

**Minutes of the Meeting of Tasburgh Parish Council held.
on Tuesday 15th September 2026 in Tasburgh Village Main Hall at 7.30pm**

Present

Brian McGuire (Chair), Preston Thomas, Jill Casson, Adrienne Watts, Andrew Patrick and Tina Eagle, Parish Clerk.

Also present: County Councillor Karl Catchpole and District Councillor Martyn Hooton, no members of the public present

Councillors were informed before the start of the meeting of the resignation letter received from Councillor Jackie Trenavin. A letter of thanks had been sent acknowledging her service and contributions to the Council.

1. Apologies

Apologies were received and accepted from, Matt Read, Willie Crawshay and Keith Read.

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

None

3. Minutes of the meeting held on Tuesday 18th August 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 Jill Casson all in favour.

4. Minutes of meeting held on Tuesday 1st September 2026

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

No report was available.

7. Finance

It was resolved to pay the following:

a) Tina Eagle	Clerk's Salary / expenses	£433.65/20.02
b) Norfolk Pension Fund	Pension Contribution	£152.86
c) HMRC	Income tax & NI	£144.17
d) PKF Littlejohn LLP	External audit fee	£252.00
e) Tasburgh Village Hall	Play area annual lease	£55.00
f) Paws Print & Web Ltd	Quarterly printing	£456.32

A late invoice was received from
Local Council Training & Support LLP The Autumn update seminar £28.80

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

g) Online payments

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

It was noted that the Insurance renewal documents had still not been received and our current policy expires on 1st October. It was **agreed** to call an Extraordinary Meeting to consider the renewal documents and seek additional quotations for comparison, proposed by Brian McGuire all in favour. **Clerk**

h) Receipts received from last meeting

Tasburgh Sports & Social Club	Quarterly contribution	£93.60
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i) External Audit

The Notice of conclusion of audit had been received with no matters requiring attention.

j) Tasburgh Social Club Quarterly refund

Due to proofing errors that were unfortunately missed on the back page of the Autumn edition of the Quarterly, it was **agreed** to offer a 50% reimbursement of the contribution made towards the colour printing of the front pages proposed by Jill Casson seconded by Andrew Patrick all in favour. **Clerk**

k) National Joint Council pay agreement 2026/27

The Local Government Services Pay Award for 2026/27 was approved, applying a 3.3% increase to the Clerk's salary with effect from 1 April 2026. It would be backdated accordingly.

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

Karl reported that he had requested a meeting to review the current time period during which lighting restrictions are in force on the A140 through Tasburgh, Saxlingham Nethergate and Newton Flotman.

b) District Councillor Martyn Hooton

Martyn reported that the Local Government Reorganisation proposals had now been withdrawn, and that the 2027 Local May Elections would proceed under the existing council structures. He also confirmed that funding for the next round of Community Action Fund applications would remain unchanged. In addition, Martyn **agreed** to follow up on the outstanding payment from his Members' Budget relating to the improvements to the signage at Burrfield Park.

c) Public Comments

No members of the public were present.

Martyn and Karl were updated on the Council's concerns regarding the recent activity on the land adjacent to Sweetland's, Low Road, which has been raised with South Norfolk District Council for investigation. It was confirmed they would be kept informed of any further developments. **Clerk**

Karl Catchpole and Martyn Hooton left the meeting.

Preston Thomas reported that the trees on the land East of Rushmoor some of which are oaks that are very old should be protected.

The meeting was reconvened.

It was **agreed** to forward the Arboriculture Report onto the District Council Tree & Conservation Officer to request that tree preservation orders are placed on the trees as identified in the report proposed by Preston Thomas seconded by Jill Casson all in favour. **Clerk**

9. Planning

a) Planning Applications

None received

b) Planning Decisions

None received

c) Planning Appeals/ Enforcement/Tree Preservation Orders

Already covered under agenda item 8c

d) Next Planning Meeting

It was **agreed** that the next planning meeting would be held on **6th October 2026**. Jill Casson, Adrienne Watts, and Preston Thomas confirmed their attendance. Preston Thomas **agreed** to take the plans.

