

Minutes of the meeting of Tacolneston Parish Council held on Tuesday, January 6, 2009, 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, and Mr B. Spratt. Also present were Mr P. Jeffery [Clerk], Mr H. Smith [District Councillor], Mr J. Bayston, Mrs A. Dennington-Price [Enabling Officer, South Norfolk Council], and Mr A. Burden [Saffron Housing Trust].

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

2 To Receive and Approve the Minutes of the Previous Meeting. Dr Mackie proposed that the minutes of the previous meeting [November 11, 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 Presentation on Affordable Housing by Mrs A. Dennington-Price of South Norfolk District Council and Mr A. Burden of Saffron Housing Trust. Information regarding South Norfolk Council's low cost housing project in association with Saffron Housing Trust was received from the two speakers. It was said that in Tacolneston there were 12 households in housing need and 20 units of social housing. Issues raised included the standard of the buildings, garden provision, number of units, planning implications, and priority for local people. Members were invited to a further presentation at Pulham Market on January 20 next. It was agreed to consider the matter further at the next meeting. Mrs Dennington-Price and Mr Burden left the meeting at this point.

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

18 Upgrading of Play Area Facilities. This item was brought forward and Mr Bayston gave a report concerning the proposed upgrading of the play area. He said it was proposed to include cricket facilities within the multi-sport facility. The Clerk reported that the annual report had been included in the correspondence file. He was asked to include it again with a check list so that members might indicate which items might be considered as requiring urgent attention. Mr McClenning and Mr Bayston left the meeting at this point. Mr Ludkin declared an interest in the matter of the recreation ground maintenance contract. The Clerk reported that the contractor had given a verbal estimate for 2009 of £1,000 plus VAT. Mrs Darrell proposed that G.J.L. Contracting be awarded the contract for ground maintenance for 2009. This was seconded by Mr Lees, and carried.

6 Items to be entered in Parish Log Book. A distraction theft from an elderly resident was reported and Mrs Darrell stated that the parish website banner was missing. She also reported two highway accidents in Hall Road.

7 Report by Mr H. Smith, District Councillor. Mr Smith reported that the 2008 'carbon footprint' was to be the benchmark for plans for carbon reduction and said that problem areas would be identified on a heat loss map.

8 Report by Mr B. Spratt, County Councillor. Mr Spratt reported on recycling matters; proposals for Council Tax level; cost of the provision of adult social services.

9 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 £16,618.09 [Barclays Account £1,737.00, Nationwide £12,881.09]. He reported that one item had been paid since the last meeting, £287.50 to East of England Tree Surgeons for tree survey related to a planning application. Mr Ludkin proposed that this payment be approved. This was seconded by Mr Lees, and carried. The Clerk presented one item for payment, £61.50 to T.A.F.R.A. for hire of hall for meetings in 2008. It was proposed by Mrs Darrell that this item be paid. This was seconded by Mr Lees, and carried.

10 Correspondence. A number of items were circulated and reported for the attention of the Council. [See correspondence file.] Mr Lees said he would attend the Norfolk Police Authority Open Meeting on January 29 next.

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

[i] To Confirm Planning Applications. It was proposed by Dr Mackie that that the following planning consultation responses be approved – approval of 2008/2243 proposed garage extension and alterations at 35 The Fields; approval of 2008/2250 and 2008/2251 proposed ground and first floor extension to dwelling and erection of garage and stable buildings at The Retreat, Hall Road; approval of erection of canopy and replacement of grass and gravel within fenced area at land at Tacolneston Village Hall. This was seconded by Mrs Darrell, and carried. Mr Spratt expressed the thanks of the Parochial Church Council in respect of the Parish Council's assistance with a planning matter.

[ii] Other Planning Matters. The Clerk reported that planning applications 2008/2243 [see above] and 2008/1785 provision of off road parking at land adjacent to Tacolneston School had been approved by South Norfolk Council.

11 Highways Matters. Dr Mackie reported that there had been problems with water on the carriageway at Cheney's Lane. The Clerk was asked to write to Messrs Easton regarding maintenance of ditches. It was suggested that details of the Hall Road salt bin be posted on the web site. It was also reported that the warning signs near the school were being used. The Clerk reported that in view of the length of the agenda he had consulted Mrs Darrell about deferring an invitation to Mr R. Poole, chairman of Tacolneston School governors, to attend the meeting. He said he would forward the invitation for the March meeting.

