

Minutes of the meeting of Tacolneston Parish Council held on Tuesday, January 8, 2013, at Tacolneston Village Hall at 7.30 p.m.

Present were Mrs. K. Darrell, Mr N. Gorvin, Mr. M. Holmes, Mr. D. Ludkin, Dr. A. Mackie, Mrs. S. Sparrow and Mr. B. Spratt (from Item 6). Also present were Mr. P. Jeffery [Clerk], Mr. R. McClenning [District Councillor] and four members of the public.

1 Declarations of Interest. Mr. Ludkin declared pecuniary interests in items 8 and 16 [v].

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

3 To Approve the Minutes of the previous meeting [November 13, 2012]. Dr. Mackie proposed that the minutes of the meeting of November 13, 2012, be approved. This was seconded by Mr. Gorvin, and carried.

4 Any Matters arising from the Minutes. No matters were raised under this item.

5 To receive a motion to delete Standing Order 80 that a resolution permanently to add, vary or revoke a Standing Order shall when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council. Mr. Holmes proposed that the motion be received. This was seconded by Mr. Ludkin and carried, and further consideration was adjourned without further discussion to the next meeting.

6 To receive a motion that to permanently add to or vary or to revoke one or more of the Council's standing orders not mandatory by law shall not be carried unless two-thirds of the total number of Councillors at a meeting of the Council vote in favour of the same. [Mr. Spratt arrived at this point.] Mr. Gorvin proposed that the motion be received. This was seconded by Mrs. Sparrow, and carried, and further consideration was adjourned without further discussion to the next meeting.

7 To receive a motion that the following amendment to Standing Orders be approved –  
'Effect of prejudicial interests on participation of members of the council.

1 Subject to sub-paragraph (2) below, where a member has a pecuniary interest in any business of the council –

(a) you must withdraw from the room or chamber where a meeting considering the business is being held –  
(i) in a case where sub-paragraph (2) applies, immediately after making representations, answering questions or giving evidence;

(ii) in any other case, whenever it becomes apparent that the business is being considered at that meeting; unless you have obtained a dispensation;

(b) you must not exercise executive functions in relation to that business; and

(c) you must not seek improperly to influence a decision about that business.

(2) Where you have a pecuniary interest in any business of the authority, you may attend a meeting (including a meeting of the overview and scrutiny committee of your authority or of a sub-committee of such a committee) but only for the purpose of making representations, answering questions or giving evidence relating to the business, provided that the public are also allowed to attend the meeting for the same purpose, whether under a statutory right or otherwise.'

Dr. Mackie proposed that the motion be received. This was seconded by Mr. Holmes, and carried, and further consideration was adjourned without further discussion to the next meeting.

8 To receive a motion to amend Standing Orders and Financial Regulations to include details of how many tenders are required for each procurement. Mr. Holmes proposed that the motion be received. This was seconded by Mrs. Sparrow and carried, and further consideration was adjourned without further discussion to the next meeting.

9 Public Participation. Mr. Gorvin proposed that the meeting be adjourned to receive comments from members of the public. This was seconded by Mrs. Sparrow, and carried. The meeting adjourned at 7.37 pm. Some residents of McKee Drive gave information regarding land adjacent to 3 and 7 McKee Drive which was reported as being the subject of a forthcoming planning application. There was no lobbying of members and copies of information presented are retained in the 2013 correspondence file. The meeting resumed at 7.55 p.m. and the residents of McKee Drive left the meeting at this point.

10 Report by Mr B. Spratt, County Councillor. Mr. Spratt reported regarding the retention of rural schools; budgetary pressure on social services resulting from the increasing number of elderly people in the population; and highways maintenance.

11 Report by District Councillor, Mr R. McClenning. Mr. McClenning reported regarding budgetary constraints on services and the role of the neighbourhood boards scheme.

12 Review of reporting by County Councillor and District Councillor. Mrs. Darrell suggested that the County and District Councillors should submit written reports to the Parish Council a few days before each meeting so that members might formulate questions. Mr. Gorvin proposed that the meeting be adjourned to receive comment. This was seconded by Mr. Ludkin, and carried. The meeting adjourned at 8.08 p. m. Mr. McClenning responded to the suggestion. The meeting resumed at 8.12 p. m. Following further discussion Dr. Mackie proposed that the meeting be adjourned. This was seconded by Mr. Gorvin and the meeting adjourned at 8.18 p. m. and received further comment from Mr. McClenning. The meeting resumed at 8.19 p.m. Dr. Mackie proposed that the Parish Council receive reports from the County and District Councillors in advance of meetings and that there be an agenda item to allow the discussion of matters raised and for questions to be asked. This was seconded by Mrs. Darrell, and carried. Mr. McClenning and Mr. Spratt were asked to formulate a response list of areas of interest in consultation with Dr. Mackie.

13 Items to be Entered in Parish Log Book. Mrs. Darrell reported the theft of a pheasant feeder in Hall Road and Mr. Holmes reported vandalism to fencing near the MUGA at the Recreation Ground.

14 Correspondence. The Clerk reported items of correspondence [see correspondence file]. Mrs. Darrell said she intended to attend a meeting regarding Police funding on January 17, 2013. She reported a response to the forthcoming vacancy for Parish Clerk. Mr. Holmes proposed that a sub-committee comprising of Mrs. Darrell, Dr. Mackie and Mrs. Sparrow be formed to overview and report regarding the appointment of a new Clerk.

15 To seek a dispensation relating to Disposable Pecuniary Interests relating to Council's budget and precept. The members of the Council submitted to the Clerk application forms for the granting of a dispensation in relation to matters related the setting of the precept. The dispensation was granted and to continue until the formation of a new council in 2015.

16 Financial Matters. [i] Internal Review. Dr. Mackie reported that an internal review had been conducted before the meeting and all appeared to be in order.

