

# **TACOLNESTON PARISH COUNCIL**

## **Minutes of the Extra Meeting of Tacolneston Parish Council in Tacolneston Village Hall on Wednesday 16<sup>th</sup> January 2019 at 7.30pm**

Present: Chairman B Spratt, Vice Chairman B Cleary, Cllrs Darrell, Manning and McClenning  
Clerk/RFO – Hellen Hammond, D. Cllr B Duffin and 8 members of the public.

Absent:

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The Chairman welcomed everyone to the meeting and informed the Council that a resignation letter had been received and accepted from the Clerk.

**1. To consider accepting apologies for absence**

Apologies were received and accepted from Cllr Maginn. **19/082**

**2. Declarations of Interest & Dispensations**

Cllr Spratt declared an Interest in Item's 7 and 10.

D Cllr Duffin declared an interest in Item 7. **19/083**

**3. To confirm and Accept the Minutes from 21<sup>st</sup> November'18 Meeting**

The minutes of the meeting held on 21<sup>st</sup> November'18 were confirmed as an accurate record and were therefore accepted. Proposed by Cllr Darrell and seconded by Cllr Cleary. All in favour. **19/084**

**4. Public Participation**

**i. District Councillor Report**

D. Cllr Duffin reported that as a result of the joint partnership with SNDC and BDC, Sandra Dineen was no longer MD of SNDC and Trevor Holden was now the MD of the joint partnership.

**ii. County Councillor Report**

C. Cllr Spratt reported that the NCC Rangers had been working on various projects in the Parish.

**iii. Open to the Public**

A parishioner expressed concerns over the application at Item 7, and also over 'the rumoured' plans for a development at The Fields.

A parishioner expressed concerns over the proposed development at The Fields and requested clarification that the planning procedure had not changed. D. Cllr Duffin confirmed that whilst no changes had been made to any planning procedures, the site in question had been 'earmarked' for development for some time now and as such, no additional consultation is required.

It was requested that the Clerk forward an email to the Planning Department at SNDC expressing disappointment from the Parish that it would appear full planning had been granted for the development of 21 houses at The Fields without further consultation with the Parish.

A parishioner expressed concern over the inability for the public to comment on an application received in December. The Chairman explained that it was not possible to arrange a meeting as due to the time of year, a number of Councillors and the Clerk were unavailable.

A parishioner expressed concern over a flyer that had been received within another publication advertising for residents to express an interest in a CLP group. It was confirmed that this was nothing to do with the TCP and had been instigated by an individual. A general discussion took place regarding the confusion as to why this group had been started when it was well known that the TCP were already working towards the same. The Clerk reminded the Council and the public that 2 x Councillors had been attending monthly training workshops for the majority of 2018 (due to finish March'19) in order for the TCP to become fully equipped to lead such a group and a Working Group had been agreed to cater for volunteers to become part of the CLP. It was confirmed that a CLP can only be instigated and led by a Parish Council. **19/085**

Signed:

Date:

Page 1 of 4

**5. To receive the Clerks Report**

**a) To appoint 2<sup>nd</sup> Person access to the Website**

Cllr Manning volunteered to take on this duty. All agreed. **19/086**

**6. To receive the RFO Report**

**a) Bank**

The Clerk reported Balances as follows;

Barclays Community Account £8198.60

Unity Trust £18.00

Nationwide Building Society £3074.09

**b) Closure of Unity Trust Bank Account**

The relevant form was signed and dated by the Chairman B. Spratt and Cllr K Darrell.

**c) Appoint New Financial Control Officer**

Cllr McClenning volunteered to take on this duty. Proposed by Cllr Manning, Seconded by Cllr Cleary. All Agreed.

**d) Discuss the Budget and Precept for 2019/20**

The Clerk reported that to the end of December the actual expenditure was 57.08% of the Budget set for 2018/19.

Cllr McClenning proposed Increasing the Budget for 2019/20 to £10,075.00, Seconded by Cllr Darrell.

**e) Approve the Payment of the following**

1 x Tops Garden Service £277.74

1 x P. Clerk October and November Wages and Expenses totalling £424.75

1 x NPTS Invoice £301.12 – Deferred from previous meeting

NB: Cllr Cleary requested it be noted that in future there should be more detail provided on Invoices such as this.

