details of the members of the Parish Council, the Clerk, the County Councillor and District Councillor, be distributed with the Parish Plan. Mr Lees proposed that the details be distributed with the Parish Plan. This was seconded by Mrs Darrell, and carried.

7 Date of Next Meeting. The next meeting was arranged for Monday, May 12, 2008, at Tacolneston Village Hall at 7.30 p.m. The meeting closed at 8.55 p.m.

Minutes of the Annual Meeting of Tacolneston Parish Council held on Monday, May 12, 2008 at Tacolneston Village Hall at 7.30 p.m.

Present were Mrs K. Darrell, Mr B. Lees, Dr A. Mackie, Mr R. McClenning and Mrs S. Sparrow. Also present were Mr P. Jeffery [Clerk], and two members of the public.

1 Election of Chairman. Mrs Darrell presented a report on the previous year. She paid tribute to the late Mrs B. Hardie, a former member of the Council, who had died in 2007. She thanked Mr Lees for his work in setting up and maintaining the parish website. She also referred to recent drainage work at Cheney's Lane and improvement to footways at Dovedale and The Fields, and work at the junction of New Road and Norwich Road. She said that proposed erection of a new transmitter mast would result in greater visual intrusion. She drew attention to the planned closure of Tacolneston Post Office and referred to the transfer of land at McKee Drive to the Parish Council's ownership and the money available for use on recreational facilities.

Mrs Sparrow proposed that Mrs Darrell be appointed Chairman of the Council for the coming year. Mrs Darrell indicated her willingness to accept nomination. Mr McClenning seconded the proposal. There were no other nominations and the motion was carried unanimously.

2 To Receive Chairman's Declaration of Acceptance of Office. The signing of the Declaration of Acceptance Form was deferred for two weeks.

3 Apologies for Absence. Apologies for absence were received from Mr D. Ludkin, Mr B. Spratt, and Mr H. Smith (District Councillor).

4 Election of Vice Chairman. Mrs Sparrow proposed that Dr Mackie be appointed Vice-Chairman of the Council for the coming year. Dr Mackie indicated his willingness to accept nomination. Mrs Darrell seconded the proposal. There were no other nominations and the motion was carried unanimously.

5 To Receive and Approve the Minutes of the Previous Annual Meeting. The minutes of the previous annual meeting [May 15, 2006] were received and approved.

6 Matters Arising from the Minutes. No matters were raised under this item.

7 To Appoint a Representative to T.A.F.R.A. Mr McClenning proposed that Mrs Darrell be appointed the Council's representative to T.A.F.R.A. for the coming year. Mrs Darrell indicated her willingness to accept nomination. Mr Lees seconded the proposal. There were no other nominations and the motion was carried unanimously.

8 Any Other Business. No matters were raised under this item. The meeting closed at 7.40 p.m.

Minutes of the Annual Parish Meeting of Tacolneston Parish held on Monday, May 12, 2008, at Tacolneston Village Hall at 7.40 p.m.

Present were Mrs K. Darrell, Mr B. Lees, Dr A. Mackie, Mr R. McClenning and Mrs S. Sparrow. Also present were Mr P. Jeffery [Clerk], and two members of the public.

1 Apologies for Absence. Apologies for absence were received from Mr D. Ludkin, Mr B. Spratt, and Mr H. Smith (District Councillor).

2 To Receive and Approve the Minutes of the Previous Annual Parish Meeting. The minutes of previous annual parish meeting [May 15, 2007] were received and signed as a correct record.

3 Matters Arising. No matters were raised under this item.

4 To Consider Any Other Matters Brought to the Attention of the Meeting. No matters were raised under this item. The meeting closed at 7.45 p.m.

Minutes of the meeting of Tacolneston Parish Council held on Monday, May 12, 2008, at Tacolneston Village Hall at 7.45 p.m.

Present were Mrs K. Darrell, Mr B. Lees, Dr A. Mackie, Mr R. McClenning and Mrs S. Sparrow. Also present were Mr P. Jeffery [Clerk], and two members of the public, Mrs Bayston and Mr Baker..

1 Apologies for Absence. Apologies for absence were received from Mr D. Ludkin, Mr B. Spratt, and Mr H. Smith (District Councillor).

2 To Receive and Approve the Minutes of the Previous Meeting. Mrs Darrell proposed that the minutes of the previous meeting (March 12, 2008) be received and approved. This was seconded by Mr Lees, and carried.

