

# **TACOLNESTON PARISH COUNCIL**

## **Minutes of the Ordinary Meeting of Tacolneston Parish Council in The Woodlands Club on Tuesday 17<sup>th</sup> December 2019 at 7.30pm**

Present: Chairman Cllr McClenning, Cllr Gulliver, Cllr Darrell, Cllr Gowing, Cllr Pincher.  
Clerk/RFO – Sue Bunn, CCLLR Spratt, DCllr Duffin and 19 members of the public.

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1. To consider accepting apologies for absence. John Hooper. Accepted.
2. To acknowledge the uncontested election, welcome the new Councilor and sign their acceptance of office form. Cllr Taylor signed her Acceptance of Office form.
3. To receive declarations of interest and requests for dispensations (previously notified to the Clerk) from members on any items to be discussed. None.
4. Public Participation
  - a) Reports on matters of interest to the Parish from the District and County Councillors, Tree Warden and Footpath Warden. CCllr Spratt reported that the bibs had now been supplied to the School a Member of the Public requested that remaining funds from the bibs be used for art materials for the Children to design Road Safety Posters. The planning permission for the drop kerb at 22 Norwich Road has been approved and work will commence shortly. The Friends of Tacolneston Church are progressing well with the project to install a toilet and kitchen area but there is a shortfall of £2000 which they are seeking. DCLLR Duffin discussed the VE Day Commemoration Grants that South Norfolk Council will be providing to organisations who are organising an event between 4<sup>th</sup> and 10<sup>th</sup> May. No tree warden report.
  - b) Members of the public to raise matters of concern. The bill from PKF Littlejohns was discussed. Members of the public raised concerns over the size of the bill and wanted to know the work that was carried out and why? The Council explained that PKF Littlejohn were the Government appointed Accountants, as an Elector had challenged the accounts for the year 2017/2018 Littlejohns then have to investigate the challenges made, this is the resulting bill. Several members of the public stated that it is time to move forward with the new council and stop looking back at the past. Cllr Pincher; The right for Electors to challenge the actions of the Parish Council is the cost of Democracy. The Council highlighted that all of the new Councillors have undergone training. A member of the public stated that he had attended the majority of the meetings since May and that they were refreshing to attend and that people felt that they were being listened to. A Letter was read out with regard to Littlejohns (attached).
5. To approve and sign the minutes of the meeting held on the 27<sup>th</sup> MARCH 2019. Signed.
6. To approve and sign the minutes of the ordinary parish council meeting held on the 11<sup>th</sup> November 2019. Approved and signed Proposed by Cllr Pincher, Seconded by Cllr Gulliver. All in favour.
7. Matters deferred from previous meetings.
  - a) Village Sign Update. Still awaiting response from the Owners.
  - b) Grass cutting contract. Letting it roll remove from agenda.

Signed:

Date:

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- c) Footpath Maps availability. Cllr Gulliver waiting to hear back from someone who will hopefully be the new footpath warden.

### 8. Finances

- a) To note current Balances. Barclays £12690.39. Nationwide. £3077.00
- b) To review Financial Regulations and sign off. Cllr Darrell and Cllr Taylor to review and report back next meeting.
- c) To review Financial Risk Assessment and sign off. Cllr Darrell and Cllr Taylor to review for next meeting.
- d) To discuss the report from PKF Littlejohns in respect of the accounts for the year ending MARCH 2018 and decide on actions to be taken. Report discussed under public participation. Ongoing training and new clerk hopefully to improve the situation.
- e) To approve the annual CIL return. Clerk explained that historically the CIL return had been returned stating that no CIL had been spent. She believed this to be inaccurate, money had been spent on play equipment with a shortfall being minuted 14.09.2016 and 20.06.2018. An excouncillor who was at the meeting confirmed that the use of the CIL money had been discussed to cover the shortfall in the funding as part of a working group discussion. Cllr Pincher proposed that the return be submitted stating £5000 spent to contribute to the play equipment in 2 phases. Cllr Gulliver seconded. The Clerk will submit the return accordingly. Copy attached.
- f) To set the budget for the financial year 2020-2021. Proposed Cllr Gulliver. Seconded Cllr Gowing. Budget approved with 1 abstention.
- g) To set the precept for the financial year 2020-2021. Following discussions it was decided to raise the Precept to £18000. This is to build up the reserves following the Littlejohn bill. Proposed Cllr Gulliver, Seconded Cllr Taylor. Voted for with 2 abstentions.
- h) Approve the following payments. Proposed to pay all by Cllr McClenning. Seconded, Cllr Taylor. Approved by all.

Payee	Detail	Nett	VAT	Gross
Mrs FM Bunn	Clerks wages Nov (Bank transfer )	285.25		285.25
Mrs FM Bunn	Expenses home working costs, mileage. November	£17.35		£17.35
TOPS Garden Services	Grass Cutting	£231.45	£46.29	£277.74
Woodland Club	Hall Hire Nov	£20.00		£20.00
PKF Littlejohns	Fees for Challenge response to 2017-2018 accounts.	4381.25	876.25	5257.50
Norfolk PTS	Whole council training	250.00		250.00

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Royal British Legion	Section 137 donation for remembrance	50.00		50.00
Newman and Co	Year end payroll	102.00		102.00

9. To discuss the purchase of either picnic tables or SAM2 machine from CIL funds. Further investigation required into SAM2. Contact Highways to see where else one could be situated.
10. To Discuss Planning Applications Received. None received.
11. To review the following policies: Complaints Policy, Communications Protocol, Media Policy and Equal Opportunities Policy. Readopt Complaints Policy, Media Policy and Equal Opportunities Policy. Defer Communications Policy to next meeting.
12. Correspondence received. None.
13. Public Participation. Cllr Spratt asked about the money for the repairs of the Village Sign. The Clerk assured him that it has been ringfenced.
14. To set the date and time of the next Parish Council meeting and except items for the agenda. Date to be confirmed at a later date.  
The public were asked to leave at this point.
15. To discuss a complaint against a Councillor and the Council. Following an email complaint regarding comments made on social media by a Cllr to a Member of the Public. An apology had been sent by the Cllr to the Complainant and accepted. The comments came from a private account and thus not a Council matter. No further action required.

Signed:

Date:

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