[ii] Bills for Payment. The Clerk reported balance of £9,167.58 [Barclays £6,119.64, Nationwide £3,047.94]. Royal British Legion wreath donation of £40.00 had been paid since the last meeting. Four items were presented for payment – Clerk's salary weeks 27-39, £465.42; Clerk's expenses July 2012-January 2013, £39.54; HMRC, PAYE payment, £116.20; TAFRA for hire of hall during 2012, £102.00. Dr. Mackie declared an interest in the item relating to TAFRA. Mrs. Sparrow proposed that the payment made be approved and the four items presented be paid. This was seconded by Mr. Holmes, and carried. The Clerk reported regarding forthcoming changes to the HMRC PAYE payments method. Mrs. Darrell proposed that the meeting be adjourned to receive information. This was seconded by Mr. Holmes, and carried. The meeting adjourned at 8.34 p.m. Mr. McClenning gave information regarding the Council's duties in relation to the deduction and payment of PAYE. The meeting resumed at 8.35 p.m.

[iii] To Approve Estimates for 2013-2014. The Clerk presented draft estimates for 2013-2014. After discussion and amendment estimate for income and expenditure for 2013-2014 were approved. A copy is attached to these minutes at Appendix C. It was reported that a grant of £300.00 would be received following a reduction in the parish tax base.

[iiii] To set Parish Precept for 2013-2014. Mrs. Sparrow proposed the Parish Precept 2013-2014 be set at £5,250. This was seconded by Mrs. Darrell, and carried.

[v] Recreation Ground and McKee Drive maintenance contract 2013. Mr. Ludkin left the room. The Clerk reported a quotation from GJL Contracting in the sum of £1,320.00 plus VAT. Mrs. Darrell proposed that the quotation from GJL Contracting be accepted. This was seconded by Mr. Gorvin, and carried. Mr. Ludkin returned to the meeting.

17 To Formulate and Review Tacolneston Parish Council mission statement, risk assessment and risk management relating to financial and operational risks. Mrs. Darrell proposed that a sub-committee be appointed. Mr. Ludkin proposed that Mrs. Darrell, Mr. Gorvin and Mr. Holmes be appointed to look into this matter and report back to the next meeting. This was seconded by Dr. Mackie, and carried.

18 Planning Matters. [i] To confirm recommendations relating to applications 2012/2001 and 2012/2032, extension of ground floor bedroom and proposed summer house to garden at 103 Norwich Road; 2012/1615 demolition of existing bungalow and erection of three detached houses and garages and ancillary works at Fourways, Long Stratton Road, Forncett St Peter [amended]; 2012/2264 to fit 80mm thick insulated

rendering system to the external envelope of 27 and 37 Norwich Road. Mrs. Darrell proposed that the four recommendations of approval be confirmed. This was seconded by Mr. Holmes, and carried.

[ii] Neighbourhood Plan. Mrs. Darrell reported that the next meeting relating to this matter was arranged for January 15, 2013.

[iii] Other planning matters. No matters were raised under this item.  
19 Highways Matters. [i] Highway Improvements Partnership invited bids. After discussion and further information from Mr. Spratt, Mrs. Darrell proposed that this matter be considered again at the next meeting. This was seconded by Mr. Holmes, and carried.

[ii] Other Highways Matters. Members were asked to note items to be reported upon notification of the next Highways Rangers attendance in the parish. Mrs. Sparrow raised the matter of vehicles parking on the footpath. Mrs. Darrell said she would raise the matter at the Saffron Housing Trust estate inspection meeting on January 15, 2013.

20 Recreation Facilities - MUGA netting. Mrs. Darrell reported the donation of matting for the junior play area and thanked Mr. Holmes for repairing fencing near the MUGA. She said the acquisition of new signs for the MUGA had been delayed and asked that it be an item on the agenda for the next meeting. She reported regarding the acquisition of netting for the MUGA. Mrs. Holmes proposed that Mrs. Darrell be authorised to recommend and purchase suitable netting for the MUGA up to a cost of £120. This was seconded by Mrs. Sparrow, and carried.

21 Saffron Housing Trust estate inspection January 15, 2013. Mrs. Darrell said she would report on this matter at the next meeting.

22 Nomination of Councillor to NALC Executive Committee [South Norfolk]. No action was taken regarding this item.

23 Ash die back report. Mrs. Darrell asked that this matter be placed on the agenda for the May meeting of the Council.

24 Liaison with Forncett Parish Council. Mrs. Darrell said that a member of Forncett Parish Council had been invited to attend the forthcoming Neighbourhood Plan meeting [see item 18 [ii] above]. She also said intended to attend a forthcoming meeting of Forncett Parish Council.

25 Items for next meeting. No matters were raised under this item.

26 Date of Next Meeting. The next meeting was arranged for Tuesday, March 5, 2013, at Tacolneston Village Hall at 7.30 p.m. The meeting closed at 9.24 p.m.

Minutes of the meeting of Tacolneston Parish Council held on Tuesday, March 5, 2013, at Tacolneston Village Hall at 7.30 p.m.

Present were Mrs. K. Darrell, Mr N. Gorvin, Mr. M. Holmes, Mr. D. Ludkin, Dr. A. Mackie and Mr. B. Spratt. Also present were Mr. P. Jeffery [Clerk], Mr. R. McClenning [District Councillor] four members of the public, and PCSO King [during item 9].

1 Declarations of Interest. Mr. Ludkin declared a pecuniary interest in item 8; Mrs. Darrell a pecuniary interest in item 13 [2], and Mr. Gorvin a pecuniary interest in item 21.

2 Apologies for Absence. An apology for absence was received from Mrs. Sparrow.

3 To Approve the Minutes of the previous meeting. Mr. Ludkin proposed that the minutes of the meeting of January 8, 2013, be approved. This was seconded by Mr. Gorvin, and carried.

4 Any Matters arising from the Minutes. No matters were raised under this item.

5 To consider a motion to delete Standing Order 80 that a resolution permanently to add, vary or revoke a Standing Order shall when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council. Mr. Gorvin proposed that Standing Order 80 be deleted. This was seconded by Mr. Holmes, and carried.

