

# **Minutes of East Tuddenham Parish Council meeting**

## **Wednesday 2<sup>nd</sup> April 2025, 7.30pm**

### **East Tuddenham Village Hall**

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**Councillors Present:** Lynsay Barrett (Chair), Chris Rose, Alexandra Leavey and Jackie Painting.

**Also present:** Parish Council Clerk – Mark Hembury and 1 member of the public.

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Lynsay Barrett opened the meeting at 7.30pm

**1. To receive apologies for absence**

**Resolved** Apologies were received from Cllr. Horton and Cllr. Bland. Proposed by Cllr. Painting and seconded by Cllr. Leavey. All in agreement.

Other absence: Cllr. Cator.

**2. To receive declarations of interest in agenda items and consider any dispensation requests**

None.

**3. To approve the minutes of the Parish Council Meetings held on 5<sup>th</sup> March 2024**

**Resolved.** The minutes of the meeting were **APPROVED..** Proposed by Cllr Rose and seconded by Cllr. Painting. One abstention and all others in agreement. The Chair then signed them as a true and accurate record of the meeting.

**4. To report progress on items, from the last meeting, not on the agenda (information only)**

No reports made.

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

A report on the local Speed Watch initiative was provided by a member of the team. Three sessions a week are planned whenever possible. Most recently, five speeding vehicles have been recorded at speeds between 36 and 38 mph. Another article will appear in the next edition of the Parish Pump with an invitation for more volunteers.

**6. To receive an update from the clerk on the following**  
**6.1. Payroll.**

The Clerk confirmed that there would now be a regular and unchanging amount appearing each month..

## **6.2. 24/25 Accounts.**

The Clerk confirmed that instructions for the completion of this year's AGAR had been received from PFK Littlejohn. Due to issues with the submission of the previous AGAR, the Council would not be able to claim an exemption this year.

## **6.3. Dispute with HMRC regarding tax owed.**

HMRC have charged an end of year tax adjustment on 2023/24 of £56.53. It has now been established that this adjustment was made by HMRC, and they have now raised a dispute. The matter will not be investigated for at least 18 months and there is no further action required by the Parish Council.

## **7. Planning applications**

### **7.1. To receive an update on any application decisions made by Breckland District Council since the last meeting**

None received.

### **7.2. To consider any new planning applications**

None received.

## **8. The Clerk will provide an update on the application for a grant under the Parish Partnership Scheme for a new bus shelter.**

The Clerk confirmed that confirmation had been received that the application had been successful. A series of instructions have been issued that need to be followed to progress the project.

Councillor Painting stated that she is aware that some additional money may be available for a second bus stop to replace the current one opposite the Village Hall and will try to secure this. There is also social value money for local parish councils from Galliford Try which could be used for the Village gateway signs.

Councillor Barrett stated that it was important that the Village Hall were involved in the decision as to where exactly the bus shelter would be positioned.

Councillor Rose stated that he would produce a plan to assist in the discussions regarding the location of the shelter.

## **9. Finance**

### **9.1 To note the bank reconciliation at as 6<sup>th</sup> March 2025.**

This was noted.

### **9.2 To note the actual budget to date and full year forecast.**

This was noted. The Clerk highlighted that the finances were in a good position, with expenditure as a whole at 80% of the allocated budget.

### **9.3 To approve the payment list.**

This was **APPROVED**.

## **10. To review the risk assessment.**

The Clerk explained that the two changes proposed to the risk assessment included opening a deposit account to allow interest to be earned on deposits and therefore maximise income whilst maintaining the security of any such deposits and producing a calendar of significant events to prevent the late submission of the AGAR return in future.

The amended risk assessment was **APPROVED**. Proposed by Councillor Rose and seconded by Councillor Leavey. All in agreement.

#### **11. To receive an update on the defibrillator at the Village Hall.**

Councillor Rose provided an update on the work done recently.

Councillor Barrett stated that due to the importance of having a reliable defibrillator, the Village Hall was prepared to contribute towards a new defibrillator. The Village Hall is likely to have its own electrician for any electrical work and she would report back to the Village Hall Committee.

Councillor Leavey stated she thought it would be sensible to provide a new defibrillator sharing the cost on a 50/50 basis.

The Clerk agreed to check with 'The Circuit' on the serviceability of the unit and whether the East of England Ambulance Service had any issues with the defibrillator.

Councillor Barrett would ask the Village Hall Committee to consider joint training on the defibrillator which would include regular hall hirers.

#### **12. To approve the renewal of the Council's subscription to Norfolk Parish Training and support.**

This was **APPROVED**. Proposed by Councillor Barrett and seconded by Councillor Painting. All in agreement.

#### **13. To approve an investment policy for East Tuddenham Parish Council.**

This was **APPROVED**. Proposed by Councillor Barrett and seconded by Councillor Painting. All in agreement.

#### **14. To consider opening an account with the Churches, Charities, Local Authorities Investment Fund.**

The Clerk explained that the proposed account was no longer under consideration due to the minimum amount required as an initial opening deposit. An alternative was suggested with the Hinckley and Rugby Building Society. Either an instant access or 45 day notice account would comply with the Investment Policy recently adopted. Following a discussion, opening a 45 day notice account was **APPROVED**. Proposed by Councillor Barrett and seconded by Councillor Leavey. All in agreement.

#### **15. To consider taking part in the Great British Spring Clean.**

It was agreed that the Council would undertake a litter pick on Saturday 17<sup>th</sup> May at 10 am. meeting at the Village Hall. Refreshments would be served afterwards. The Clerk confirmed that he would contact Breckland District Council to arrange for the necessary equipment to be loaned for the day.

## 16. To receive items for the next agenda.

- Publicise the litter pick
- Consider a Village Hall grant request
- Youth football in the village
- .Gov email addresses

**Meeting closed 8.50 pm**

## Item 9.3 Payments approved

**East Tuddenham Parish Council**

**Payment list for approval 2<sup>nd</sup> April 2025**

<b>Payee</b>	<b>Description</b>	<b>Total</b>	<b>Net</b>	<b>VAT</b>
Mark Hembury	Salary	216.45	216.45	-
Lorraine Trueman	Expenses - postage	4.25	4.25	-
HMRC	Tax	144.30	144.30	-
NPTS	Annual subscription	111.20	111.20	
<b>Total payments to approve</b>		<b>476.20</b>	<b>476.20</b>	