13 Grant Application for Staging at Village Hall. This item was deferred to the next meeting.

14 Condition of Village Sign. Mrs Darrell said that she spoken with Mrs Bulmer who had asked for details of the signs deterioration. She said she would contact Mr McClenning and report again.

15 Freedom of Information Act Publication Scheme. The Clerk reported on this matter. It was agreed that he and Mrs Darrell should compile a draft which would be presented to the Council for approval.

16 Parish Plan. Dr Mackie presented copies of a report for the information of members. It was agreed that this item should be considered further at the next meeting, also the matter of the provision of a parish news letter.

17 Erection of New Notice Board. It was reported that it was hoped to erect the board when the weather improved.

[18 Upgrading of Play Area Facilities. This item had been considered earlier in the meeting. See above.]

19 Map of Parish. This matter was deferred to the next meeting.

20 Items for Next Meeting. Mr Lees asked that the Parish Council's role in the commemoration of Remembrance Sunday be considered at the next meeting.

21 Date of Next Meeting. The Clerk asked that date of the next meeting be arranged for either March 3 or March 10 and he would contact members with a definitive date as soon as possible. The meeting closed at 9 p.m.

Minutes of the meeting of Tacolneston Parish Council held on Tuesday, March 10, 2009, 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 L. Blowfield, Head Teacher of Tacolneston School, Mr R. Poole, Chairman of Governors of Tacolneston School, and Mrs S. Manning.

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 [January 6, 2009] 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.

[Item 13 below was taken at this point.]

4 Public Participation. Mrs Manning drew attention to the site in her ownership which had been put forward for consideration for development under the LDF, and she invited members of the Council to visit the site. She then left the meeting.

5 Items to be entered in Parish Log Book. Mr McClenning reported four recent road traffic accidents. It was also reported that several police speed checks had been carried out in recent days.

6 Report by Mr H. Smith, District Councillor. Mr Smith reported on the delay in the decision regarding unitary status; rise in South Norfolk Council's council tax of 2.48%; search for financial savings; the L. D. F.; and scheme promoting restorative justice.

7 Report by Mr B. Spratt, County Councillor. Mr Spratt reported on the building of the new Pulham Crossroads roundabout; cuts in the Highways budget; the need for footpaths in rural villages; a policy to stop the sale of farms owned by the County Council; and education matters.

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 £15,468.83 [Barclays Account £2,431.31, Nationwide £13,037.52]. He reported that one item had been paid since the last meeting, £26.04 to Mr McClenning for materials for the new notice board. He also presented three items for payment, £60.79 to South Norfolk District Council for dog waste bin emptying; £893.07 to the Clerk for salary October 2008-March 2009; and £84.22 to the Clerk for expenses. It was proposed by Mrs Sparrow that the payment made be approved and the other items be paid. This was seconded by Mr Lees, and carried.

[iii] Appointment of Internal Auditor. The Clerk was asked to invite Mr S. Billin to again act as internal auditor.

9 Correspondence. A number of items were circulated and reported for the attention of the Council. [See correspondence file.] The Clerk was asked to circulate documents relating to the Joint Core Strategy consultation, the Gypsy and Traveller Development Plan consultation, and nominations for South Norfolk Alliance Executive Board.

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 the following planning consultation responses be approved – to make no view regarding permitted development item 2009/0149 installation of 11 ground level heat exchangers, standby generator and fuel tank with landscaping scheme at National Grid Transmitting Station, New Road; and no view regarding item Norfolk County Council ref SP/Y7/2009/7005 project no. BSG107828 for formation of timber framed and canvassed roof covered outdoor play area with double doors from the class base to the outside at Tacolneston Primary School.

[ii] Other Planning Matters. No matters were raised under this item.

11 Highways Matters.

Mr McClenning reported continuing problems at Cheney's Lane with standing water flooding the highway and the surface breaking up. Mrs Darrell undertook to contact again the landowner and the Clerk was asked to inform Highways Department of the matter. Mrs Darrell reported on costs relating to reactive speed signs.

