

**Minutes of the Meeting of Tasburgh Parish Council held.  
on Tuesday 21<sup>st</sup> July 2026 in Tasburgh Village Main Hall at 7.30pm**

**Present**

Brian McGuire (Chair), Preston Thomas, Jill Casson, Keith Read, Adrienne Watts, Matt Read and Tina Eagle, Parish Clerk.

**Also present:** No members of the public present

**1. Apologies**

Apologies were received and accepted from, Willie Crawshay, Jackie Trenavin and Andrew Patrick.

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

None

**3. Minutes of the meeting held on Tuesday 16<sup>th</sup> June 2026**

The minutes of the last meeting were previously circulated. It was unanimously **agreed** to accept the minutes as a true record of the proceedings proposed by Preston Thomas seconded by Adrienne Watts all in favour.

**4. Minutes of meeting held on Tuesday 7<sup>th</sup> July 2026**

The meeting was cancelled as no planning applications were received.

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

None

*Keith Read and Matt Read joined the meeting*

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

**a) Village Hall Management Committee**

Brian McGuire and Matt Read attended the recent AGM. It was confirmed that Brian did not stand as a Trustee. It was **agreed** that Matt would take up a Trustee position with Brian acting as his deputy should Matt be unable to attend future meetings.

**7. Finance**

**It was resolved to pay the following:**

|                                  |                                        |         |
|----------------------------------|----------------------------------------|---------|
| a) Tina Eagle                    | Clerk's Salary / expenses              | £433.85 |
| b) Norfolk Pension Fund          | Pension Contribution Pd twice 17.06.26 | £152.86 |
| c) HMRC                          | Income tax & NI                        | £144.17 |
| d) Public Sand Gravel & Marlpit  | Annual Rent                            | £25.00  |
| e) David Bracey Play Safety Insp | Annual Play Inspection                 | £180.00 |
| f) GeoXphere (Parish Online)     | Annual subscription                    | £54.00  |

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

**g) June payments**

It was noted the June payments were authorised twice. Given this error the Clerk recommended a review of our current banking arrangements and to consider banks that provide triple authorisation options. It was **agreed** to obtain more information on Unity Trust as

they are familiar with the specific requirements for Parish Councils and agenda item for next meeting proposed by Matt Read, seconded by Jill Casson all in favour. **Clerk**

h) Online payments

It was **agreed** that Jill Casson would approve the online payments. It was **agreed** that all payment procedures must be followed including verification of sort codes and account numbers and the signing off all invoices proposed by Keith Read, seconded by Jill Casson all in favour **ALL**

i) Receipts received from last meeting

It was confirmed that all duplicated June payments had been received, with the exception of the Norfolk Pension Fund amount of £152.86. This sum would be carried forward and applied to the July payment, as referenced above under agenda item 7b.

j) 1<sup>st</sup> Quarter Inspection of Accounts and Budget Comparison

A copy of the Inspection report had been previously circulated. Preston Thomas reported that he had been informed of the duplicate payments and confirmed that the cashbook accurately recorded the payments leaving and being returned.

It was noted that the first-quarter budget comparison had been circulated, and that a small overspend had occurred in the general maintenance budget due to repair work required on one of the SAM2 units.

k) Online bank signatory/s

Not required yet.

## 8. 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 Karl Catchpole

Update provided after agenda item 10a

b) District Councillor Martyn Hooton

No report available

c) Public Comments

Brian McGuire noted that Alison Thomas wished to thank Councillors for the card she had received on her retirement. He also noted the withdrawal of the County Councillors Highways budget which historically Tasburgh has benefitted from.

Preston Thomas reported that several of the 30mph repeater signs on Low Road were covered with vegetation and the manhole on the corner of Henry Preston Road which was dug up has now collapsed.

Adrienne Watts had received concerns from a resident regarding the near miss they had experienced while walking along Saxlingham Lane and the increase in the volume of traffic. This was reported to Highways who advised reporting to the Police and bringing to our attention.

Matt Read reported that part of the highway on Saxlingham Lane had sunken and needed reporting.