6 To consider a motion that to permanently add to or vary or to revoke one or more of the Council's standing orders not mandatory by law shall not be carried unless two-thirds of the total number of Councillors at a meeting of the Council vote in favour of the same. Mr. Holmes proposed that this motion be approved. This was seconded by Mr. Ludkin, and carried.

7 To consider a motion that the following amendment to Standing Orders be approved –  
'Effect of prejudicial interests on participation of members of the council.

1 Subject to sub-paragraph (2) below, where a member has a pecuniary interest in any business of the council –

(a) you must withdraw from the room or chamber where a meeting considering the business is being held –

(i) in a case where sub-paragraph (2) applies, immediately after making representations, answering questions or giving evidence;

(ii) in any other case, whenever it becomes apparent that the business is being considered at that meeting; unless you have obtained a dispensation;

(b) you must not exercise executive functions in relation to that business; and

(c) you must not seek improperly to influence a decision about that business.

(2) Where you have a pecuniary interest in any business of the authority, you may attend a meeting (including a meeting of the overview and scrutiny committee of your authority or of a sub-committee of such a committee) but only for the purpose of making representations, answering questions or giving evidence relating to the business, provided that the public

are also allowed to attend the meeting for the same purpose, whether under a statutory right or otherwise. '

Dr. Mackie proposed that this amendment to standing orders be approved. This was seconded by Mr. Gorvin, and carried.

8 To consider a motion to amend Standing Orders and Financial Regulations to include details of how many tenders are required for each procurement. Mr. Ludkin left the meeting at this point. Dr. Mackie proposed that on procurements of to £250.00 one tender at least be obtained. On procurements of £250.00 - £2,500.00 at least two tenders be obtained, and on procurements above £2,500.00 at least three tenders be obtained. This was seconded by Mr. Gorvin, and carried. The Clerk was asked to supply a copy of the amended standing orders to each member of the Council. Mr. Ludkin returned to the meeting.

9 Public Participation. Mr. Holmes proposed that the meeting be adjourned to receive comments from members of the public. This was seconded by Mr. Ludkin, and carried. The meeting adjourned at 7.40 p.m. PCSO King arrived at this point. He reported regarding crime in the parish and was asked about traffic speed limit enforcement. Mrs. S. Lain gave information regarding a proposal for the provision and storage of leisure activity equipment at the village hall. The meeting resumed at 8.05 pm at which point PCSO King left the meeting.

10 Questions for Mr B. Spratt, County Councillor. No matters were raised under this item.

11 Questions for Mr. R. McClenning, District Councillor. Mr. McClenning offered a blank check list of topics for consideration by the Council and he said he would submit reports on the topics indicated.

12 Items to be Entered in Parish Log Book. It was reported that a man had pitched a tent on the Recreation Ground on March 2.

13 Financial Matters. [i] Internal Review. Dr. Mackie reported that an internal review had been conducted before the meeting and all appeared to be in order.

[ii] Bills for Payment. The Clerk reported balance of £9,006.34 [Barclays £5,958.25, Nationwide £3,048.09]. He reported that a vat repayment of £561.77 had been received as well as interest of 15p on the Nationwide account. One item was presented for payment - £123.00 to Mrs. Darrell for netting [The Sports Netting Co]. Dr. Mackie proposed that this item be paid. This was seconded by Mr. Ludkin, and carried. [Cheque no 100472 refers]. The Clerk reported information from Mr. N. Ford regarding milestones maintenance. Mr. Holmes proposed that Mr. Ford be asked to undertake the work. This was seconded by Mr. Gorvin, and carried.

[iii] To consider a donation to Norfolk Accident Rescue Service. Mr. Spratt proposed that a donation of £50 be made. This was seconded by Mr. Ludkin, and carried. [Cheque no. 100473 refers]

[iiii] To consider a donation to Yare Valley and District C. A. B. It was reported that as a result of merger Yare Valley C. A. B. was included in Norfolk C. A. B. Mr. Spratt proposed that a donation of £75 be made. This was seconded by Mr. Holmes, and carried. [Cheque no. 100474 refers]

[v] To consider a donation for indoor play equipment. Following information received at item 9 above, Mrs. Darrell proposed that a working party consisting

of herself, Mr. Holmes, Dr. Mackie and Mr. Spratt be formed with the two applicants to look into the matter and report back.

14 Proposal to Formulate and Review Tacolneston Parish Council mission statement, risk assessment and risk management relating to financial and operational risks. Dr. Mackie proposed that this item be deferred until the new Clerk was in place. This was seconded by Mr. Holmes, and carried. Mrs. Darrell reported that one application had been received for the position of Clerk and the applicant had been interviewed by herself, Dr. Mackie and Mrs. Sparrow. Mr. Gorvin proposed that the applicant be offered the position. This was seconded by Mrs. Darrell, and carried. Dr. Mackie proposed that the employment be for 20 hours a month and this to be reviewed after six months. This was seconded by Mr. Holmes, and carried.

15 Planning Matters. [i] To confirm recommendation of refusal relating to application [amended] 2011/1698, erection of 3 new dwellings and garages and extension of pond at 59 Norwich Road. It was proposed by Mr. Holmes that this recommendation be confirmed. This was seconded by Mr. Ludkin, and carried.

[ii] Neighbourhood Plan. Mrs. Darrell reported that she had spoken with Mr. Butcher of Forncett Parish Council regarding the proposed Tacolneston Neighbourhood Plan.