3 Matters Arising from the Minutes. No matters were raised under this item.

4 Public Participation. Mrs Bayston suggested that a notice stating that intention of prosecution for anti-social behaviour should be placed at the play area. Mr Baker offered a written report concerning footpaths in the parish and the availability of footpath maps. He also reported instances of anti-social behaviour by teenagers. The Clerk was asked to raised the matter of anti-social behaviour with the P.C.S.O. and to bring the matter of the footpaths to the attention of South Norfolk Council and Norfolk County Council. Mrs Bayston and Mr Baker left the meeting at this point.

5 Items to be entered in Parish Log Book. The instances of anti-social behaviour reported at Item 4 above were entered in the Parish Log Book.

6 Report by Mr H. Smith, District Councillor. In the absence of Mr Smith, the Clerk presented Mr Smith's written report. This referred to no increase in Council Tax; the grading of South Norfolk Council; issues of anti-social behaviour and environmental crimes; recycling; improvement of leisure centres; housing; planning; arts festival and community grants.

7 Report by Mr B. Spratt, County Councillor. In the absence of Mr Spratt no report was received at this item.

8 Financial Matters.

[i] Internal Review. It was reported that in view of the recent internal audit no internal review had been carried out before the meeting.

[ii] To receive and approve the annual statement of accounts. The Clerk presented a statement of accounts for 2007-2008. It was proposed by Mr Lees that the statement of accounts be received and approved and the account book be signed as a correct record. This was seconded by Mrs Darrell and carried. Mrs Darrell signed the account book. A copy of the statement of accounts is attached to these minutes at Appendix A.

[iii] The Clerk reported that the period allowed for the completion of papers for submission for external audit had been reduced and that he had contacted

Mrs Darrell regarding the appointment of Mr Billin as internal auditor. She had approved the appointment of Mr Billin and he had completed the internal audit. It was proposed by Mrs Sparrow that the appointment of Mr Billin be approved. This was seconded by Mr Lees, and carried.

[iiii] External Audit. The Clerk reported that Mr Billin had carried out an internal audit and had completed the Annual Return form. It was proposed by Mr Lees that the statement of accounts and annual governance statement on the Annual Return be approved and signed. This was seconded by Mr McClenning, and carried. Mrs Darrell and the Clerk signed the form for submission.

[v] Bills for Payment. The Clerk reported balances totalling £16,792.27 [Nationwide £12,797.34 and Barclays Bank £3,994.93]. He presented three bills for payment – NCAPTC annual fee £144.02; Allianz Insurance annual fee £569.11; Mr S. Billin internal audit fee £50. It was proposed by Mrs Sparrow that these three items be paid. This was seconded by Mr Lees, and carried. The Clerk reported that a letter requesting financial assistance for the purchase of new equipment and implementation of repairs had been received from Mr J. Crane of Tacolneston Cricket Club. The Clerk was asked to write to Mr Crane inviting representation from the Cricket Club at the proposed meeting for the gathering of views regarding the spending of funds dedicated to the improvement of recreational facilities. [This meeting was subsequently arranged for June 17 next.]

9 Correspondence. A number of items were circulated and reported for the attention of the Council. [See correspondence file.]

10 Planning.

[i] To Confirm Planning Applications. It was proposed by Mrs Darrell that the Council's responses to applications 2008/0600, 2008/0601 and 2008/0683 be confirmed. This was seconded by Dr Mackie, and carried.

[ii] Other Planning Matters. Dr Mackie said that there was a proposal for the pollarding of trees near Tacolneston School. He proposed that this should be opposed. This was seconded by Mr Lees, and carried, and the Council's view was passed to Mrs Darrell, parish tree warden, for forwarding to South Norfolk District Council.

11 Highways Matters. Mrs Sparrow reported that there continued to be a problem with flooding at New Road, and Dr Mackie and Mr McClenning reported that there remained a problem with standing water at Cheney's Lane. The Clerk was asked to bring these matters to the attention of South Norfolk Council and Norfolk County Council.

It was reported by several Councillors that there continued to be a problem with traffic speeding through the village. The Clerk presented a report from Mr H. Smith regarding the proposed 'speed watch' scheme. Mr McClenning said he would be prepared to volunteer for training. Dr Mackie said he would look into gaining further

public response to the proposal for a reactive sign. It was decided that matters related to speeding traffic should be considered further at the next meeting.

