

**Minutes of the Meeting of Tasburgh Parish Council held.  
on Tuesday 21<sup>st</sup> October 2025 in Tasburgh Village Main Hall at 7.30pm**

**Present**

Brian McGuire (Chair), Jill Casson, Adrienne Watts, Preston Thomas, Jackie Trenavin, Keith Read, Willie Crawshay, Andrew Patrick, and Tina Eagle, Parish Clerk

**Also, present** District Councillor Martyn Hooton, and 1 member of the public.

**1. Apologies**

Apologies were received and accepted from County Councillor Alison Thomas and Matt Read.

**2. Declaration of interest for items on the agenda and applications for dispensations**

Jackie Trenavin declared an interest in agenda item 7d as being a recipient of the training and Keith Read and Jill Casson in agenda item 16c as being allotment holders.

**3. Minutes of the meeting held on Tuesday 16<sup>th</sup> September 2025**

The minutes of the last meeting were previously circulated. It was **agreed** to accept the minutes as a true record of the proceedings proposed by, Keith Read seconded by, Jill Casson all in favour.

**4. Minutes of meeting held on Tuesday 7<sup>th</sup> October 2025**

The meeting was cancelled as no planning applications were received.

**5. Urgent Items to be raised through the Chair**

None

**6. Reports on meetings/training attended**

**a) Village Hall Management Committee**

*The meeting was suspended to allow a member of the public to speak in relation to their request previously circulated. A summary follows:*

- The Village Hall Management Committee had been investigating potential costs to upgrade the fire alarm system to meet current regulations and ensure a safe building for their users.
- An inspection in 2024 had identified a number of critical improvements were needed.
- Three quotes had been obtained and the quote as previously circulated of £9485.00 was the cheapest and the preferred contractor.
- Any financial help to enable these repairs to take place would be appreciated.

Ques: Can the Village Hall contribute to the costs?

Ans: The Village Hall have committed to the work being undertaken so the cost will be taken out of our working reserves.

Ques: How much are you looking for?

Ans: £5000.00

*The meeting was reconvened, and the member of the public left the meeting.*

It was **agreed** to contribute £5000.00 held in free reserves to help towards the costs of upgrading the Village Hall fire alarm system to ensure they meet current fire safety regulations proposed by Willie Crawshay seconded by, Keith Read all in favour. **Clerk**

b) The Autumn Essential Update

The clerk attended this online session which was very informative especially in relation to Assertion 10. Slides had been previously circulated.

c) Councillor Induction Training

Despite initial IT issues which the trainer handled very well Jackie found the training very beneficial.

## 7. Finance

### It was resolved to pay the following:

a) Tina Eagle	Salary	£512.00/259.20
b) Norfolk Pension Fund	Pension Contribution	£202.96
c) HMRC	Income tax & NI	£172.98
d) Norfolk Parish Training & Support	Autumn Seminar, All About Risk	£86.40
e) Steve Jackman	New website & register of gov.uk	£175.00
f) Norfolk Parish Training & Support	Cllr Induction Training & Code of Conduct	£120.00
g) P D Moore	Bus shelter cleaning	£38.00

The payments presented were **agreed**, proposed by, Keith Read seconded by Preston Thomas all in favour.

It was **agreed** the costs for website redevelopment and register of our domain name would be taken out of the contingency fund, proposed by Keith Read seconded by Jill Casson all in favour.

h) Approval online payments

It was **agreed** that Jill Casson would approve the online payments.

i) Bank signatories

It was noted that Jackie Trenavin was set up to approve online payments. Adrienne Watts had been removed as a signatory and returned her card and card reader for safe disposal.

j) Receipts received since last meeting

South Norfolk District Council	2 <sup>nd</sup> precept instalment	£12,992.00
South Norfolk District Council	Litter pick prize money	£20.00

k) Quarterly Inspection of Accounts

Preston Thomas had inspected the accounts on 8<sup>th</sup> October with no matters arising.

l) 2<sup>nd</sup> Quarter budget comparison

The 2<sup>nd</sup> Quarter Budget Comparison previously circulated was noted with no matters arising.

## 8. 2026/27 Budget Planning

a) Fees & Services

It was **agreed** the fees for the Quarterly would remain unchanged for the time being proposed by Keith Read seconded by Jackie Trenavin all in favour.

b) Precept Projects

It was **agreed** to agenda item for next meeting to consider possible projects. **ALL**

## 9. Public Participation and Exchange of Information

*The meeting was suspended to allow the public and those Councillors with a prejudicial interest to speak.*

a) County Councillor Alison Thomas

Report read out as follows:

Cabinet had agreed to proceed with the proposed devolution deal alongside Suffolk. The agreement would bring an additional £37.4 million in annual funding to Norfolk and Suffolk, alongside new devolved powers covering Adult Learning, Skills, Economic Development, and Strategic Highway Infrastructure.