10. Highways & Traffic Management

a) SAM2

It was noted that the data from both machines had been downloaded circulated and shared with our Beat Manager.

It was noted that concerns regarding parking on Henry Preston Road had been circulated for consideration. It was **agreed** that the response sent confirming that all potential options had previously been explored with Highways and subsequently declined was correct.

It was **agreed** to follow up on the repairs needed along Saxlingham Lane for the damaged Highway. **Clerk**

11. Advisory Groups

a) Burrfield Park update

Jill Casson reported that work on the new signage is taking shape. Work to the first application Tree Preservation Order trees is scheduled to take place on 29th and 30th September. Brian McGuire and one member of the Advisory Group had confirmed they would be available to attend on site to direct any queries that might arise. **BMc**

It was **agreed** to obtain a quote for the additional November cut as in previous years for consideration at next meeting. **Clerk**

i) Members Ward Funding

Previously covered under agenda item 8b.

ii) Quotes for replacement boardwalk slats

It was **agreed** to agenda item to next meeting to allow time for an additional quote to be received. **Clerk**

iii) Quotes for work to second Tree Preservation application

It was **agreed** to agenda item to next meeting to allow time for an additional quote to be received. **Clerk**

12. Correspondence/Consultations

a) Greater Norwich Local Plan 2045 Scoping Consultation

Closing date to submit comments was 28th September. No further action needed.

b) Norfolk Streetlighting A140

Previously covered under agenda item 8a.

c) South Norfolk District Council free community climate action training

It was noted that the Clerk would attend this training on **2nd November** and would report back. **Clerk**

13. Ongoing items/projects in progress

a) Play area

i) Quotes for 2 bay swing

The quotes received were considered. It was **agreed** to accept the quote from NGF Play Ltd for £4493.00 plus VAT. **Clerk**

ii) Tractor Repair

It was reported that the Men's Shed had satisfactorily completed the repair. With materials costing £99.00, it was **agreed** to make a payment of £150.00 to the group for the work undertaken proposed by Brian McGuire, seconded by Jill Casson all in favour. **Clerk**

iii) Tractor Dome

Preston Thomas reported the recent damage that had occurred to the tractor dome and confirmed that he had secured it to ensure safety. It was **agreed** that a quotation would be obtained for a similar replacement and for the installation of resin bond surfacing at the base of the tractor slide, proposed by Preston Thomas seconded by Jill Casson all in favour. **Clerk**

b) Land known as 'the triangle'

The email received from NP Law had been circulated and considered. Due to potential significant legal costs involved and the uncertainty that the land could ever be successfully registered to the Parish Council it was **agreed** not to pursue a legal route proposed by Brian McGuire seconded by Andrew Patrick all in favour.

It was noted that, by default, the Council is required to manage the land due to it being gifted to them and it was **agreed** to include this on the next agenda for discussion as part of **the** 2027/28 budget setting and future projects. **Clerk**

c) Horseshoe Footpath gate repair

It was reported that the contractor had confirmed the repair would be undertaken within the next couple of days.

d) Tasburgh Village Hall Fete

It was noted that when the weather improved it was well attended with many residents turning out to support this event. The Produce Show was well supported and, despite earlier concerns about the impact of the dry spell, there was an abundance of produce to be judged.

14. New Items

a) Grounds Maintenance Specification

Documents previously circulated were noted. It was **agreed** to approve the maintenance contracts for the Verges, Burrfield Park and the Horseshoe Footpath. It was further **agreed** to add an item requested to the Churchyard maintenance specification to include '*Trim top and sides of small yew hedge that forms a screen around the oil tank located against the west wall of the vestry. Remove clippings*' **Clerk**

b) Parish Partnership Scheme 2027/28

It was **agreed** to research the possibility of re-instating a footpath between Low Road to Upper Tasburgh. Agenda item for next meeting. **ALL/Clerk**

15. Items for next month's agenda

As previously minuted.

16. To confirm date of next meeting, Tuesday 20th October 2026 7.30pm

The meeting closed at 8.54pm

CHAIR