12 Affordable Housing. Mr Spratt declared an interest in this item. Mr Lees proposed that the Council support the plan for the provision of 6-8 affordable housing units in Tacolneston. This was seconded by Dr Mackie and carried. Councillors then considered sites which might be recommended. Mr Lees proposed that the two L.D.F. sites numbered 655 and 194 with no preference be proposed. This proposal was not seconded. Mrs Darrell proposed that sites 655, 356 and 214 be proposed in that order of preference. This was seconded by Mr McClenning and carried.

13 Report on Tacolneston School. [Chronologically this item was taken following item 3 above.] Mrs Blowfield and Mr Poole reported on recent progress and plans at the school. Mrs Blowfield said there were now four classes with a total of 86 pupils. They also reported on the school's travel plan which encouraged cycling and walking to school, and the use of the school warning lights. Mrs Darrell thanked them for attending the meeting and members of the Council said the Parish Council was committed to help with the wellbeing of the school. Mrs Blowfield and Mr Poole left the meeting at the conclusion of this item.

14 Grant Application for Staging at Village Hall. This item was deferred to the next meeting.

15 Maintenance of Village Sign. Mrs Darrell said that a letter had been received from Mrs Bulmer granting permission for maintenance work to be carried out and outlined work considered necessary. Further consideration was deferred to the next meeting when a date would be set for a working party to carry out the maintenance work.

16 Freedom of Information Act Publication Scheme. Mr McClenning proposed that a suggested scale of charge be approved. This was seconded by Dr Mackie, and carried. Details to be published on the web site.

17 Parish Plan. Dr Mackie and Mr McClenning reported that a number of items were being carried forward.

18 Parish News Letter. Mrs Darrell said she would draft a newsletter seeking volunteers to work on the proposal to publish a parish newsletter. Members of the Council undertook to distribute it.

19 Erection of New Notice Board. Mrs Darrell thanked Dr Mackie and Mr McClenning for erecting the new notice board.

20 Upgrading of Play Area Facilities. Mrs Darrell reported on a recent committee meeting regarding this project. She said a fund-raising event was planned for July 5 next and a consultation meeting was to be held in April. She added that she had planted more boundary hedging at the play area.

21 Play Area Annual Report. Consideration of this matter was deferred to the next meeting.

22 Response to Consultation on Guidance Note on Impact of Wind Turbines. It was agreed that no response be forwarded.

23 Map of Parish. Mr Smith undertook to look into the cost of S.N.D.C. providing a parish map at the scale of 1-10,000.

24 Request from N. C. C. regarding footpath. The Clerk reported a request concerning the footpath near Dovedale Road. The Clerk was asked to suggest that the ditch be piped to allow the footpath to be re-instated.

25 Commemoration of Remembrance Sunday. Mrs Darrell declared an interest in this item. Mr Lees proposed that the Parish Council be represented at the Remembrance Sunday service and a wreath be laid at the memorial. He also reported on the condition of the memorial. Mr Lees asked that this matter be considered further at the next meeting and it was suggested that a working party undertake the cleaning of the memorial at the same date as the proposed maintenance work on the village sign [see item 15 above].

26 Insurance Cover of Notice boards. The Clerk reported on the condition of notice boards. It was agreed that the one near the closed post office be removed and deleted from the items insured. Dr Mackie and Mr McClenning undertook to remove it.

27 Items for Next Meeting. Mr McClenning asked that an item concerning the frequency of meetings be placed on the agenda of the next meeting.

28 Date of Next Meeting. The next meeting was arranged for May 5, 2009, at Tacolneston Village Hall at 7.45 p.m. The meeting closed at 10 p.m.

Minutes of the Annual Meeting of Tacolneston Parish Council held on Tuesday, May 5, 2009 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], and Mr H. Smith [District Councillor].

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

2 To Receive Chairman's Declaration of Acceptance of Office. Mrs Darrell signed the Declaration of Acceptance Form.

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

4 Chairman's Report. Mrs Darrell presented a report on the activities of the Council during the previous year. She said the precept had remained the same for three years and thanked Mr Lees for his work relating to the parish website. She said the Post Office had closed and that a fund raising event and consultation with young people were planned. The Council had proposed possible sites for affordable housing. Much work had been done in the parish on footways; she thanked the members who had erected the new noticeboard; and said further hedging and specimen trees had been planted.