12 To Receive Reports on the Situation Regarding the Transfer of Land at McKee Drive; the Removal of the Council's Objection to Waiving of Condition, and Receipt of Monies. The Clerk reported that confirmation of the completion of transfer of land at McKee Drive to the ownership of the Parish Council had been received. It was reported that a total of £11,004.45 representing capital and interest had been received from South Norfolk District Council. Also that £1,405.00 had been received in respect of improvement to play area facilities had been received from South Norfolk Council. It was proposed by Dr Mackie that the Parish Council should recommend the removal of its objection to the waiving of the condition relating to the provision of access to the play area from McKee Drive, and this be forwarded to South Norfolk District Council. This was seconded by Mr Lees, and carried.

13 Post Office Closure. Reports were received regarding the proposed closure of Tacolneston Post Office.

14 Parish Plan – report regarding Public Meeting of April 16, 2008. Reports were received regarding the 'launch' meeting of the Parish Plan. The Clerk was asked to arrange a meeting at the Village Hall for June 17, 2008 at 7,30 pm at which suggestions should be canvassed for ways of spending funds available for the improvement of recreational facilities.

15 Parish Website/Newsletter. Mr Lees suggested that the agendas for meeting should be placed on the web site with greater detail of any planning applications. Mrs Darrell said she would look into the level of availability of internet access.

16 Items for Next Meeting. The Clerk was asked to request reports regarding unitary authority proposals from Mr Spratt [County Councillor] and Mr Smith [District Councillor] at the next meeting. Also that consideration should be given to speeding traffic [see above Item 11], footpaths, provision of recreational facilities, and the provision of parking facilities near Tacolneston School.

17 Date of Next Meeting. The next meeting was arranged for Tuesday, July 8, 2008, at Tacolneston Village Hall at 7.30 p.m. The meeting closed at 9.30 p.m.

Minutes of the meeting of Tacolneston Parish Council held on Tuesday, July 8, 2008, at Tacolneston Village Hall at 7.30 p.m.

Present were Mrs K. Darrell, Mr B. Lees, Mr D. Ludkin, Dr A. Mackie, Mr R. McClenning, Mrs S. Sparrow and Mr B. Spratt [from Item 14]. Also present were Mr P. Jeffery [Clerk], Mr H. Smith [District Councillor] and two members of the public, Mr J. Bayston and Mrs N. Mayes.

1 Apologies for Absence. There were no apologies for absence.

2 To Receive and Approve the Minutes of the Previous Meeting. Dr Mackie proposed that the minutes of the previous meeting (May 12, 2008) be received and approved. This was seconded by Mr McClenning, and carried.

3 Matters Arising from the Minutes. No matters were raised under this item.

4 Public Participation. No matters were raised under this item.

5 Items to be entered in Parish Log Book. No matters were raised under this item.

6 Report by Mr H. Smith, District Councillor. Mr Smith reported that the Chief Executive of South Norfolk District Council was leaving his post to take up another position, also that a new Head of Planning had been appointed. He said that new dog control orders were coming into force; that there had been a prosecution for fly tipping; and that the SNAPs and Neighbourhood Forums would be combined from October.

7 Report by Mr B. Spratt, County Councillor. [Chronologically this item was taken following item 15 below]. Mr Spratt reported on work by the Adult Social Services department, and reported that work on a new roundabout at Pulham crossroads would begin in September next.

8 Financial Matters.

[i] Internal review. It was reported that Dr Mackie had carried out an internal review and all appeared to be in order.

[ii] Bills for Payment. The Clerk reported balances totalling £16,046.74 [Nationwide £12,881.09 and Barclays Bank £3,165.65]. He reported that one item had been paid since the previous meeting, £66.15 for ink for printer. It was proposed by Mrs Darrell that this item be approved. This was seconded by Mr Ludkin, and carried. One item was presented for payment, Tucker Resources in the sum of £482.93 for new notice board. Mr Lees proposed that this item be paid. This was seconded by Dr Mackie, and carried.

9 Correspondence. A number of items were circulated and reported for the attention of the Council. [See correspondence file.] The Clerk reported receiving a letter from Mr and Mrs C. Napier of The Dower House, 62 Norwich Road, complaining about noise generated at an open air party off Cheney's Lane on July 5 last. Councillors living in the area reported that they had been unaware of any disturbance at that time. The Clerk was asked to write to Mrs A. Willis, the land owner, informing her of the complaint, and to Mr and Mrs Napier stating the Council's action in the matter.

