

# TACOLNESTON PARISH COUNCIL

## Minutes of the ordinary meeting of Tacolneston Parish Council at The Woodland Club on Wednesday 8<sup>th</sup> September 2021 at 7pm.

Present: Cllrs E. Taylor, T. Gowing and J. Hooper. (\*Cllr Gulliver arrived at 19.40)  
Parish Clerk/RFO: D. Wickham  
District/County Councillor B. Duffin & 2 members of the public.

- |   | Minute<br>Ref<br>No: |
|---|----------------------|
| 1. <b>To consider accepting apologies for absence.</b><br>Apologies were received and accepted from Cllr Gulliver (Chair)*, Cllr McClenning (Vice-Chair), Cllrs Darrell and Pincher. Cllr Taylor was elected Chair for this meeting.  | 21/095               |
| 2. <b>To receive declarations of interest on any items to be discussed.</b><br>None were received.  | 21/096               |
| 3. <b>Public Participation.</b><br>a) District/County Cllr Duffin (see item 14)<br>b) None.   | 21/097               |
| 4. <b>To approve and sign the minutes of the ordinary Parish Council meeting held on 21<sup>st</sup> July 2021.</b><br>Having been circulated to the council prior to the meeting, it was proposed by Cllr Taylor, seconded by Cllr Gowing, and agreed by all that the minutes were approved as a correct record.   | 21/098               |
| 5. <b>To receive the Minutes of the Media and Communication Working Group meeting held on 22<sup>nd</sup> July 2021.</b><br>Having been circulated to the council prior to the meeting, it was proposed by Cllr Taylor, seconded by Cllr Gowing, and agreed by all that the minutes were approved as a correct record.  | 21/099               |
| 6. <b>To agree the purchase of two dog bins and the cost of concreting them into the ground.</b><br>Cllr Hooper was of the opinion that the decision to purchase the dog bins had not yet been taken, merely the decision to investigate the costs and possible locations. Cllr Taylor disputed this recollection, pointing out that the issue of providing additional dog bins was first raised last year. Cllr Taylor and a | 21/100               |

Signed:



Date:

13/10/21.

member of the public also noted that there was support for additional dog bins being expressed by the local community on social media. On the issue of due process, Cllr Gowing suggested that, if the decision to purchase the bins had not already been taken, it would have been voted-for at the next meeting anyway.

Cllrs Taylor and Gowing, in the majority, agreed to the purchase of the dog bins. The quote of £44.00 plus VAT per post to concrete the posts into the ground from Westcotec was agreed unanimously.

**7. To decide whether to support the group of Parish Councils regarding offshore energy.** 21/101

The Councillors present did not feel overly knowledgeable on the subject of offshore energy, but broadly accepted the logic of the campaign. It was reported by a member of the public that the main pipeline is proposed to run into Swardeston and Mulbarton, causing significant disruption for their communities. It was unanimously resolved to support the campaign, in the hope that this would generate a greater understanding of the issues involved.

**8. To discuss submitting a Parish Partnership Scheme bid.** 21/102

It was unanimously decided that this item should be adjourned until the next ordinary meeting.

**9. To adopt six updated policies.** 21/103

Cllr Taylor had worked very hard to update the Health & Safety Policy, Dignity at Work – Bullying and Harassment Policy, Media and Communications Working Group Terms of Reference, Disciplinary and Grievance Procedures, Lone Worker Policy and Lone Worker Risk Assessment. Cllr Hooper proposed these were all adopted. This was seconded by Cllr Gowing and agreed unanimously.

**10 To consider telephone box repair quotes.** 21/104

Only one estimate had been received, from Stuart Gooda Carpentry:


“Estimated cost to remove, repair, replace and paint is £260.00”

Cllr Hooper proposed this estimate be accepted. This was seconded by Cllr Gowing and agreed by all.

