Minutes of the Meeting of Tasburgh Parish Council held on Tuesday 19th May 2026 in Tasburgh Village Main Hall at 7.30pm

Present
Brian McGuire (Chair), Keith Read, Adrienne Watts, Matthew Read, Preston Thomas, Jill Casson, Jackie Trenavin and Tina Eagle, Parish Clerk

Also present County Councillor Karl Catchpole and 3 members of the public

1. **Election of Chairperson**
   Brian McGuire was **elected unopposed**, proposed by, Matt Read seconded by Jill Casson all in favour. The Declaration of Acceptance of Office was duly signed.

2. **Election of Vice Chairperson**
   Preston Thomas was elected **unopposed**, proposed by, Jill Casson seconded by Keith Read all in favour.

3. **Apologies**
   Apologies were received and accepted from District Councillor Martyn Hooton, Willie Crawshay and Andrew Patrick.

4. **Declaration of interest for items on the agenda and applications for dispensations**
   Adrienne Watts declared an interest in agenda item 16a due to being a neighbour of the applicant.

5. **LGA Code of Conduct**
   It was **agreed** to abide by the Code of Conduct as previously circulated proposed by, Keith Read seconded by Matt Read all in favour.

6. **Tasburgh Village Hall Management Committee**
   Refer to agenda item 15c

7. **Internal Control Officer**
   It was **agreed** to appoint Preston Thomas to check the forthcoming year's payments, receipts and bank reconciliations on a quarterly basis.

8. **Duties carried out by Councillors**
   It was **agreed** that:
   - Brian McGuire would put the notices on the notice boards.
   - Preston Thomas would carry out the Health & Safety Inspections.
   - Brian McGuire would produce the Parish Council report for the Quarterly.
   - Jill Casson would carry out the weekly visual inspection of the play and adult equipment.
   - Preston Thomas would carry out the monthly operational inspection of the play and adult equipment.
   - Preston Thomas would carry out the monthly defibrillator checks.
   - Brian McGuire would carry out the charging of the SAM2 battery and monthly re-location of machine for Upper Tasburgh
   - Monthly re-location of SAM2 for Low Road would be considered under agenda item 17a

9. **Advisory Committees**

a) <u>Procedural Advisory Group</u>

The remit of the advisory groups was **agreed** as presented. It was **agreed** that members of the group would be, Keith Read, Jill Casson, Adrienne Watts and Preston Thomas

b) Burrfeld Park Management Group
It was **agreed** that members of the group would be Jill Casson and Brian McGuire

10. Minutes of the meeting held on Tuesday 21st April 2026
The minutes of the last meeting previously circulated. It was **agreed** to accept the minutes as a true record of the proceedings proposed by, Matt Read seconded by, Jill Casson all in favour.

11. Minutes of meeting held on Tuesday 5th May 202
Meeting was cancelled due to no planning applications being received.

12. Urgent Items to be raised through the Chair
None

13. Reports on Meetings Attended
a) Village Hall Management Committee
It was noted that volunteers from Marsh had again assisted with maintenance works, including cleaning the outside patio and refreshing the Small Committee Room.

14. Finance
It was resolved to pay the following:

a) Tina Eagle	Salary	£433.65/£7.98
b) H M Revenue & Customs	Income Tax & NI	£144.17
c) Norfolk Pension Fund	Pension Contribution	£152.86
d) Community Action Norfolk	Annual Subscription	£20.00
e) Ace Shelters/eCapital Finance	Replacement bus shelter	£5502.00
f) Realise Futures CIC	Memorial bench Burrfeld Park	£757.91

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

g) Approval online payments
It was **agreed** that Jackie Trenavin would approve the online payments.

h) Receipts received
It was noted that the following receipts had been received since the last meeting.
South Norfolk District Council 1st precept instalment £13,337.00

i) Internal Audit Report
Previously circulated for information. It was **agreed** to implement the two recommendations suggested:

- to keep agendas on the website in case a query is made
- in line with Assertion 10 remove Councillors telephone numbers from the website

It was also **agreed** to remove telephone numbers from future editions of the Tasburgh Quarterly & Church News magazine. **Clerk**

j) Internal Auditor appointment 2026-27
It was **agreed** to appoint Carol Bailey for the 2026/27 internal audit, proposed by, Matt Read seconded by Jill Casson all in favour. **Clerk**

k) AGAR Section 1 Annual Governance Statement
The statements were considered, **approved** by members and signed by Chair and Clerk.

l) AGAR Section 2 Accounting Statements
The Accounting statements were considered, **approved** by members and signed by Chair.

15. 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 since being elected he had been very busy with induction activities and meetings at County Hall. Being local to the area, he expressed that he is very much looking forward to working with the nine parishes he represents and had already addressed several matters raised with him. He also noted that he had already attended ~~three~~ two of the nine parish council meetings that evening.

b) District Councillor Martyn Hooton
A late report was received advising that the delivery of two Food-waste caddies would be delivered to Norfolk households beginning 5th July with weekly collections starting in July and September 2026.

c) Public Comments
A member of the public noted that there had been no Parish Council representative on the Tasburgh Village Hall Management Committee for at least 18 months and expressed the hope that this would be addressed at the forthcoming AGM.

The meeting was reconvened.