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

6 To Receive and Approve the Minutes of the Previous Annual Meeting. Mr McClenning proposed that the minutes of the previous annual meeting [May 12, 2008] be received and approved. This was seconded by Mr Spratt, and carried.

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

8 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. Mrs Sparrow seconded the proposal. There were no other nominations and the motion was carried unanimously.

9 To Appoint members to administer Internal Review. Mrs Darrell proposed that Dr Mackie be appointed. Dr Mackie indicated his willingness to accept nomination. Mr McClenning seconded the proposal. There were no other nominations and the motion was carried unanimously.

10 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 Tuesday, May 5, 2009, at Tacolneston Village Hall at 7.40 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], 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 Annual Parish Meeting. Mrs Darrell proposed that the minutes of previous annual parish meeting [May 12, 2008] be received and signed as a correct record. This was seconded by Mr McClenning, and carried.

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

4 To Consider Any Other Matters Brought to the Attention of the Meeting. Mrs Darrell regretted that the meeting was not attended by any members of the public. The meeting closed at 7.45 p.m.

Minutes of the meeting of Tacolneston Parish Council held on Tuesday, May 5, 2009, at Tacolneston Village Hall at 7.45 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], 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 (March 10, 2009) be received and approved. This was seconded by Dr Mackie, and carried.

3 Matters Arising from the Minutes. Mr McClenning proposed that following the discussions relating to affordable housing at the previous meeting, a map indicating the boundary of the conservation area should be received and published on the website for the information of parishioners. This was seconded by Dr Mackie, and carried. Mrs Darrell said that she considered that there had been a lack of courtesy displayed at the previous meeting.

4 Public Participation. In the absence of members of the public no matter was raised under this item.

5 Items to be entered in Parish Log Book. A burglary and subsequent theft of a vehicle in Cheney's Lane in the early hours of May 5 were reported, and a burglary in Norwich Road at the end of March. Mr Smith reported the forthcoming appointment of a new P.C.S.O..

6 Report by Mr H. Smith, District Councillor. Mr Smith said the L.G.R. process was ongoing. He said that South Norfolk District Council was experiencing a much reduced income and he drew attention to the Community Pub of the Year award.

7 Report by Mr B. Spratt, County Councillor. Mr Spratt drew attention to work on the outer harbour at Great Yarmouth, the work of Adult Social Services, and the budgetary problems faced by Norfolk County Council.

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 £16,822.32 [Barclays account £3,784.80, Nationwide account £13,037.52]. He presented the following items for payment – Norfolk Association of Local Councils annual fee £148.61; Allianz Insurance annual fee £613.90; Mr S. Billin internal audit £50; Mr P. Jeffery 2008-2009 salary adjustment £5.28. Mr Spratt proposed that these items be paid. This was seconded by Mrs Sparrow, and carried. Mr McClenning proposed that a donation of £55 be forwarded to Wymondham C. A. B.. This was seconded by Mrs Sparrow, and carried. The Clerk reported that Pelican Playschool was organising a community event in June at which it was suggested that plans for the multi use leisure area might be displayed, and the Council had been requested to make a donation of £30 to cover the cost of attendance by St John's Ambulance personnel. Mrs Darrell proposed that a donation of £30 be offered. This was seconded by Dr Mackie, and carried.

[iii] To Receive and Approve the Annual Statement of Accounts. The Clerk presented a statement of accounts for 2008-2009. It was proposed by Mrs Darrell that the statement of accounts be received and approved and the account book be signed as a correct record. This was seconded by Mr Lees, and carried. A copy of the statement of accounts is attached to these minutes at Appendix A.

[iii] To Report Completion of Internal Audit. The Clerk reported that Mr Billin had completed and signed the annual internal audit report.

[v] To approve the Annual Governance Statement. Mrs Darrell read the annual governance statement to the meeting on the Annual Return. It was proposed by Dr Mackie that the statement be signed. This was seconded by Mr McClenning, and carried. [Mr Spratt left the meeting at this point.]