10 Planning Matters.

[i] To Confirm Planning Applications. It was proposed by Mr McClenning that the Council's responses to applications 2008/1016 [conversion of loft space to attic rooms and addition of dormer window to front elevation at 19 McKee Drive, approval] and 2008/1141 [erection of conservatory extension at 7 Dovedale Road, no views] be confirmed. This was seconded by Mrs Darrell, and carried.

[ii] Other Planning Matters. The Clerk presented two planning applications for consideration, 2008/1097 and 2008/1337, both relating to the enclosure of existing covered entrance including new additional outer door and two mullion windows to match existing ones at The Manor House, 66 Norwich Road. Mr McClenning proposed that the applications be approved subject to scrutiny by S.N.D.C. Conservation Officer. This was seconded by Dr Mackie, and carried.

11 Highways Matters. The Clerk reported received a telephone call from a resident of McKee Drive concerning the maintenance of the grass area. This was referred to Mr Ludkin for the attention of the contractor.

12 Health and Safety at Work, 2008 Annual Review of General Statement of Policy. The Clerk gave the annual report on this matter. The Council approved the statement and Mrs Darrell was authorised to sign the statement.

13 Provision of New Notice Board. Mr Lees reported having receiving the new notice board. Following some discussion it was agreed that Mrs Darrell, Mr Lees and Mr McClenning should attend the site the next afternoon [July 9] with a view to determining the positioning and installation of the board, along with the new T.A.F.R.A. notice board, and the map board of parish footpaths.

14 To Receive a Report regarding Public Meeting of June 17, 2008, concerning Provision of Recreational Facilities. The Clerk reported that the meeting had been attended by five members of the Council, himself, and eleven members of the public. It was reported that a number of proposals had been submitted.

15 To Consider and Devise a Strategy to carry forward the Improvement and Provision of Recreational Facilities within the Parish. It was proposed by Mrs Darrell that a steering committee be formed to consider proposals and report to the Parish Council. This was seconded by Mr McClenning, and carried. The membership of the committee is to consist of Mrs Darrell, Dr Mackie, Mrs Sparrow, Mr Bayston and Mrs Mayes. A meeting of the committee was arranged for July 17 next at Tacolneston Hall at 7.30 p.m.

16 To Consider and Devise a Strategy to carry forward Proposals raised in the Parish Plan. The Clerk was asked to place 'Parish Plan Strategy' on the agenda of alternate meetings so that progress on the implementation of proposals might be monitored and carried forward.

17 Unitary Status. Reports on this matter were received from Mr Smith and Mr Spratt. Mr Spratt said the Council would have the opportunity to comment on proposals in the consultation process. Further consideration was deferred to the next meeting.

18 Parking Facilities near Tacolneston School. Mrs Darrell said an application was being prepared for possible submission. Mrs Sparrow asked about the possible use of unused warning lights near the School. Mr Spratt said he would take up the matter with County Council Highways Department and report to the Parish Council.

19 Parish Footpaths. The Clerk reported that the matters raised by Mr Baker at a previous meeting had been referred to Mr Aldus at Norfolk County Council and Mr Baker had been in contact with Mr Aldus.

20 Speeding traffic – Reactive Sign and Use of Speed Gun by Community Volunteers. Mr Smith reported on the situation regarding the proposed scheme for use of a speed gun by volunteers from several parishes. Mr McClenning, who had offered to participate in the scheme, said that in view of the information required of volunteers, he was unwilling to continue. It was agreed to review the situation at a later date.

21 Internet availability within the Parish. Mrs Darrell said she would report on this matter at the next meeting. It was agreed that the banner advertising the parish web site should be displayed again. The Clerk thanked Mr Lees for updating the parish computer.

22 To Consider the Proposal for the Provision of Cycle Lanes. It was reported that this proposal had been made by a member of the public. It was proposed by Mrs Darrell that no further action be taken. This was seconded by Mr McClenning, and carried.

23 Items for Next Meeting. No matters were raised under this item. Mr McClenning thanked the Clerk for arranging the recent 'Plays in the Park' at Tacolneston Hall in aid of two local charities.

24 Date of Next Meeting. The next meeting was arranged for Tuesday, September 9, 2008, at Tacolneston Village Hall at 7.30 p.m. The meeting closed at 9.30 p.m.

Minutes of the meeting of Tacolneston Parish Council held on Tuesday, September 9, 2008, at Tacolneston Village Hall at 7.30 p.m.