[iii] Other planning matters. Two planning application were presented for determination. Application 2013/0138 was for demolition of existing house, sub-division of plot and erection of one chalet bungalow, two houses and ancillary works at sub-division of the garden of Millbank, Norwich Road, Forncett St Peter. Dr. Mackie proposed that the application be approved but that comments regarding the piecemeal development of the area by three applications, the large scale felling of trees in the area prior to the applications being received, the apparent avoidance of the necessity to provide an affordable housing component to the development, and that the new housing in the area should be taken into account toward the parish housing requirement. This was seconded by Mrs. Darrell, and carried. Application 2012/0313 was for change of use of agricultural land to amenity land and garden, change of use of amenity land to garden and residential extension at 3 McKee Drive. Mr. Gorvin and Mr. Spratt declared interests in this item. Mrs. Darrell said she had spoken with the planning officer regarding this proposal. She proposed that the meeting be adjourned to receive information. This was seconded by Mr. Ludkin, and carried. The meeting adjourned at 9 p.m. and resumed at 9.07 p.m. Mrs. Darrell proposed that the Council make no comment until further information had been received from the Planning Officer. This was seconded by Mr. Holmes, and carried. One member of the public left the meeting at this point.

16 Highways Matters. [i] Highway Improvements Partnership invited bids. No matter was raised under this item.

[ii] Other Highways Matters. Mr. Spratt [as County Councillor] was asked questions regarding road surfacing and the use of a lay by. Dr. Mackie proposed that the meeting be adjourned to receive information from Mr. McClenning. This was seconded by Mrs. Darrell, and carried. The meeting adjourned at 9.12 p.m. and resumed at 9.14 p.m. Mr. Spratt left the meeting at this point.

17 Recreation Facilities - MUGA netting. Mrs. Darrell reported regarding the proposed installation of netting and said it should be in place before the end of the present month.

- 18 Publication of Draft Minutes. Mr. Gorvin proposed that no personal details should be recorded under Public Participation items. This was seconded by Mr. Holmes and carried.
- 19 Wymondham Area Action Plan consultation response. Mrs. Darrell proposed that a letter be forwarded indicating the Parish Council's views regarding the lack of infrastructure capacity at Wymondham. This was seconded by Dr. Mackie, and carried.
- 20 Saffron Housing Trust estate inspection January 15, 2013. Mrs. Darrell and Mr. Gorvin reported on this item.
- 21 Village Green application hearing May 7, 2013. Mr. Gorvin left the meeting at this point. Mrs. Darrell proposed that the meeting be adjourned to receive information from Mr. McClenning, District Councillor and a former member of the Parish Council. This was seconded by Mr. Holmes, and carried. The meeting adjourned at 9.30 p.m. and resumed at 9.35 p.m. Mrs. Darrell said she would attend the hearing. She said copies of relevant Council minutes and correspondence with Norfolk County Council with an introductory statement would be forwarded to Inspector and other parties,
- 22 Liaison with Forncett Parish Council. Mrs. Darrell referred to item 15 [ii] above.
- 23 Parish Plan. No action was taken on this matter.
- 24 Items for next meeting. Mrs. Darrell proposed that an item regarding a community litter pick be included on the next agenda.
- 25 Date of Next Meeting. The next meeting was arranged for May 14, 2013, at Tacolneston Village Hall at 7.45 p.m. The meeting closed at 9.40 p.m.

Minutes of the Annual General meeting of Tacolneston Parish Council held on Wednesday, May 15, 2013, Tacolneston Village Hall at 8.18 p.m.

Present were Mrs. K. Darrell, Mr N. Gorvin, Mr. M. Holmes, Mr. D. Ludkin, Dr. A. Mackie and Mrs S Sparrow.

In attendance: Mrs H Frary [Clerk], Mr. R. McClenning [District Councillor] and one member of the public.

1. **To elect the Chair of the Parish Council and the signing of the Acceptance of Office.**  
Mrs Darrell proposed Dr Mackie for the role of Chair, Mr Gorvin seconded this. Dr Mackie was duly elected and signed his declaration of acceptance of office. Dr Mackie thanked Mrs Darrell for her leadership and hard work as Chair of the Parish Council.
2. There were the following **declarations of interest** from members:  
Mr Gorvin – item 12(a)viii and Mr Ludkin – item 15a (neighbouring property)
3. To consider accepting **apologies** for absence. Mr B Spratt had previously indicated that he could not attend.
4. **To elect the Vice-Chair of the Parish Council and the signing of the Acceptance of Office.** Dr Mackie proposed Mrs Darrell for the role and this was seconded by Mrs Sparrow. Mrs Darrell accepted and signed her declaration of acceptance of office.
5. **To Approve the Minutes** of the meetings on 8<sup>th</sup> May 2012 and 5<sup>th</sup> March 2013. These were agreed, proposed: Mrs Darrell, seconded: Mr Holmes and unanimously agreed.
6. **Matters arising** from the minutes of the last meeting (not already included on the agenda).  
None
7. **To appoint a member to administer Internal Review.**  
Mr Ludkin proposed Mrs Darrell and this was seconded by Mr Gorvin.
8. **To appoint a representative to TAFRA.** Dr Mackie explained that TAFRA are a separate entity but the Parish Council are a corporate trustee. Mr Holmes proposed Mrs Sparrow as representative and this was seconded by Mr Ludkin. An article to be placed in the Tacolneston Times to encourage more volunteers to join the committee. **Dr Mackie to action.**
9. **To appoint a Parish Tree Warden.** Mrs Darrell proposed Mr Joe Darrell. This was seconded by Mrs Sparrow and unanimously agreed. Appointment of footpath warden to be postponed to the next AGM.