9 Correspondence. A number of items were circulated and reported for the attention of the Council. [See correspondence file.] Mrs Sparrow proposed that a litter-picking party be organised and this was arranged for June 23 next meeting at the Village Hall at 7.30 p.m. The Clerk reported an e-mail from Abi Dennington-Price regarding affordable housing and indicating that planning officers had advised that LDF site 214 appeared to have the most potential with site 655 being kept as the 'reserve'. Mr McClenning proposed that this proposal be confirmed by the Parish Council. This was seconded by Dr Mackie, and carried.

10 Planning.

[i] To Confirm Planning Applications. It was proposed by Mr McClenning that the Council's recommended approval of applications 2009/0537 for two storey front extension at 10 The Fields be confirmed. This was seconded by Mr Ludkin, and carried.

[ii] Other Planning Matters. No matters were raised under this item.

11 Highways Matters. The Clerk reported that he hoped to arrange a tour of the parish in the company of the Highway Technician and asked to be notified of any problem area.

12 Grant Application for Staging for Village Hall. Mr McClenning undertook to look into the cost staging and record an expression of interest in the neighbourhood grant scheme. He suggested that the cost might be in the region of £1,300. Mr Lees proposed that the Parish Council should indicate that it would make a grant of £150 toward the project. This was seconded by Mrs Sparrow, and carried. Dr Mackie said he thought T.A.F.R.A. might make a similar donation to the scheme.

13 Maintenance of Village Sign. Mrs Darrell, Mrs Sparrow and the Clerk undertook to begin the process of cleaning the Village Sign on a date to be arranged.

14 Parish News Letter. Mrs Darrell said she was collecting news items for the news letter and thanked councillors for their offers of assistance with the delivery.

15 Upgrading of Play Area Facilities. Mrs Darrell reported on the situation regarding the multi use leisure area. She said grant applications were being processed and quotations for the work were being sought. She said a fund raising event was planned for July 12 next.

16 Play Area Annual Report. It was reported that following further consideration it was the view that there were no matters requiring urgent attention. Also that consideration should be given to the replacement of some items. The Clerk said details of equipment would be included in the correspondence file for circulation.

17 Schedule of Parish Council Meetings. Dr Mackie proposed that a programme of monthly meeting should be introduced. This was seconded by Mr Lees. The subsequent vote was tied and 3-3 and Mrs Darrell cast the Chairman's deciding against the motion. Mrs Darrell proposed that an extra meeting be scheduled for October so that members might review the result of three consecutive meeting. This was seconded by Mr Lees, and carried.

18 Commemoration of Remembrance Sunday. Mr Lees proposed that the memorial should be cleaned; that a wreath be purchased from the Royal British Legion so that it might be placed at the memorial by a representative of the Parish Council at the Remembrance Day service; and that details of the fallen in the two World Wars be published on the website. This was seconded by Mr McClenning, and carried. Mr McClenning and Mr Lees undertook to clean the memorial.

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

20 Date of Next Meeting. The next meeting was arranged for Tuesday, July 7, 2009, 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 on Tuesday, July 7, 2009, at Tacolneston Village Hall at 7.30 p.m.

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

1 Apologies for Absence. Apologies for absence were received from Dr A. Mackie.

2 To Receive and Approve the Minutes of the Previous Meeting. Mr Spratt proposed that the minutes of the previous meeting (May 5, 2009) be received and approved. This was seconded by Mr Lees, and carried.

3 Matters Arising from the Minutes. Mr Spratt said he had been approached on a number of occasions by parishioners regarding the provision of affordable housing and asked for an indication of when such housing might be provided. The Clerk read a response from Abi Dennington-Price indicating that the matter was being taken forward with the land owner and that a further report would be given for the next meeting. Mrs Darrell said that only she and Mrs Sparrow had attended the litter pick and that a considerable amount had been collected at the recreation ground. She said she would contact members regarding areas requiring attention.

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

5 Items to be entered in Parish Log Book. Mrs Darrell reported the theft of building materials and said that the culprits had been caught, had appeared in court and the property had been recovered.