Present were Mrs K. Darrell, Mr B. Lees, Mr D. Ludkin, Mr R. McClenning and Mr B. Spratt [from Item 11]. Also present were Mr P. Jeffery [Clerk], Mr H. Smith [District Councillor, from Item 8] and one member of the public, Mr R. Norman.

1 Apologies for Absence. Apologies for absence were received from Mrs S. Sparrow.

2 To Receive and Approve the Minutes of the Previous Meeting. Mr Lees proposed that the minutes of the previous meeting (July 8, 2008) be received and approved. This was seconded by Mr Ludkin, and carried.

3 Matters Arising from the Minutes. No matters were raised under this item.

4 Public Participation. Mr Norman thanked Saffron Housing Trust for their assistance.

5 Items to be entered in Parish Log Book. No matters were raised under this item.

6 Report by Mr H. Smith, District Councillor. [Chronologically this item was taken following item 9 below] Mr Smith reported that South Norfolk Council was among the top 25 District Councils of the 350 in the country. He said recycling rates were up and that a new chief executive [a resident of the parish] had been appointed following a novel recruitment process involving You Tube on the internet with considerable consequent press interest. He reported a fall in income resulting from the slowdown in house sales; and drew attention to the availability of neighbourhood forum grants. The Clerk was asked to place on the agenda of the next meeting an item relating to a possible application concerning the provision of moveable staging for the village hall.

7 Report by Mr B. Spratt, County Councillor. [Chronologically, this item was taken following item 12 below]. Mr Spratt reported on the work of the adult social services department, and matters relating to education in Norfolk.

8 Financial Matters.

[i] Internal review. It was reported that Mrs Darrell had carried out an internal review and all appeared to be in order.

[ii] Bills for Payment. The Clerk said that the external audit had been completed without comment, and reported balances totalling £15,483.91 [Nationwide £12,881.09 and Barclays Bank £2,602.82]. He reported that one item had been paid since the previous meeting, £79.90 to Adventure Playgrounds in respect of the urgent replacement of a cradle swing. It was proposed by Mrs Darrell that this item be approved. This was seconded by Mr McClenning, and carried. The following items were presented for payment – Clerk's salary for six months April-September 2008 £871.69 [based on 2007-2008 rates], Clerk's expenses £157.96, and Mazars external audit fee of £141. Mrs Darrell proposed that these items be paid. This was seconded by Mr McClenning, and carried. The Clerk reported receiving a letter from Tacolneston Parochial Church Council regarding the cost of churchyard maintenance. Mr McClenning proposed that a grant of £400 be made. This was seconded by Mr Ludkin, and carried.

9 Correspondence. A number of items were circulated and reported for the attention of the Council. [See correspondence file.] The Clerk reported that the open space at McKee Drive had been registered in the name of Tacolneston Parish Council and the receipt of a copy of the Title Information Document. A questionnaire regarding policing was completed for submission. Mrs Darrell reported regarding the forthcoming annual tree-planting scheme and it was agreed that hedging be ordered for planting in Cheney's Lane and at the boundary of the play area. It was suggested that members should consider areas for possible future tree or hedge planting.

10 Health and Safety at Work, 2008 Annual Review of General Statement of Policy. The Clerk reported that Mrs Darrell had signed the statement.

11 Planning Matters.

[i] To Confirm Planning Applications. It was proposed by Mr McClenning that the Council's approval of application 2008/1405 [removal and replacement of windows at St Mary's Cottage, Cheney's Lane] be confirmed. This was seconded by Mrs Darrell, and carried.

[ii] Other Planning Matters. The Clerk presented one planning application for consideration [2008/1717] relating to the use of existing cottages as two independent dwellings, formation of new access drive and proposed new porches and fencing at 1 and 2 Granary Cottages, Common Road,. Mr Lees proposed that the application be approved. This was seconded by Mr Ludkin, and carried.

Mrs Darrell and Mr Spratt each declared their interest in the following item. A planning application for the parking of four vehicles at an area near Tacolneston School on land owned by Tacolneston P.C.C. was presented for submission, the Parish Council being requested to pay the fee of £85. It was stated that it was hoped that this might alleviate parking problems on Norwich Road near the school. The Clerk reported that he had taken advice from the N.C.A.P.T.C. regarding this matter and had been told that it was lawful for the Council to pay the fee in such a case. Mr Lees proposed that the Parish Council pay the fee. This was seconded by Mr McClenning, and carried.