10. **Public Participation** including questions for Mr B. Spratt, County Councillor and Mr. R. McClenning, District Councillor.  
None

11. **Items to be Entered in Parish Log Book.**

The crime statistics from PCSO King to be added and also damage and graffiti on the storage shed next to the MUGA. **Clerk to action**

12. **Financial Matters.**

a. Payment of invoices

Item	Amount	Cheque Number	Proposer	Seconder
Norfolk ALC Subscription	157.79	478	KD	NG
N Ford (Milestone maintenance)	20.00	479	AM	MH
N Billin (Internal Audit)	75.00	480	AM	DL
Came & Co (Insurance)	733.70	481	MH	SS
Stanley Steel Stockholders (Net support brackets and net for MUGA)	597.60	482	DL	MH
K Darrell (Public Enquiry Expenses)	9.35	484	AM	MH
P Jeffrey Expenses	34.43	485	KD	AM
P Jeffrey (supplemental assistance to incoming clerk)	173.35	486	AM	KD
H Frary (Wages May)	160.00	487	KD	DL
HMRC (May PAYE)	40.00	488	KD	DL
Parish Online	12.00	491	SS	MH
Payment of the Clerks wages for June to be made outside the meeting			AM	DL

b. Precept/Budget update. The Clerk has computerised the accounts and distributed information comparing the precept with the actual amount spent to date this financial year.

c. Agreement of Accounting Statement and Annual Statement of Governance 2012/13. The clerk led the Council through the document and it was agreed and signed. Proposed: Mrs Darrell, seconded: Mr Holmes

d. Review inventory of land and assets in conjunction with Insurance schedule. To be postponed to the July meeting. Proposed: Mr Ludkin, seconded: Dr Mackie. **Clerk to add to July agenda**

13. **Consideration of works needed for the thatch on the old bus shelter opposite the Pelican.**

Mrs Darrell has asked for quotes for repairing the thatch and will circulate once received. It was suggested that village support for this expenditure should be canvassed through the Neighbourhood questionnaire. **To be added to the July agenda.**

14. **Update from Risk Assessment Review working party.**  
**To be added to July agenda**

**15. Planning Matters.**

- 2013/0765 – 11 Dovedale Road, Tacolneston: Replacement of existing garage/workshop with enlarged storage garage and workshop area, with carport. No views or comments. Proposed: Dr Mackie, seconded: Mr Holmes
- Notification of Tree Preservation Orders on land at 59 Norwich Road.

**16. Village issues to report to Highways.**

No issues to report.

**17. Correspondence including any late correspondence.**

- a. Free trees for communities, youth groups & schools. Mr Gorvin would like to order free trees from SNC and advertise for a working party to plant them via the Tacolneston Times. **Mr Gorvin to action.** It was suggested that some maintenance may be helpful with the trees along the playing field. **AM to contact Easton College for assistance.**
- b. The Clerk had received an e-mail from a resident asking for an update about the removal plans for the Tacolneston Transmitter. Mrs Darrell has contacted Arqiva and reported to the meeting. **Clerk to forward the response**
- c. War memorial record form. Mrs Darrell passed the information to the Clerk to send to SNC. **Clerk to action**
- d. Parish Training on standards. Clerk to circulate information to councillors not present. **Clerk to action**
- e. Police and Crime Plan – **Clerk to circulate**
- f. Connecting South Wymondham information. **Clerk to circulate**

**18. Update from the Recreation Facilities working party and review of inspections**

The Working party have met and feel that the ground conditions are now suitable for matting to be laid. It was noted that there is currently no formal arrangement for feedback on any items raised in the inspections. It was agreed that 'Feedback and Remedial Work' should be a regular agenda item and the Clerk to draft a policy and electronic inspection schedule. **Clerk to action**

The Clerk has obtained a quote from the Play Inspection company for the annual inspection. The price was £59.95+VAT rather than £142+VAT from Playsafety limited. It was agreed that she should accept PI quote and order the inspection. Proposed: Mrs Darrell, seconded: Mr Holmes.

**19. Items for next meeting.**

None

20. Date of Next Meeting – 2<sup>nd</sup> July 7.30pm at Tacolneston Village Hall

Closed 9.50pm

Minutes of the meeting of Tacolneston Parish Council held on Tuesday, July 2nd, 2013, Tacolneston Village Hall at 7.30 p.m.

Present were Mr N. Gorvin, Mr. M. Holmes, Mr. D. Ludkin (from 7.50pm), Dr. A. Mackie, Mrs S Sparrow and Mr B Spratt.

In attendance: Mrs H Frary [Clerk] and one member of the public (until 8.01pm).

1. **Apologies** for absence - Mrs Darrell (prior arrangement).
2. There were the following **declarations of interest** from members: None
3. To **Approve the Minutes** of the meeting on 8<sup>th</sup> May 2013. These were agreed with the amendment that in item 17a there was not an agreement to form a working party. Proposed: Mr Mackie, seconded: Mr Gorvin and unanimously agreed. **Tree planting to be added to the next agenda.**
4. **Matters arising** from the minutes of the last meeting (not already included on the agenda).  
Item 8: A TAFRA meeting will be held in September.  
Item 17a: Mr Mackie has not received a positive response from Easton College regarding hedge laying.  
Item 18: Play area inspection sheets have been circulated, the schedule will be looked at later in the meeting.
5. **Public Participation** including questions for Mr B. Spratt, County Councillor and Mr. R. McClenning, District Councillor.

Meeting closed at 7.42pm to allow a member of the public to speak

A resident is concerned that the situation surrounding the MUGA and ball egress is not improving despite the extra fencing being erected. The police have been called and are attempting to gain a portfolio of culprits involved however they say they cannot take any action. There have been verbal threats to the residents by trespassers and the request is for fencing topped with barbed wire with adequate signage.

Meeting opened at 8.00pm

Mr Spratt suggested that South Norfolk Council should be approached for community mediation and he will contact PCSO King. **Clerk to e-mail Mr Spratt and Mr McClenning with PCSO Kings details.**

Mr Spratt reported that Norfolk County Council has ongoing issues with the Saddlebow Incinerator and the recent poor Ofsted reports are affecting Children's Services. The Council is being run by a mix of parties which is interesting. The Parish Partnership Scheme has successfully supported 179 schemes, many within the vicinity of Tacolneston.

6. **Items to be Entered in Parish Log Book.**  
None

**7. Consideration of implications for the installation of a defibrillator at the Village Hall**

The defibrillator has been fitted but until training has been offered it cannot be registered with the NHS and used.