6 Report by Mr H. Smith, District Councillor. Mr Smith reported on policing and crime figures in the area; possible problems resulting from the publishing of draft minutes; the situation regarding unitary status; S.N.D.C. budgetary matters; the 'pub of the year competition; fears for a swine flu epidemic, and the recent successful Tacolneston fete.

7 Report by Mr B. Spratt, County Councillor. Mr Spratt reported on the problems and costs associated with waste disposal, and recently published data indicating that South Norfolk was one of the best places to live. He said that as Chairman of S.N.D.C. he was visiting many community events and he was congratulated on his re-election to Norfolk County Council.

8 Financial Matters.

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

[ii] Bills for Payment. The Clerk reported balances totalling £15,949.53 [Barclays account £2,912.01, Nationwide account £13,037.52]. He presented the following item for payment, Pelican Playgroup £30 for attendance of St John Ambulance at a local event. It was proposed by Mr McClenning that this item be paid. This was seconded by Mr Spratt, and carried.

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

10 Planning Matters. Planning application 2009/0974 relating to increase in number of under eight year olds from 6 to maximum of 10, in line with Ofsted registration, at 98 Norwich Road, was presented for consideration. It was proposed by Mr Spratt that the Council recommend approval. This was seconded by Mr Ludkin, and carried.

11 Highways Matters. The Clerk reported that he and Mr Ludkin had accompanied a member of the Highways Department in a tour of the village and a number of items had been brought to his attention. Mr Ludkin reported that pot holes in West Way had been filled; Mr Spratt said that the work in Cheney's Lane had been successfully completed; and Mrs Sparrow raised the matter of surface water in Norwich Road. She said she would seek to gain comments from other parishioners regarding this problem for presentation to a future meeting of the Council.

12 Grant Application for Staging for Village Hall. Mr Darrell indicated an interest in this matter and Mr McClenning suggested that they should together seek further information.

13 Maintenance of Village Sign. Mrs Darrell reported that the sign had been treated with fungicide but considerable work involving filling was required before further maintenance work could be undertaken.

14 Parish News Letter. Mrs Darrell said this matter was in hand and she produced draft copies indicating the type of publication proposed. She asked for suggestions for other items that might be included.

15 Upgrading of Play Area Facilities. Mr Spratt offered to cut the beech hedge. The necessity for cutting back the boundary hedge with McKee Drive was referred to the contractor. The Clerk suggested a review of the play equipment and members agreed to view the site and other information with a view to reviewing the equipment requirements at a future meeting.

16 Emergency Planning Committee. The Clerk reported an invitation for members to attend a Emergency Planning Meeting with members of Fornsett Parish Council on July 9 next. Mr McClenning indicated that he would attend and other members indicated that they would endeavour to attend.

17 To Approve Health and Safety at Work Statement. The Clerk reported on the implementation of the Health and Safety review regime and drew attention to the poor state of notice boards at The Old Post Office and near The Fields. He was asked to circulate details of possible replacement boards with a view to the Council reviewing the provision of notice boards within the Parish. Mrs Sparrow proposed that the Health and Safety at Work Statement be approved. This was seconded by Mr Ludkin, and carried. Mrs Darrell signed the review statement.

18 Items for Next Meeting. Mrs Lees asked that the Clerk include additional details of Planning Applications on future agendas. Mrs Darrell asked that suggestions for tree-planting sites should be forwarded to her before September 1.

19 Date of Next Meeting. The next meeting was arranged for Tuesday, September 8, 2009, at Tacolnaston Village Hall at 7.30 p.m. The meeting closed at 8.50 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, October 6, 2009, at Tacolneston Village Hall at 7.30 p.m.

Present were Mrs K. Darrell, Mr B. Lees, Dr A. Mackie, Mr R. McClenning, Mrs S. Sparrow and [from item 8] Mr B. Spratt. Also present was Mr P. Jeffery [Clerk], and Miss A. Murray.

1 Apologies for Absence. Apologies for absence were received from Mr D. Ludkin.

2 To Receive and Approve the Minutes of the Previous Meeting. Dr Mackie proposed that the minutes of the previous meeting (September 8, 2009) be received and approved. This was seconded by Mr Lees, and carried.