12 Greater Norwich Development Partnership Consultation. After hearing statements on this matter, Mr McClenning proposed that Mrs Darrell formulate a response which included the Council's concern at the lack of planned infrastructure. This was seconded by Mr Lees, and carried.

13 Highways Matters. No matters were raised under this item.

14 Boundary Commission Review and Unitary Status. Reports were received from Mr Lees and Mr McClenning regarding meetings related to these matters. Mrs Darrell proposed that the Clerk should forward a letter stating the Council's support for the status quo in view of the uncertainty regarding costs and possible future financial implications, and concerns related to the levels of democratic representation. This was seconded by Mr McClenning, and carried.

15 Erection of New Notice Board. Mr McClenning reported that he expected the new noticeboards would be in place during October 2008.

16 Upgrading of Play Area Facilities. Mrs Darrell reported on a meeting in July concerning this matter and said she would report further to the next meeting of the Parish Council. It was suggested that the matter should be further publicised on the Council's website and Mr McClenning suggested a leaflet drop. The Clerk reported on a number of concerns related to the play area. That of nettles was referred to the maintenance contractor, and Mr McClenning said he would look into that relating to the closure of the gates.

17 Parking Facilities near Tacolneston School. This matter had been dealt with at Item 11 [ii] above]

18 Report Regarding Tacolneston School. In the absence of Dr Mackie no report was received and the item was deferred to the next meeting.

19 Provision of Additional Map of Parish Footpaths. Mr McClenning said that he was looking into proposed walking routes with Mr Baker. It was agreed that no further action should be taken regarding the provision of a second footpath map.

20 Internet availability within the Parish. Mrs Darrell said she would report at a later date when more information was available.

21 Items for Next Meeting. The Clerk said that Mrs Sparrow had asked that the condition of the village sign should be considered at the next meeting.

24 Date of Next Meeting. The next meeting was arranged for Tuesday, November 11, 2008, at Tacolneston Village Hall at 7.30 p.m. The meeting closed at 9.20 p.m.

Minutes of the meeting of Tacolneston Parish Council held on Tuesday, November 11, 2008, at Tacolneston Village Hall at 7.30 p.m.

Present were Mrs K. Darrell, Mr B. Lees, Mr D. Ludkin, Dr A. Mackie, Mr R. McClenning, Mrs S. Sparrow and Mr B. Spratt. Also present were Mr P. Jeffery [Clerk], Mr H. Smith [District Councillor] and three members of the public, Mrs D. Lorimer, Mrs N. Mayes, and Mrs R. Simmons.

1 Apologies for Absence. There were no apologies for absence.

2 To Receive and Approve the Minutes of the Previous Meeting. Dr Mackie proposed that the minutes of the previous meeting [September 9, 2008] be received and approved. This was seconded by Mr McClenning, and carried.

3 Matters Arising from the Minutes. No matters were raised under this item.

4 Public Participation. Mrs Lorimer and Mrs Simmons reported on a proposal for the erection of a canopy and surface replacement at the Pelican Playschool outdoor facility near the Village Hall, and requested that the Parish Council should submit the planning application. Mr McClenning proposed that the Parish Council should submit the application subject to the matter relating to the fencing being resolved. This was seconded by Mr Ludkin, and carried.

Upgrading of Play Area Facilities [item 19]. This item was brought forward. Mrs Darrell and Mrs Mayes reported on the situation. It was stated that T.A.F.R.A. had offered to make £5,000 available for the project. Also that the Cricket Club had entered a request for the provision of further facilities. Mr McClenning proposed that in principle the Parish Council should make £15,000 available for the multi-sport facility project subject to the acceptance of the plan when it was submitted.

5 Items to be entered in Parish Log Book. The Clerk reported an e-mail received from P.C.S.O. Hollie Fisher stating that 16 crimes had been reported during 2007, and that the same number had been reported for the period January to November 2008.

6 Report by Mr H. Smith, District Councillor. Mr Smith reported on matters relating to a planning matter related to Pelican Row; the falling prices for recycled material; fly tipping; the community speed watch scheme; and the Local Development Framework. He suggested that the Parish Council might wish to review the level of proposed housing units listed at 5 – 10 in the L.D.F. The Council decided to make no change to its position on this matter.