1 x SNDC Invoice £600.00

1 x 3 x TAFRA Invoices totalling £240.00

1 x Reimburse Cllr Manning £48.86 – Deferred from previous meeting

All payments approved, Proposed by Cllr Darrell, Seconded by Cllr Spratt. All in favour. **19/087**

**7. Planning Application 2018/2840**

Following the previous general discussion at Item 4, it was requested that the Clerk send an urgent email to the Enforcement Officer suggesting an immediate visit be made to the site, based on the recent act of Vandalism to the listed building in question and this criminal act to be recognised. **19/088**

**8. To receive and Consider Correspondence**

The Clerk reminded the Council that all relevant correspondence had been circulated by email prior to the meeting. **19/089**

**9. To consider a response to the Monitoring Officer Letter received dated 29/10/2018**

A letter should be sent explaining the progress made to include;

Independent Website

Working Group(s)

Plans for Community Led Plan

A review of Conciliation Process was considered too costly. **19/090**

**10. To discuss and agree Contractor for Tree Felling on Field Boundary**

After a general discussion regarding the quotes received, it was agreed to defer this to the next Sole Trustee Meeting of 20<sup>th</sup> February 2019. **19/091**

**11. Agree Proposal for repair of Village Sign**

Cllr Darrell reported that a further quote for required works was still to be received, it was agreed to defer this to the next TPC Meeting of 20<sup>th</sup> March 2019. **19/092**

Signed:

Date:

Page 2 of 4

**12. Update on Railings for School, Parking and Speeding Issues**

Cllr Spratt reported that Railings had now been installed outside the School and a letter of thanks had been received from the Head of the School. Cllr Darrell thanked the Chair for assisting with this. There are continued efforts being made in bringing parking and speeding issues under control. **19/093**

**13. Cllr Manning – Update on Defibrillator Training and Meeting with School**

Cllr Manning reported on a recent training event held at the VH to anyone who wished to attend. A reasonable attendance was reported.

It was requested that the Clerk order some more Pads and a replacement Battery.

Cllr McClenning volunteered to have a look inside the box to investigate condensation, the Clerk will forward the access code for the box to Cllr McClenning.

Cllr Manning reported on a recent meeting with the School Council regarding the possibility of a Park Open Day, which was very positive and to include the Children's involvement. Dates for the Open Day are to be discussed further and agreed. **19/094**

**14. Discuss and agree Donation to Citizens Advice Bureau**

Cllr McClenning suggested an amount of £60 to be considered however, it was agreed that this issue should be deferred to the next TPC Meeting to be held on 20<sup>th</sup> March 2019. **19/095**

**15. Insurance Policies**

**a) Propose Quotes obtained from both Companies**

It was agreed that contact should be made with CANN (experts in Charity Law) for their expertise and guidance, and a possible visit to be arranged.

**b) Reimburse Payment of £657.77 to reimburse RCC for Policy Renewal Paid**

It was agreed that this should be deferred to the next Sole Trustee Meeting to be held on 20<sup>th</sup> February 2019.

**c) Request Confirmation from Mr J Pennell of monies owed to Mr J Pennell for Insurance Premiums previously paid**

It was agreed that this issue should be deferred to the next Sole Trustee Meeting to be held on 20<sup>th</sup> February 2019. **19/096**

**16. To Consider What Action to take to ensure that Councillors follow agreed Procedures and what action to take when a Councillor does not**

Cllr Manning suggested a General Purpose Committee should be formed in order to deal with issues that the Council either does not have the time or expertise to address i.e.; Employment Law.

Proposed by Cllr Manning, Seconded by Cllr Cleary. 3 in favour against 2 opposed.

Cllr Cleary suggested that all Councillors should re-read and act accordingly to all Policies and Procedures currently in place. **19/097**

**17. Discuss Resignation Letter received from B. Gulliver**

The Chair reported that he had not received an official letter of resignation from Cllr B Gulliver. The Clerk was asked to make contact to request that a formal letter of resignation be forwarded to the Council via the Chairman.

It was also stated that an Exit Interview should take place. **19/098**

**18. Cllr Cleary concerns regarding email correspondence received to the Council, and potential costs incurred from PKF Littlejohn**

Cllr Cleary expressed his concern and disappointment with too much negativity within and surrounding the PC and the costs incurred to the PC/taxpayer in dealing with certain issues. **19/099**

**19. Cllr Cleary requests clarification regarding “The Register of Members Interests”**

Cllr Cleary expressed concern that Cllrs are mindful that relevant changes in personal/professional circumstances should be reported as the changes occur and it is each individual's responsibility to ensure that the Register of Members Interests is up to date. **19/100**

**20. To Receive Items for the next Agenda and confirm the date and time of the next TPC Meeting**

It was confirmed that the next full Council meeting would be held on Wednesday 20<sup>th</sup> March '19 at 7pm.

Signed:

Date:

Page 3 of 4

**Agenda Items**

Repair of the Village Sign

Donation to CAB

**19/101**

The Chairman thanked everyone for attending and closed the meeting at 21.15pm.

**Next Meeting: Wednesday 20<sup>th</sup> March 2019 – 7pm, Village Hall Tacolneston.**

DRAFT

Signed:

Date:

Page 4 of 4