**8. Financial Matters.**

- a. The Internal Financial Review has been undertaken by Mrs Darrell outside the meeting.
- b. Payment of invoices

Item	Amount	Cheque Number	Proposer	Seconded
H Frary Wages July	160.00	492	AM	DL
H Frary PAYE July	40.00	493	AM	DL
PI Company (Play Inspection)	71.95	494	AM	DL
H Frary Expenses May / June	57.26	495	AM	DL
H Frary Wages August	160.00	496	AM	DL
H Frary PAYE August	40.00	497	AM	DL
H Frary Wages September	160.00	498	AM	DL
H Frary PAYE September	40.00	499	AM	DL
Payment of the Clerks wages and PAYE for August and September to be made outside the meeting			AM	DL

It was agreed that the Council should sign the repeat inspection services order form with Play Inspection Company, this will hold the price constant for the next year. Proposed: Mr Mackie, seconded: Mrs Sparrow

- c. Precept/Budget update. The Clerk distributed information comparing the precept with the actual amount spent to date this financial year.

**9. Review inventory of land and assets in conjunction with Insurance schedule**

The Clerk confirmed that she has undertaken a land registry search and has obtained a copy of the title deeds for the land off McKee Drive.

The asset register was agreed and the insurance valuations considered. **Clerk to obtain quotes and report back to the next meeting.**

**10. Consideration of works needed for the thatch on the old bus shelter opposite the Pelican.**

Mrs Darrell has received a quote of £2,700 to re-thatch the bus shelter. It was proposed that as the current shelter is not a danger it should be left and be reviewed when the precept is set. Proposed: Mr Gorman, seconded: Mr Holmes. It was felt that Neighbourhood Fund could be approached for funding when the bus shelter is considered again.

**11. Update from Risk Assessment Review working party and agreement as to which Councillor should hold the electronic back up of Council data.**

The back up to be held by the Chair, proposed: Mr Holmes, seconded: Mrs Sparrow. **To add to next agenda**

**12. Planning Matters.**

- 2013/1004 – Christmas Cottage, The Green: Refurbishment and extension of existing barn. Approve with the proviso that any works are sympathetic with

the conservation area and listed building status. Proposed: Mr Spratt, seconded: Mr Mackie.

**13. Village issues to report to Highways.**

The Rangers have visited but the works reported were not completed. The next time they are visiting a Councillor to meet them on site. South Norfolk Portable VAS was discussed. **Clerk to ask for volunteers.**

Clerk to write to owners of the barns to ask them to add a retainer to keep their stones off the highway. Proposed: Mr Holmes, seconded: Mr Ludkin. **Clerk to action**

**14. Correspondence including any late correspondence.**

- Local Transport Body – Long List Publication. No views or comments

**15. Update from the Recreation Facilities working party and review of inspections To include a discussion about ball egress from MUGA into neighbouring gardens.**

The Council have been asked by a parishioner to spend approximately £3500 as a contribution of 50% towards fencing. Mr Mackie proposed that the council take no action at this time as it is not in the interest of the majority of the Parish residents. Mr Ludkin seconded this and it was unanimously agreed.

Mr Spratt reported that he looks at the play equipment regularly and has found that one of the swings shackles needs tightening which he agreed to do. **Mr Spratt to action.** The inspection report has been completed and was circulated electronically to all Councillors, with no urgent action needed, however the grass under the equipment needs strimming. **Mr Ludkin to action.**

The play area inspection schedule was discussed. It was noted that every Councillor should be on the rota and complete inspections for a month. Mr Spratt to complete July, Mr Ludkin to complete August and Mr Mackie to complete September. **New schedule to be added to the next agenda.**

**16. Items for next meeting.**

Permanent appointment of Clerk.

Request for donation towards the insurance for Tacolneston Church.

Financial Regulations and Standing Orders have been drafted, to be agreed.

**17. Date of Next Meeting – 3<sup>rd</sup> September 7.30pm at Tacolneston Village Hall**

Closed 9.50pm

Minutes of the meeting of Tacolneston Parish Council held on 3<sup>rd</sup> September 2013, Tacolneston Village Hall at 7.30 p.m.

Present were Mr N. Gorvin, Mrs K Darrell, Mr. D. Ludkin, Dr. A. Mackie, Mrs S Sparrow and Mr B Spratt (from 7.55pm).

In attendance: Mrs H Fray [Clerk] and six members of the public.

1. **Apologies** for absence – Mr Holmes (prior arrangement).
2. There were the following **declarations of interest** from members:  
Item 14a – Mr Gorvin ‘other’ interest  
Item 14b – Mr Ludkin ‘other’ interest
3. To **Approve the Minutes** of the meeting on 2<sup>nd</sup> July. These were agreed with the amendment that in item 15 the amount that the Parish Council and TAFRA are being asked to donate is 50% of £3,500 which is £1,750. Proposed: Mr Mackie, seconded: Mr Gorvin and unanimously agreed.
4. **Matters arising** from the minutes of the last meeting (not already included on the agenda).  
None
5. **Public Participation** including questions for Mr B. Spratt, County Councillor and Mr. R. McClenning, District Councillor.

Meeting closed at 7.33pm to allow a member of the public to speak

A resident from McKee Drive wished to raise his concerns over a planning application for 1.8m fence and garden shed. He feels that there will be a loss of view and that there are better places within the site for a shed which will not have such a negative impact on the view for residents in McKee Drive. The applicant responded by stating that the plans are purely for the shed and greenhouse as the fence has already received planning consent. He explained the reasons for his application and that South Norfolk have refused to allow him to put the shed in the corner of the garden which would be the ideal location for both parties.

Another resident wished to speak about the issues surrounding the MUGA. She expressed her concern that she feels that she cannot relax in her own garden because she finds the noise coming from the MUGA of personal concern. She requested moving the goals from within the MUGA and banning the use of a football within the MUGA as that is the main source of the problems. She also asked for better signage to remind people how to behave.