3 Matters Arising from the Minutes. The Clerk was asked about proposed provision of affordable housing and stated that there was nothing further to report.

4 Public Participation. Miss Murray complained about the recent cutting of hedging near the boundary of the former tennis court and her property in McKee Drive. She said that she considered the exposure of the ditch represented a safety hazard. The matter was referred to TAFRA.

5 Items to be entered in Parish Log Book. It was reported that there had been an increase in police speed checks in recent days.

6 Report by Mr H. Smith, District Councillor. In the absence of Mr Smith no report was received.

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

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 £16,602.14 [Barclays account £3,556.65, Nationwide account £13,045.49]. He presented two items for payment – Clerk's salary adjustment April-September 2009 £9.19; parish website fee [Mr Lees] £35.76. It was proposed by Mrs Sparrow that these items be paid. This was seconded by Mr McClenning, and carried. Mr Lees said he would look into the internet costs.

9 Correspondence. The Clerk reported that a number of items had been received and were in the correspondence file, none of which required further current action. [See correspondence file.]

10 Planning Matters. [i] To confirm recommendation relating to planning application 2009/1431 The Manor House, erection of 3 bay cart lodge and extension of shingle area. Mr Spratt declared an interest in this item. It was proposed by Mr McClenning that the unanimous recommendation of refusal be confirmed. This was seconded by Mrs Sparrow, and carried.

[ii] Other Planning Matters. Mr Spratt declared an interest in this item. The Clerk presented application 2009/1490, conversion and extension of outbuilding annex with internal and external alterations; proposed new window opening and revised external door for main dwelling at The Granary, Common Road, for consideration. Mr Lees proposed approval with the condition that the annex should remain part of the main building with separation. This was seconded by Mr McClenning, and carried.

11 Highways Matters. Mr McClenning reported that he had attended an open event at Ketteringham highways depot. The Clerk was asked to contact Highways Department suggesting that resurfaced New Road be included in the winter road salting programme.

12 Emergency Planning report. Mrs Darrell reported on a meeting regarding this matter. She suggested that a questionnaire be circulated with the next edition of the parish newsletter seeking information to assist in the identification of risks and personal skills within the parish. Members of the council voiced support for the initiative.

13 Parish Plan update. Dr Mackie reported on the recent 'Funday' which had raised £734 toward the proposed multi use games area. He said that further steps would be taken to gain grant funding.

14 Items for Next Meeting. No items were proposed at this time.

15 Date of next meeting [November 10, 2009]. The next meeting was arranged for Tuesday, November 10, 2009. at Tacolneston Village Hall at 7.30 p.m. The meeting closed at 8.22 p.m.

Minutes of the meeting of Tacolneston Parish Council held on Tuesday, November 10, 2009, at Tacolneston Village Hall at 7.30 p.m.

Present were Mrs K. Darrell, Mr B. Lees, Mr D. Ludkin, Mr R. McClenning, Mrs S. Sparrow and [from item 8 [iii]] Mr B. Spratt. Also present was Mr P. Jeffery [Clerk], Mr H. Smith [District Councillor], and one member of the public, Miss E. Willson.

1 Apologies for Absence. Apologies for absence were received from Dr A. Mackie.

2 To Receive and Approve the Minutes of the Previous Meeting. Mrs Sparrow proposed that the minutes of the previous meeting [October 6, 2009] 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 Darrell proposed that the meeting be adjourned for public participation. This was seconded by Mr Lees, and carried. The meeting was adjourned at 7.35 p.m. Miss Willson read a letter stating several points relating to outline planning application [2009/1700] proposing the erection of a new dwelling at the rear of 23 Norwich Road, she being the applicant. She also forwarded copies of the letter which some Councillors reported receiving before the meeting. The Parish Council meeting resumed at 7.40 p.m.

5 Items to be entered in Parish Log Book. Mr McClenning drew attention to the construction of the new TV mast.

6 Report by Mr H. Smith, District Councillor. Mr Smith reported on the Greater Norwich Development Plan; the situation regarding unitary proposal; the cost of concessionary fares; budgetary savings; and the situation regarding affordable housing for Tacolneston. Regarding the last of these he said that he understood that there the proposal was subject to redesign.