*The meeting was reconvened.*

It was **agreed** to report vegetation on 30mph repeater signs and collapse of recent repair to manhole ON The CORNER OF Henry PRESTON Road using the online Highways system. **PT**

It was **agreed** to re-instate the Evidence Log of traffic incidents and resume recording any information provided by residents e.g. registration number, make model of vehicle and forward details to the relevant agency and include article in the next Quarterly proposed by Adrienne Watts, seconded by Matt Read all in favour. **Clerk**

It was **agreed** that the location and photograph of the damage to the Highway on Saxlingham Lane would be forwarded to enable it to be reported. **Clerk**

## 9. Planning

### a) Planning Applications

i) Appl No: [2026/1431](#) Location: 31 Church Road Tasburgh Norfolk NR15 1ND  
Proposal: Increase height of existing 1.22m high fence in rear garden, to 1.89m, on Valley Road and install gates to enable privacy and security. Having viewed the plans it was **agreed** to support the application, proposed by Brian McGuire seconded by Adrienne Watts all in favour.

### b) Planning Decisions

i) Appl No: [2026/0193](#) Location: Barn South of Farthings Church Road Tasburgh  
Proposal: Notification for Prior Approval for a proposed change of use and associated building works of agricultural barns to a dwellinghouse (QA &QB)

**APPROVED WITH CONDITIONS**

ii) Appl No: [2026/1047](#) Location: The Maples Grove Lane Tasburgh NR15 1LR  
Proposal: Proposed single storey rear extension, front first floor extension and first floor extension over garage including internal alterations **APPROVED WITH CONDITIONS**

iii) Appl No: [2026/1183](#) Location: The Old Rectory, Church Hill Tasburgh NR15 1N  
Proposal: Variation of condition 2 to vary position of garage of permission 2025/1415 (which consented to a new double detached garage with accommodation above and proposed AC unit, PV Array and space for PV Inverters & Batteries to the South West elevation of the new rear extension) **APPROVED WITH CONDITIONS**

iv) Appl No: [2026/1372](#) Location: The Old Rectory Church Hill Tasburgh NR15 1NB  
Proposal: Details for condition 3 - Arboricultural Method Statement of planning permission 2025/1415, as varied by application 2026/1183 **APPROVED WITH CONDITIONS**

v) Appl No: [2026/1651](#) Location: High Road Farm Ipswich Road Tasburgh NR15 1NS  
Proposal: Discharge of condition 3- Boundary hedge planting, in relation to existing application 2026/0073 **APPROVED WITH CONDITIONS**

A further planning decision had also been received:

vi) Appl No: [2026/1309](#) Proposal: Installation of ground mounted solar photovoltaic array.  
Location: The Grange Low Road Tasburgh NR15 1AR **APPROVED WITH CONDITIONS**

### c) Planning Appeals/ Enforcement/Tree Preservation Orders

i) Appl No: 2026/1841 Works to TPO Trees Location: Wildlife Amenity Area Low Road Tasburgh Norfolk

Proposal: T015 - Lawson cypress current height 18m, crown spread 7m - remove hanging branch at 4m (Failed), T020 Ash current height 20m crown spread 15m - Option 1 Remove secondary stem and pollard at 5m/remove deadwood, or Option 2 Further investigation. T022 Ash current height 19m crown spread 10m Pollard at 5m, remove 2 x eastern stems to prevent failure.

**APPROVED**

d) Next Planning Meeting

It was **agreed** that the next planning meeting would be held on **4<sup>th</sup> August 2026**. Jill Casson, Keith Read and Matt Read confirmed their attendance. Jill Casson and Keith Read **agreed** to take the plans.

## 10. Highways

a) SAM2

It was noted the SAM2 data had been downloaded and circulated from Upper Tasburgh. The data from Low Road would be downloaded later due to the current road closure. The additional items required for the Low Road unit had been passed to the volunteer, who was thanked for undertaking this work on the Council's behalf.

*Karl Catchpole joined the meeting. The meeting was suspended to allow him to provide his report*  
Key points discussed as follows:

- Access improvements remain ongoing with the Foundry Garden Centre with work scheduled to begin in early winter.
- Provided an update on Norwich to Tilbury - [Community Fund Project](#) that could unlock a dedicated community fund of over 30 million.
- Norfolk County Council is progressing with the recruitment and appointment of Chief Executive Officer (CEO)

## 11. Advisory Groups

a) Burrfield Park update

Jill Casson and the Clerk had a site meeting with the Conservation and Tree Officer to review the second Tree Preservation Order application. The Officer confirmed their approval of the application and expressed how impressed they were with the park. They also indicated a willingness to assist the group further, including exploring grant opportunities and providing additional guidance as needed. It was **agreed** to obtain quotes for the work to TPO **Clerk**

Eastern Tree Care had recently provided a date to commence work on TPO24, 27,29 and 30. Given they had only given a few days' notice it was **agreed** to request that the date should be rescheduled for approximately six weeks' time. This would allow for the necessary access arrangements to be made and for the Advisory Group to decide how they want the cut wood to be managed. To also obtain a quote for a chipper should one be required. **JC/Clerk**

i) Members Ward Funding

It was noted that funding is still being awaited.