A directly elected mayor will be chosen in May 2026 to lead the new combined authority. In preparation, councils will now begin establishing the combined authority, ensuring it is ready for the mayor to assume responsibilities post-election.

Initial governance will comprise the elected mayor and two representatives from each county council. For Norfolk, this will be the Leader and Deputy Leader.

b) District Councillor Martyn Hooton

Reported that funding is still available from the Community Action Fund and would again be open for applications January 2026. Martyn also offered his members ward funding of 1k to spend on a project within Tasburgh. **Clerk**

c) Public Comments

No members of the public were present.

*The meeting was reconvened, and Martyn Hooton left the meeting.*

## 10. Planning

a) Planning Applications

None received

b) Planning Decisions

i) Appl No [2025/2260](#) Location Foundry Plant Centre Ipswich Road Tasburgh NR15 1NS  
Proposal: Erection of solar panels on existing earth mound.

**APPROVED WITH CONDITIONS**

c) Planning Appeals/ Enforcement/Tree Preservation Orders

No further update was available but would continue to follow up. **Clerk**

d) Next Planning Meeting

It was **agreed** that the next planning meeting would be held on **4<sup>th</sup> November 2025**. Adrienne Watts, Brian McGuire, and Jackie Trenavin confirmed their attendance. Brian McGuire and Jackie Trenavin **agreed** to take the plans.

## 11. Highways

a) Relocation of SAM2

It was noted that the Highway Engineer had approved the new location on Henry Preston Road. It was **agreed** to install the bracket to enable the SAM2 to be moved within the next few weeks. **AP**

b) Flordon Hill village gateway

The Highway Engineer had confirmed they would inspect and report back.

## 12. Advisory Groups

### a) Burrfield Park

It was reported the vegetation continues to be cut back in the park. Jill Casson reported that Open Reach advised they would be installing a wooden pole on the verge of Burrfield Park and would need to trim back over hanging branches to process the work. It was **agreed** to sign the works order and return to Open Reach **JC**

## 13. Correspondence/Consultations

### a) Acquisition of GoEast Anglia and Passenger First Network Engagement

It was **agreed** to accept the offer to invite representative/s from Transport Made Simple to a meeting for residents to raise any concerns they may have regarding future services proposed by Jill Casson seconded by Willie Crawshay. **Clerk**

### b) PFR (Property Flood Resilience) Questionnaire

It was **agreed** to submit comments to the questionnaire as follows Q1-Yes, Q2-A and Q3-A. **Clerk**

### c) Winter Pressures Grant

It was **agreed** to circulate information to community groups.

Late correspondence included:

South Norfolk Village Cluster Housing Allocations Plan - Examiner

It was **agreed** there were no changes so no comment would be submitted.

National Grid (Norwich to Tilbury) Development Consent Order S56 Notice

Circulated for information

## 14. Ongoing Projects

### a) Traffic Calming

#### i) Update on SAM2

Data had been downloaded and circulated.

## 15. Ongoing Items

### a) Play area

#### i) Tractor Repair

It was **agreed** to extend the deadline for contractors to allow them to submit their quotes. Agenda item for next meeting. **Clerk**

### b) Horseshoe Footpath

It was **agreed** to extend the deadline for contractors to allow them to submit their quotes. Agenda item for next meeting. **Clerk**

### c) Bug Hotel

It was noted that it had been **agreed** that the code for the gate would be provided to enable work on the bug hotel to proceed as and when work commitments allowed. **Clerk/AP**

### d) Land known as the 'Triangle'

It was noted that a copy of the will had been requested.

e) Drainage & Surface Water

It was noted that the recent downpour of rain had no or little effect on surface water at the bottom of Grove Lane.

f) Defibrillator

The hosting agreement had been signed by the Chair of the Village Hall Management Committee and the purchase order would be submitted to Community Heartbeat Trust to progress the installation of the new defibrillator. **Clerk**

g) Website redevelopment

The redevelopment of the new website [www.tasburghparishcouncil.gov.uk/](http://www.tasburghparishcouncil.gov.uk/) was now complete. All agreed it was a much better-looking website and much easier to navigate.

h) Armed Forces Covenant

Confirmation had been received that a member of the District Council's communications team would make contact regarding progressing this article.

## 16. New Items

a) Quarterly articles

A reminder that the deadline for articles is 7<sup>th</sup> November.

b) Health & Safety Inspections

Reports had been previously circulated with no issues raised.

c) Allotment rent 2026/27

It was **agreed** there would be no change in the allotment rent of £250.00.

d) Review of Policies

i) Data Protection Information Audit

It was **agreed** to re-adopt amended document as previously circulated.

ii) Data Protection Policy

It was **agreed** to re-adopt amended document as previously circulated.

iii) Privacy Statement

It was **agreed** to re-adopt document with no changes required as previously circulated.

## 17. Items for next month's agenda

## 18. To confirm date of next meeting, Tuesday 18<sup>th</sup> November 2025 7.30pm

The meeting closed at 8.35pm

**CHAIR**