7 Report by Mr B. Spratt, County Councillor. Mr Spratt reported that problem with surface water at New Road had been dealt with. He said that budget problems were likely following the loss of investments. In answer to a question by Mr McClenning, he said that 16 schools in Norfolk were on 'special measures'.

8 Financial Matters.

[i] Internal review. It was reported that Dr Mackie had carried out an internal review and all appeared to be in order.

[ii] Bills for Payment. Mr Lees and Mr Ludkin each declared an interest in this item. The Clerk reported balances totalling £16,203.26 [Barclays Account £3,322.17, Nationwide £12,881.09]. He presented the following items for payment – Clerk, salary adjustment April-September 2008 £21.38; S.N.D.C. play area annual inspection fee £74.03; Mr B. Lees, reimbursement of fee for parish web site £37.76; GJL Contracting, maintenance of recreation ground etc. £1,175.00. It was proposed by Dr Mackie that these items be paid. This was seconded by Mrs Darrell, and carried.

[iii] Estimates 2009-2010. The Clerk presented draft estimates for 2009-2010. Concern was raised at the low level of the opening balance at April 2008 compared to previous years. The Clerk said that the low figure was largely due to payments related to the Parish Plan and maintenance of the Play Area. He added that about £745 was due to the Council in reclaimed VAT. It was proposed by Dr Mackie that the estimates for 2009-2010 be approved. This was seconded by Mr McClenning, and carried. A copy of the estimates is attached to these minutes at Appendix A.

[iiii] To set precept for 2009-2010. Mrs Darrell proposed that the precept be set at £4,750.00. This was seconded by Mrs Sparrow, and carried.

9 Correspondence. A number of items were circulated and reported for the attention of the Council. [See correspondence file.]

10 Planning Matters. Mr Spratt declared an interest in all matters under this item.

[i] To Confirm Planning Applications. It was proposed by Mrs Darrell that that the Council's refusal of application 2008/1775 [lowering of kerb to front of property to enable vehicular access for off road parking at 132 Norwich Road] be confirmed. This was seconded by Mr Lees, and carried.

[ii] Other Planning Matters. The Clerk presented one planning application for consideration [2008/2134] a retrospective application for retention of wooden fencing at Fieldview Cottage, Norwich Road. Mr McClenning proposed that the application be approved stating that it enhanced road safety. This was seconded by Mrs Darrell, and carried.

The Clerk reported receipt of a letter from South Norfolk District Council regarding an order issued in respect of land fronting 126-134 Norwich Road.

Mrs Darrell reported that the Planning Department had asked for an arboriculture assessment in relation to the application for provision of off road parking adjacent to Tacolneston School [2008/1785]. She said that such an assessment would cost £1,200. She read a letter that she had drafted in response. It was proposed by Mr McClenning that the letter be approved. This was seconded by Dr Mackie, and carried.

11 Highways Matters. No matters were raised under this item.

12 Grant Application for Staging for Village Hall. Dr Mackie and Mr McClenning said this matter was in hand and they would report further at a later date.

13 Condition of Village Sign. Mrs Darrell said that she would endeavour to contact Mrs Bulmer regarding this matter and report back at a later date.

14 Parish Plan. Dr Mackie and Mr McClenning said they would report at next meeting.

15 Response to Consultation regarding making and enforcement of Byelaws. It was agreed that no comment be made on this matter.

16 Response to Gypsy and Traveller D.P.D.. Mrs Darrell reported on the views expressed by members in relation to this matter, and said that the views had been forwarded to South Norfolk District Council.

17 To adopt Freedom of Information model publication scheme. Mrs Darrell proposed that the model be adopted. This was seconded by Mr McClenning, and carried.

18 Erection of New Notice Board. Mr McClenning reported regarding this matter. Mr Spratt offered to donate post liners. Mr McClenning said he would contact members regarding a date for the erection of the boards.

19 Upgrading of Play Area Facilities. Some aspects of this matter had been dealt with at Item 4 above. The Clerk also reported receipt of the annual inspection report. It was agreed that this should be circulated before further consideration at the next meeting.

20 To receive a report regarding Tacolneston School. The Clerk was asked to invite the Chairman of the Governors to the March meeting of the Parish Council.

21 Items for Next Meeting. Mr McClenning suggested that a map of the parish also indicating the conservation area should be made available for reference at meetings.

22 Date of Next Meeting. The next meeting was arranged for Tuesday, January 6, 2009 at Tacolneston Village Hall at 7.30 p.m. The meeting closed at 9.10 p.m.