She reported that there has not been a reduction in the problem since a key has been issued. She then left the meeting.

Meeting opened at 8.00pm

The Clerk has obtained an agreement from Norfolk Safety Camera unit to add Tacolneston to their list of approved sites. The site suggested was the lay-by outside 11 – 19 Norwich Road. **Clerk to action.**

**13. Update from Risk Assessment Review working party and agreement of revised Standing orders and financial regulations as requested by Mazars.**

The clerk had previously distributed Standing Orders, Financial Regulations, Play Area risk assessments and general risk assessments. These were agreed and adopted. Proposed: Mr Gorvin, seconded: Dr Mackie and unanimously agreed. The Clerk to begin drafting the remaining policies which are needed and produce a rolling programme of review. **Clerk to action**

**14. Planning Matters.**

- a. 2013/1405: 3 McKee Drive – Change of use of agricultural land to amenity land and garden. Change of use of amenity land to garden and residential extension and outbuildings. Mr Spratt declared an ‘other’ interest at this point and Mr Gorvin had previously declared an interest in this item. After discussion, the Council would like to recommend that the shed is located in a more appropriate position on the site where it would not be visible above the permitted height of the fence which would be acceptable to both the neighbouring property and the applicant. They would also like the condition that permitted development rights are withheld. Proposed: Dr Mackie, seconded: Mrs Darrell
- b. 2013/1447: 11 Dovedale Road – Replacement of existing garage/workshop with enlarged storage garage and workshop area, with car port. Mr Ludkin has already declared an ‘other’ interest in this item. The Parish Council had no views or comments. Proposed: Mrs Darrell, seconded: Mr Gorvin
- c. 2013/1569: Hideaway Barn, Bentley Road – Retention of existing works converting agricultural building to residential dwelling. No views or comments. Proposed: Mrs Darrell, seconded: Mr Gorvin

**15. Village issues to report to Highways.**

Mr Spratt gave a Highways update and suggested that a volunteer accompany the Highway Rangers when they next visit.

The Council noted that the road surface on the very sharp bend on the B1113 at the bottom of the hill between the Church & the Pelican Pub is in an appalling condition after a poor resurfacing. **Clerk to report**

**14. Correspondence including any late correspondence.**

- None

**15. Update from the Recreation Facilities working party and review of inspections.**

The Recreation Working Party’s work is ongoing. There was discussion about the way issues raised in the inspections are addressed. Clerk liaise with Mrs Darrell and update the policy to ensure this is covered. **Clerk and Mrs Darrell to action**

**16. Items for next meeting.**

Precept considerations for the next financial year.

**17. Date of Next Meeting – 5<sup>th</sup> November 7.30pm at Tacolneston Village Hall**

Closed 9.19pm

POST MEETING NOTE: Next meeting date may change

Minutes of the meeting of Tacolneston Parish Council held on 18<sup>th</sup> November 2013, Tacolneston Village Hall at 7.30 p.m.

Present were Mr N. Gorvin, Mrs K Darrell, Mr M Holmes, Mr. D. Ludkin, Dr. A. Mackie and Mr B Spratt.

In attendance: Mrs H Frary [Clerk] and three members of the public (until 7.50pm).

1. **Apologies** for absence – Mrs S Sparrow (prior arrangement).
2. There were the following **declarations of interest** from members:
  - Item 10 – Mr Spratt 'other' interest (Church request for donation)
  - Item 10 – Mr Ludkin 'other' interest (GJL payment)
  - Item 10 – Mrs Darrell 'other' interest (British Legion donation)
  - Item 15f – Mr Gorvin 'other' interest (School links)
  - Item 15f – Mr Holmes 'other' interest (School links)
3. To **Approve the Minutes** of the meeting on 3<sup>rd</sup> September. These were agreed. Proposed: K Darrell, seconded: N Gorvin and unanimously agreed.
4. **Matters arising** from the minutes of the last meeting (not already included on the agenda).

VAS – The clerk has not received enough volunteers to host in the village, however an article has been placed in Tacolneston Times and it is hoped that this will progress in the new year.
5. **Public Participation** including questions for Mr B. Spratt, County Councillor and Mr. R. McClenning, District Councillor.

Meeting closed at 7.34pm to allow a member of the public to speak

The members of the public wished to speak on behalf of the Pelican Playgroup to explain the financial situation of the group and explain their business plan. They informed the Council that they have applied for £2,000 funding for an oven and play equipment from the TAS Valley Neighbourhood Board and are now approaching the Parish Council to support the playgroup by paying towards their hall hire for January and February whilst their numbers are low. They explained that as the previous committee were small there was not enough capacity to ensure growth. The Committee explained that the staff are paid over the summer holiday where there is no income which is why there needs to be a contingency fund, they are hoping to adjust this, but it will involve a change in contract and therefore takes time.

Meeting opened at 7.50pm

6. **Items to be Entered in Parish Log Book.**

None
7. **Consideration under the Public Bodies and Admission to Meetings Act 1960 to exclude the press and public due to the confidential nature of the business to be discussed.**

It was agreed that due to the confidential nature of the business being discussed the press and public should be excluded. Proposed: A Mackie, seconded: D Ludkin

**8. Consideration of professional advice given regarding litigation against Parish Council in regard to the MUGA**

Bev Spratt declared a related pecuniary interest as he owns adjacent land.