**11 To discuss the Parish Clerk’s CiLCA training requirements.** 21/105

The Clerk reported that he had enrolled on the CiLCA course run by NPTS commencing on 15<sup>th</sup> September 2021, as attaining this qualification is a condition of his employment. It was suggested Tacolneston Parish Council pay the costs of the NPTS Training Fee (£236.00), Local Council Administration book (£147.99), Clerk’s Manual book (£67.50) and 7 additional hours per month during the seven-month course. Acceptance of these costs was proposed by Cllr Taylor, seconded by Cllr Gowing, and agreed by all. The Clerk’s other Parish

Signed:



Date: 13/10/21



Council will be asked to pay the costs of SLCC Registration (£410.00) and 3 additional hours per month.

**12 Financial matters.**

21/106

a) *Barclays*: £17,006.54

b) The Clerk updated the Council regarding online banking: he and Cllr Gulliver are being added to the banking mandate, as required by Barclays. All signatories are now able to call Barclays to set themselves up for online banking. Once this process has been completed, payments can be prepared by the Clerk and authorised by Councillors online.

c) Cllr Hooper proposed the following payments be approved for payment. Seconded by Cllr Taylor and agreed by all:

| Payee             | Detail                     | Net     | Vat    | Gross   |
|-------------------|----------------------------|---------|--------|---------|
| D Wickham         | Clerk's Salary August      | £356.35 |        | £356.35 |
| HMRC              | Clerk's Income Tax August  | £89.20  |        | £89.20  |
| D Wickham         | Clerk's Expenses Jul & Aug | £224.85 | £20.48 | £245.33 |
| The Woodland Club | Meeting Venue              | £80.00  |        | £80.00  |
| Steve Jackman     | Website Training & Support | £95.00  |        | £95.00  |
| Play Inspection   | Annual Inspection          | £67.50  | £13.50 | £81.00  |
| NPTS              | Data Protection Training   | £36.00  |        | £36.00  |

**13 Any planning matters.**

21/107

*2021/1709*

*Applicant: Mr & Mrs R Crawford & Billin*

*Location: 3 Dovedale Road Tacolneston Norfolk NR16 1BS*

*Proposal:*

*Loft conversion including formation of dormer to front elevation.*

*Application Type: Householder*

*2021/1918*

*Applicant: Mr Alan Wiles*

*Location: Taskers Barn Bentley Road Tacolneston Norfolk NR16 1DL*

*Proposal:*

*Install velux opening 500mm x 1000mm to west side of kitchen roof*

*Application Type: Listed Building Consent*

Signed:



Date:

*B/10/21*

2021/1923

*Applicant: Mr Alan Wiles*

*Location: Taskers Barn Bentley Road Tacolneston Norfolk NR16 1DL*

*Proposal:*

*Install velux opening 500mm x 1000mm to west side of kitchen roof*

*Application Type: Householder*

2021/1936

*Applicant: Mr Christopher Springall*

*Location: Sports Pavilion At Recreation Ground, West Way Tacolneston NR16 1BZ*

*Proposal:*

*Siting of a 6m x 2.4m storage container*

*Application Type: Full Planning Permission*

There were no comments in relation to any of the above applications.

(Cllr Gulliver arrived at 19.40)

**14. Public Participation.**

21/108

County/District Cllr Duffin announced that the free trees offered by the County Council had been over-subscribed. He suggested that any organisation interested in this offer should respond without delay once the offer reopened. Cllr Taylor suggested interested local groups arrange an urgent meeting to coordinate this. Cllr Duffin reported that South Norfolk Council had been asked to house eight Afghan families. Cllr Gulliver asked if they needed any assistance from the community. Cllr Duffin will notify any needs that are identified.

**15 To confirm the date of the next ordinary Parish Council meeting as 13<sup>th</sup> October 2021 at 7pm and discuss the venue.**

21/109

The date was agreed by all. Cllr Gulliver said the church should be considered as a future venue for Parish Council meetings, as it had been offered free of charge. It was agreed that the next meeting will be held at All Saints Church.

The meeting ended at 19.57

Signed:



Date:

13/10/21.