

Minutes of East Tuddenham Parish Council meeting Tuesday 12th May 2026 at 7.00 p.m.

Councillors present: Kathryn Horton (Chair), Chris Rose, Tom Bland and David Cator.

Also present: Clerk (Mark Hembury) and five members of the public.

Kathryn Horton opened the meeting at 7.00 p.m.

1. **To elect the Chair of the Parish Council**
Cllr. Rose nominated Cllr. Horton and was seconded by Cllr. Bland. There were no other nominations. All in favour and Cllr. Horton was duly elected as the Chair of East Tuddenham Parish Council.
2. **To receive the declaration of office from the Chair of the Parish Council**
The Clerk had omitted to print the declaration of office and therefore this item was deferred to the next meeting.
3. **To elect the Vice-Chair of the Parish Council**
With two Councillors absent, it was decided to defer this item until the next meeting.
4. **To receive apologies for absence**
Apologies were received from Cllrs. Barrett and Leaney. Cllr. Horton proposed the absences should be accepted, seconded by Cllr. Rose. All in agreement.
5. **To receive declarations of interest in agenda items and consider any dispensation requests**
Cllr. Horton declared a personal interest in agenda item 14 – Hall Lane.
6. **To approve the minutes of the Parish Council Meeting held on 7th April 2026**
The minutes of the meeting on 7th April 2026 were approved. Proposed by Cllr. Rose and seconded by Cllr. Cator. All in agreement.
7. **To report progress on items, from the last meeting, not on the agenda (information only)**
The Clerk informed members that the speed sign had been ordered in March and a delivery date of 10-12 weeks had been provided.
8. **To consider an email from a resident regarding Sandy Lane.**
The email received from a resident was discussed, regarding access and surface issues in Sandy Lane. The Clerk was asked to respond to the resident with the reply provided by Jim Freeman from Galliford Try as well as the link to Norfolk Highways to make an online report of the issues.

9. Open forum for public participation: an opportunity to hear from members of the public and the District/County councillors

No issues or questions raised.

10. To receive an update from the clerk on the following financial matters

10.1. 25/26 accounts

The Clerk explained that due to both income and expenditure being in excess of £25,000 for the last financial year due to the bus shelter project, AGAR forms for a limited review would need to be submitted, which will be presented to the Council at the June meeting.

10.2. Internal audit report

The Clerk reported that the internal audit had given the Council a clean bill of health with one recommendation that an IT Policy be approved by the Council. This was noted.

10.3. To approve the payments list

This was approved. Proposed by Cllr. Horton and seconded by Cllr. Rose. All in agreement.

11. To approve Standing Orders for the year 2026-27

These were approved. Proposed by Cllr. Cator and seconded by Cllr. Rose. All in agreement.

12. To approve Financial Regulations for the year 2026-27

These were approved, with the following amendments – Section 6 second paragraph removes the reference to ‘cheque’ and changes ‘one signatory’ to ‘two signatories’. The third paragraph is deleted. Proposed by Cllr. Rose and seconded by Cllr. Bland. All in agreement.

13. To approve an IT Policy for the Parish Council

This was approved. Proposed by Cllr. Cator and seconded by Cllr. Rose. All in agreement.

14. To receive an update on the Hall Lane yellow lines issue.

The Clerk shared the response provided by Matt Lines, Highways Engineer with Norfolk Council. Yellow lines would require a Traffic Regulation Order and cost in the region of £7,000 to £9,000. There is no budget for new applications so the project would need to be self-funded.

Members discussed this issue and agreed that the cost is prohibitive. It was agreed that an approach would be made to our newly elected member of the County Council to ask for assistance in taking the matter forward.

15. Planning applications

15.1 To receive an update on any application decisions made by Breckland District Council since the last meeting

None were received.

15.2 To consider any new planning applications (see below)

None were received.

16 To receive items for the next agenda

The meeting closed at 7.34 p.m.

Item 15.2 Planning applications for consideration

Ref.	Location	Description
None		

Payments list for approval –

<u>Payee</u>	<u>Description</u>	<u>Total</u>	<u>Net</u>
Clerk	April salary	£223.05	£223.05
HMRC	Tax	£149.20	£149.20
Clerk	Re-imburse Norton laptop security (annual subscription)	£74.99	£62.49
NPTS	Annual subscription	£140.75	£117.29
Robin Goreham	Internal Audit Report	£75.00	£75.00