The Council accept Ms Murrays offer to donate half the cost of erecting a fence to the length of 65m as requested in her quote of 23<sup>rd</sup> February 2013. The Clerk will strive to obtain three quotes, and accept the best value offer. Proposed: K Darrell, seconded: M Holmes and unanimously agreed. **Clerk to action**

The Clerk to enquire about the legality of a line of barbed wire on the top of the fence as requested by Mrs Murray, and report to the next meeting. Proposed: K Darrell, seconded: M Holmes and unanimously agreed. **Clerk to action**

The Clerk to obtain quotes to fully net the MUGA. It was noted that the Council do not have sufficient ring-fenced funds to proceed at this present time, and the Clerk will look into applying for grants and bring the information to the January Parish Council meeting. Proposed: N Gorvin, seconded: A Mackie. **Clerk to action**

Clerk to draft a letter to Mrs Murray to and circulate to the Council on 19<sup>th</sup> November for agreement before sending first class on 22<sup>nd</sup> November. Proposed: A Mackie, seconded: M Holmes **Clerk to action.**

**9. Agreement and adoption of community engagement strategy, complaints procedure, equal opportunities policy and grant awarding policy. Confirmation of signing of Clerks contract.**

All policies were agreed with the amendment that notice board on West Way is added to the Community Engagement. Proposed: K Darrell Seconded: A Mackie

**10. Financial Matters.**

a. The Internal Financial Review has been undertaken by Mrs Darrell outside the meeting.

b. External Audit form has been returned with no comments.

c. Requests for donations

i) B Spratt requested a £600 donation for the Church next year to allow for increased costs. This will be discussed at the January meeting when the precept is set.

ii) The Football requested a donation of £250 next year to pay for an anniversary celebration. This will be discussed at the January meeting when the precept is set.

iii) Pelican Playgroup had addressed the meeting previously to request a donation towards their costs.

d. Payment of invoices:

Item	Amount	Cheque Number	Proposer	Seconded
Data Protection Registration	35.00	505	NG	MH
Tacolneston Website	77.98	506	NG	MH
Clerks Expenses (September / October)	73.87	507	NG	MH
GJL – Grass cutting	1584.00	508	NG	MH
Church Donation	450.00	511	NG	MH
Pelican Playgroup Donation	250.00	512	BS	KD

British Legion Donation	65.00	513	MH	BS
CAB Donation	65.00	514	NG	MH
Payment of the PAYE for December and January to be made outside the meeting			AM	KD
Agreement to pay the Clerk monthly by standing order			KD	AM

- e. Precept/Budget update. The Clerk distributed information comparing the precept with the actual amount spent to date this financial year. Next years precept was briefly discussed.

#### 11. Consideration of setting the precept 2014/15

Clerk distributed a budget setting spreadsheet with previous years expenditure to assist in setting the precept figures for the next year. To be agreed at the next meeting.

N Gorman offered to contact John Pennell (Bunwell Parish Council) to find out possible sources of funding for netting the MUGA. **N Gorman to action.** Proposed: M Holmes, seconded:

Clerk to write to M Pursehouse (SNC) sending figures for the thatch saying looking into grants in the new year. Proposed: B Spratt, seconded: D Ludkin  
**Clerk to action**

#### 12. Conservation Area Update.

K Darrell suggested the Council progress the conservation area submission as there does not appear to have been any action from the planning department. Councillors recommended she contact Joe Mooney and Derek Blake from NCC and the Landscape Archaeologist at UEA to ask for assistance in the. Proposed: K Darrell, seconded: M Holmes. **K Darrell and Clerk to action.**

#### 13. Planning Matters.

- a. 2013/1947 & 8: The Old Hall – Amendments to listed building consent and internal alterations. The Parish Council have no objections to most of the alterations but feel that velux windows are not in keeping with a listed building and will change the integral look of a key local historical building. They would therefore would like these windows to be refused. Proposed: B Spratt, seconded: N Gorvin
- b. 2013/2006: Taskers Barn – Erection of a porch onto existing barn. The Parish Council had no views or comments. Proposed: M Holmes, seconded: N Gorvin

#### 14. Village issues to report to Highways.

None

#### 15. Correspondence including any late correspondence.

- a. SNC – Food & Agricultural Hub – draft planning document. Circulated with the general correspondence.
- b. SNC – Local Plan consultation. Circulated with the general correspondence.
- c. NCC – Parish Partnerships Scheme. The Clerk explained that she has received information that the bidding is open again for 2014/15 schemes. The Clerk suggested that as she clerks for multiple Parish Councils she could make one bid for a SAM2 sign which would then be available for use in the Parish on a rotational basis. If all the Councils agree to join, this would be a cost of approximately £250 for the Parish Council. The Councillors agreed in principle to this suggestion. Proposed: M Holmes, seconded: K Darrell

- d. NCC – Putting People First consultation. Circulated with the general correspondence.
- e. Arqiva – Transmitter site progress update. The Council noted that the transmitter is delayed in its removal. It was agreed that the Clerk should write to ask them for a donation toward netting the MUGA as compensation. Proposed K Darrell, seconded: A Mackie **Clerk to action.**
- f. Tacolneston Primary School – Consultation for federation and change from VA to VC status. There was lengthy discussion surrounding federation and it was agreed that the Chair of the Parish Council should write to the school and copy the letter to Mike Castle to express the concern of the Council that the decision to change to VA to VC has not been explained clearly to the parents and general parish community and general parish community. "In particular the financial arrangements for capital building projects which are currently paid in full by the Local Authority under the VC status would, under VA status, have to be met by the Diocese, 90% & 10% by fund raising in the community. **A Mackie to action.**
- g. Crime Statistics. Circulated with the general correspondence.
- h. The Council wished to thank Mr Andrew Dring, Blackhall Farm, Fundenhall for the use of his teleporter to cut back the hedge at the Village Hall. **Clerk to write** Thanks to Mr Darrell for waste removal and Mr Spratt for use of tractor were also recorded.
- i. . K Darrell has written to P Jeffery on behalf of the PC to thank him for his work as clerk to thank him for his continued voluntary work for the Village Fuel Charities

**16. Update from the Recreation Facilities working party and review of inspections.**

Issues which require repair and replacement have been logged and the Clerk is seeking quotes to bring to the next meeting.

**17. Items for next meeting.**

Precept considerations for the next financial year.  
Footpath warden report  
Policy update

**18. Date of Next Meeting – 13<sup>th</sup> January 7.30pm at Tacolneston Village Hall**

Closed 10.15pm