

TACOLNESTON PARISH COUNCIL

Minutes of the Extra Meeting of Tacolneston Parish Council in Tacolneston Village Hall on Wednesday 17th October 2018 at 7.30pm

Present: Cllr B Spratt, Cllrs Cleary, Darrell, Manning, McClenning and Maginn
Clerk/RFO - Hellen Hammond, and 2 members of the public.

Absent:

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- 1. To consider accepting apologies for absence**
Apologies were received and accepted from Cllr Gulliver and D Cllr Duffin. **18/052**
 - 2. Declarations of Interest & Dispensations**
Cllr Darrell declared an interest in Item 6c). **18/053**
 - 3. To confirm and Accept the Minutes from 19th September'18 Meeting**
The minutes of the meeting held on 19th September'18 were confirmed as an accurate record.
Proposed by Cllr Maginn, Seconded by Cllr Cleary. All in favour. **18/054**
 - 4. To confirm and Accept the Minutes from 27th February'18 Meeting**
After a general discussion it was agreed that the Clerk should formulate a set of draft minutes based on this discussion. The draft minutes would be circulated as usual and included for approval on the Agenda for the next meeting. All in Favour. **18/055**
 - 5. To receive Cllr McClenning's comments on AGAR**
Cllr McClenning expressed concern at certain wording on the Statement supporting the AGAR. The Clerk confirmed that the content of the Statement was as advised by Norfolk Parish Training Services and duly signed by the Chairman before submission. **18/056**
 - 6. To receive the Clerk's Report**
 - a) To discuss and Agree Proposal for Working Groups**
On behalf of Cllr Gulliver, the Clerk informed the Council of the proposal for additional Working Parties to undertake and oversee as follows;
 - 1) Recreation Field and Village Hall Working Group
Checking Play Equipment
Maintenance of Play Equipment
Litter Checks
Ground Maintenance Checks
Recycling Centre Checks
Cleaning of Village Hall
Check User Agreements
Check Insurance Policies
Set Rota's for play equipment/litter/recycling centre checks
 - 2) Finance Working Group
Fundraising and Grant Applications
Preparing the Budget and Setting the Precept
All aspects of Finance across the business
 - 3) Community Engagement and Development Working Group
Parking and Road Safety
Project Management
Neighbourhood Plan
Community Championships
Communication/Website/Promotion
Planning Applications

b) Update on Traffic through the Village

Signed:

B Spratt

Date:

21.11.18

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The Clerk reported on a strong Police presence in the village, this will continue whilst speeding traffic is monitored.

c) Purchase and laying of Poppy Wreath

It was agreed that a Poppy Wreath should be purchased to the value of £50 together with an additional payment of £50 made by way of a donation. The Clerk to organise with a message of "In this 100th year the Parish of Tacolneston would like to say thank you for your sacrifice". Proposed by Cllr Spratt, seconded by Cllr Maginn. All in Favour. **18/057**

7. To receive the RFO's Report

a) Bank

The Clerk reported that the transfer of funds and closure of the Nationwide BS account was still to be actioned.

The Clerk reported the following bank balances as of 30/09/18:

Barclays AC (ending 4395) £3,342.79

Unity Trust AC (ending 9895) £5,964.65

Nationwide BS £3,074.09

The Clerk confirmed that the funds from Unity Trust and Nationwide BS would be transferred into the Barclays AC and then they could be closed. It was agreed that a cheque should now be raised from Unity Trust for £5,946.65, (leaving a balance of £18 to cater for any subsequent bank charges) and deposited into Barclays.

b) CIL Report and Community Cash 2017 Report

The CIL report was still being actioned however, the Community Cash 2017 report had been completed and submitted and thanks were given to Cllr's Manning and Gulliver for their assistance.

c) Statement of Accounts to 31/09/18

The statement of accounts had been circulated to the Council prior to the meeting showing a reconciled balance of £12,381.50, which included the second half of the precept received of £4,836.88.

d) Approve the Payment of the following

1 x Play Inspection Invoice £78.00 (this was approved at the previous meeting)

1 x Reimburse Cllr Manning £48.86 – deferred to the next meeting

2 x Sutcliffe Play Invoices totalling £13,243.74 – (as approved at the TAFRA meeting of 17/10/18)

All other payments were approved. Proposed by Cllr Darrell and seconded by Cllr Maginn.

All in favour. **18/058**

8. Public Participation

A parishioner raised the issue of a planning application for tree felling received at SNDC.

A parishioner requested the draft minutes of the meeting held on 27th February '18 be forwarded on for inclusion on the Tacolneston Matters website. **18/059**

9. To receive and consider correspondence

The Clerk confirmed that an up to date correspondence list had been circulated to the Cllrs but contained nothing for discussion. **18/060**

10. Update on proposed repair of Village Sign

Cllr Darrell reported that contact had been made with a local wood craftsman who would provide a quote for the removal of the sign and carry out works required. Cllr Spratt had also contacted an alternative wood craftsman. This item should be included on the next Agenda. **18/061**

11. To consider action points arising from the Play equipment Safety Inspection

Cllr Manning reported that there were some Amber warnings on the report that should be given attention at the earliest opportunity. Cllr Darrell volunteered to cut back some overhanging branches at her own risk – this was agreed.

It was suggested that the Council advertise the need for volunteer work to assist with various works as and when required, some information could be put on the Website, Facebook and other publications. **18/062**

12. To discuss requirement for Defibrillator Training

The Clerk and Cllr Manning reported that free training was available, and contact had been made with a view to confirming arrangements for training. The Clerk also expressed concerns that no weekly/monthly checks were being carried out on the equipment – this would be investigated and included on the next Agenda. **8/063**

13. To discuss Railings for School and Parking Issues

Signed:

BS Nat

Date:

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The Clerk reported that contact had been made with Mr R West of NCC Highways who would do a visual inspection of the site and report back. **18/064**

14. Policies/Procedures

a) Agree the Communications Policy

It was agreed that this policy should be adopted. Cllr Darrell proposed, Seconded by Cllr McClenning. All in Favour. **18/065**

15. To receive items for the next Agenda and confirm the date and time of the next meeting.

Cllr McClenning informed the Council of the recent death of MR T Allen and requested permission to send a letter of condolence to the family on behalf of the Council. This was agreed.

Next Meeting is agreed for 21st November at 7pm

Agenda Items

Village Sign

Co-option Policy

Noticeboard

Defibrillator Training and Equipment Checks

Review Tops Garden Services Contract

Agree the Budget and Set the Precept

Agree Contractors for Tree Felling

18/066

The Chairman thanked everyone for attending and closed the meeting at 20.45pm.

Next Meeting: Wednesday 21st November 2018 – 7pm, Village Hall Tacolneston.

Signed:

B Smith

Date:

21.11.18

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