7 Report by Mr B. Spratt, County Councillor. [Chronologically this item was taken after Item 13 below.] Mr Spratt reported that the new car park near the school was in operation and was having a beneficial effect in relation to on-road parking. He said that the proposed Hapton Road bridge restriction scheme would result in considerable savings. He also reported regarding the Greater Norwich Development Partnership.

8 Financial Matters. [i] Internal Review. It was reported that Mr Lees had conducted an internal review before the meeting and everything appeared to be in order.

[ii] Bills for payment. Mr Ludkin declared an interest in this item. The Clerk reported balances totalling £16,557.19 [Barclays account £3,511.70, Nationwide £13,045.49]. He presented three bills for Payment – South Norfolk Council, play area inspection, £72.45; GJL Contracting, grounds maintenance, £1,150.00; and St John Ambulance, funday safety cover, £39.56. Mrs Sparrow proposed that these items be paid. This was seconded by Mr Lees, and carried.

[iii] To review Clerk's Salary and Contract of Employment. Mrs Sparrow proposed that no amendment be made to the Clerk's Salary structure or Contract of Employment. This was seconded by Mr McClenning, and carried.

[iiii] To Fix Estimates for 2010-2011. The Clerk presented draft estimates for 2010-2011. Following discussion regarding replacement of an old notice board in Norwich Road and possible adoption of a telephone kiosk, the draft was amended to reflect a possible increase in insurance fee. Mrs Darrell proposed that the

amended estimates be adopted. This was seconded by Mr Ludkin, and carried. Mr McClenning said he would report regarding possible replacement of the old notice board. The Clerk was asked to forward to South Norfolk Council the Council's willingness to adopt the listed telephone kiosk for £1 should the service be withdrawn, but to point out that the kiosk was the most used of those listed for withdrawal of service. The Council's adoption to be subject to the kiosk being placed in a well maintained condition at the time of transfer of ownership. Mr Spratt arrived at this point. [A copy of the adopted estimates is attached to these minutes at 2009-2010 Appendix B.

[v] To fix Parish Council's precept for 2010-2011. Mrs Darrell proposed that the precept should remain unchanged at £4,750. This was seconded by Mr Lees, and carried unanimously. The Precept return was completed and signed by Mrs Darrell and the Clerk for submission.

9 Correspondence. The Clerk reported a number of items [see correspondence file]. He also reported that the Council's request that New Road be included in the winter gritting regime had been rejected.

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

[i] Norfolk Minerals and Waste Site Allocations Consultation. It was agreed that no comment be entered.

[ii] Other Planning Matters. The Clerk reported that the application relating to St Mary's Farm [2009/1322] had been approved. The Clerk presented documentation relating to the Greater Norwich Development Partnership proposals consultation. Members undertook to view the matter individually. The Clerk presented application 2009/1700 for consideration. This was an outline planning application for the erection of a new dwelling at the rear of 23 Norwich Road. It was proposed by Mrs Darrell that the application be approved with the condition that the access to New Road should remain in the existing position. This was seconded by Mrs Sparrow, and carried.

11 Highways Matters. [i] Hapton Road Bridge proposed restriction. The Clerk reported that Councillors had indicated approval for the scheme and this view had been forward to Norfolk County Council.

[ii] Other Highways Matters. Mrs Sparrow asked if there had been any action regarding investigation of the problem of puddles forming on Norwich Road. The Clerk said he would contact Highways Department again. Mrs Darrell reported regarding possible use of temporary reactive speed signs and undertook to take up the matter with Norfolk County Council.

12 To consider Play Area Annual Report. Following earlier circulation of the report, Mrs Darrell proposed that no action be undertaken. This was seconded by Mr Lees, and carried.

13 Items for Next Meeting. It was reported that the village sign had been treated with oil and that the war memorial had been cleaned. The Clerk was asked to place the following items on the agenda for the next meeting – repairs to war memorial; report regarding provision of multi use games area by members of sub committee; calendar of meetings.

14 Date of Next Meeting. The next meeting was arranged for Monday January 11, 2010, at Tacolneston Village Hall at 7.30 p.m. The meeting closed at 8.50 p.m.