## 12. Correspondence/Consultations

a) [Greater Norwich Local Plan](#) – Call for Sites

No further action was required.

b) [South Norfolk District Council Notice of Intention to Commence Plan Making](#)

No further action was required.

c) Damage to A140 bus shelter

It was **agreed** that the Insurance Company would be advised of the new information recently received from a witness to the incident early this year proposed by Matt Read seconded by Brian McGuire all in favour. **Clerk**

### 13. Ongoing items/projects in progress

#### a) Play area

##### i) Annual Play Inspection Report

The recent Annual Inspection report had been previously circulated. The recommendations made by the Inspector were as follows:

- It was **agreed** to remove the swings of the 2 flat swing seat in the toddler area and take the equipment out of action until quotes have been sourced to replace/repair. **PT/Clerk**
- It was **agreed** to remove the damage base cover of the Adult Rider. **PT**
- It was **agreed** to obtain some matting/turf quotes for the base of the tractor slide **Clerk**

Additional recommendation/s flagged up after inspection as follows:

- The Explorer rock has a hole at the base which requires filling in **MR**
- It was **agreed** to check if NGF Play are able to remove the six split footrests on the log climber. **Clerk**
- It was **agreed** to monitor the loose screws on the side of the tractor panels. **PT**

##### ii) Tractor Repair

This is still currently still in hand with the Men's Shed. It was noted that should this repair still be outstanding at the end of August it would be recommended that the tractor should be taken out of use. **PT/Clerk**

#### b) Land known as 'the triangle'

The update received on the current situation was previously circulated for consideration.

*The meeting was suspended to allow County Councillor Karl Catchpole to offer a suggestion to this item.*

*The meeting was reconvened*

It was **agreed** that, given the risk of incurring substantial legal costs with no guarantee of a successful outcome, the Council would accept County Councillor Karl Catchpole's offer to investigate what options are available with a representative from NP Law at no cost and report back on his findings proposed by Matt Read seconded by Keith Read all in favour. **KC**

#### c) Tasburgh Tidy Network Prize Funding

The Tasburgh Village Hall Management Committee had confirmed they wished to accept the offer of the prize funding and are currently looking into options of planters.

#### d) Horseshoe Footpath gate repair

It was **agreed** to accept the quote provided by Simons Landscaping for £625.00 + VAT by delaying the work until after the maize harvest at the end of August which would improve access to the site and reduce repair costs proposed by Matt Read seconded by Jill Casson all in favour. **Clerk**

#### 14. New Items

a) Tasburgh Village Hall Fete

It was **agreed** to have a stand at this year's Village Fete 13<sup>th</sup> September 2026. Jill Casson and Brian McGuire confirmed they were available to man the stand. **Clerk/BMc/JC**

b) Quarterly Health & Safety Inspections

Following the recent inspection the following observation/s were made:

- There is one broken board at Burrfield Park with several others weakened and a hole in the netting. It was **agreed** to mark the board/s with hazard tape, recount the number of boards that require repair and obtain quotes for replacement. **PT/Clerk**
- There is also movement on one of the gate-posts. It was **agreed** to monitor. **PT**

c) Quarterly

It was noted that the deadline for articles is 31<sup>st</sup> July 2026

i) Improving publication

It was **agreed** that the magazine should be kept to its current format.

d) Publication of Clerk's home address

It was noted there is no legal requirement for the Parish Clerk's home address to be published. It was **agreed** to remove their address on any future correspondence, documents, and on the Parish Council website proposed by Keith Read seconded by Brian McGuire all in favour. **Clerk**

e) Tasburgh Sports & Social Club

It was noted that Jill Casson had previously been a committee member when this event took place in 2008/09 to raise funds for the play area project and confirmed she would be willing to attend a meeting to gather further information and feedback before considering any longer-term involvement. **Clerk/JC**

#### 15. Items for next month's agenda

As previously minuted.

#### 16. To confirm date of next meeting, Tuesday 18<sup>th</sup> August 2026 7.30pm

The meeting closed at 9.21pm

**CHAIR**