It was **agreed** that the role of a Parish Council representative on the Tasburgh Village Hall Management Committee would be shared between Matt Read and Brian McGuire. **BMc/MR**

16. Planning

a) Planning Applications

i) Appl No: **2026/1047** Location: The Maples Grove Lane Tasburgh Norfolk NR15 1LR
Proposal: Proposed single storey rear extension, front first floor extension and first floor extension over garage including internal alterations. Jill Casson had viewed the plans and visited the site. It was **agreed** to support the application

ii) Appl No 2026/1183 Location: The Old Rectory Church Hill, Tasburgh NR15 1NB
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) Date of Decision: 12/02/2026. It was **agreed** to support the application.

b) Planning Decisions

i) **Appl No: 2025/0629** Location: 1 Grove Lane Tasburgh Norfolk NR15 1LRProposal: Variation of condition 2- Change to drawing No. NOR607 Rev D of original planning permission 2024/1778 (Proposed single storey side extension)

APPROVED WITH CONDITIONS

ii) **Appl No: 2026/0374** Location: Land North West of Orchard Cottage Saxlingham Lane Tasburgh Proposal: Erection of cabin and ancillary storage unit for use as a biology laboratory (Class E9(g)(ii) **APPROVED WITH CONDITIONS**

c) Planning Appeals/Enforcement/Tree Preservation Orders

The Compliance Planning Officer had advised that there was insufficient evidence to confirm the loss of a historic hedge or identify a perpetrator, so no further action was recommended at this time. The case would remain open pending any new information but may need to be reconsidered due to the time elapsed. It was **agreed** to send a response expressing our extreme disappointment at the sequence of events **BMc/Clerk**

Karl Catchpole joined the meeting.

The meeting was suspended to congratulate and welcome Karl to the meeting. See agenda item15a for update given.

The meeting was reconvened

d) Next Planning Meeting

It was **agreed** that the next planning meeting would be held on **2nd June 2026.** Jackie Trevavin, Preston Thomas and Adrienne Watts confirmed their attendance. Adrienne Watts and Jackie Trenavin **agreed** to take the plans. **PT/AW/JT**

17. Highways

a) SAM2

The SAM2 data downloaded from Henry Preston Road previously circulated was considered. While most vehicles are adhering the speed limit there is a small number exceeding this. Matt advised that he had not been able to obtain the keys/battery for the SAM2 machine located on Low Road but agreed he would continue pursue this. **MR**

An offer had been made from a member of the public to take on the task of moving the SAM2 machine on Low Road subject to first viewing what was involved. **BMc**

b) A140 Bus Shelter

It was noted that the new bus shelter had now been installed, and thanks were recorded to Andrew Patrick for his efforts in securing the damaged shelter pending its replacement.

18. Advisory Groups

a) Burrfeld Park

i) Commemorative bench and observation box

The memorial bench had now been installed by the apple trees and the Men's Shed had also confirmed they will start work on the observation box now the drier weather is here.

ii) TPO tree work

It was noted that apart from the previously received quote from Eastern Tree Care no additional quotes had been received from contractors to undertake this work.

iii) TPO planning application

It was **agreed** to submit a second planning application for the next identified priority trees on the inspection report. **JC/Clerk**

iv) Boardwalk repair

It was **agreed** to accept the quote of £200.00 plus VAT from Simons Landscaping to replace the broken slat on the boardwalk proposed by Jill Casson seconded by Brian McGuire all in favour. **Clerk**

19. Correspondence / Consultations

a) Horseshoe Footpath heritage gate

A resident reported that the gate at the bottom of the Heritage Field was wobbly and may require attention. On inspection Preston confirmed that both gate posts move, likely due to movement at the hinge end and possible rotting of the post. It was **agreed** it needed to be addressed and that quotes would be obtained to repair/replace the gate. **Clerk**

b) East Pye Solar: Notice of acceptance and an application for a Development Consent Order (Application Reference EN0110014)

Details previously circulated were noted for information.

20. Ongoing Projects

a) Play area

i) Minor injury on play equipment

NGF Play Ltd had confirmed that, aside from sanding the pole down, they had no further immediate actions to recommend. However, they advised that they intend to look at it when they are next passing to assess whether there is anything else that can be done.

It was noted that the Annual Play Inspection had been booked for the morning of 12 June 2026. The Inspector had advised that this will be their final year, as they are retiring at the end of the summer. Costs for future inspections would be sourced from ROSPA for consideration when setting 2027/28 budget. **Clerk**

Jill Casson advised that the scooter handles had been noted in the previous inspection as not compliant with EN regulations, although assessed as Low Risk. Compliant replacement handles cost £12.99 per pair. It was **agreed** that, given the low-level risk, the existing handles would remain in use.

ii) Tractor repair

The Men's Shed had confirmed that the repair work would now proceed with the improvement in weather. It was **agreed** to notify them of the scheduled annual play area inspection to help ensure this issue is not highlighted again in this year's report. **Clerk**

b) The Triangle

No further update was available. It was **agreed** to follow up its progress. **JC**

c) Defibrillator Training

It was noted that there are still plenty of places available on the forthcoming FREE CPR Awareness Training taking place on **6th June 2026 11-1pm at the Village Hall**. All were encouraged to share the information within their networks. **ALL**

d) Tasburgh Tidy Network
It was noted that the self-watering planters cannot be securely installed on either the Covid Display Board or the Village Sign on the Village Green. It was **agreed** to offer the £220.00 Tas Tidy Network litter pick funding to the Village Hall to enable them to purchase planter/s and planting materials, to be placed in a location of their choosing. A member of the Tasburgh Tidy Network confirmed they would be willing to assist with watering if required. **Clerk**

21. New Items

a) General Power of Competence
It was noted of the formally re-adopted General Power of Competence which was undertaken at the Annual Meeting May 2023.

b) 2026-27 Action Plan
The Action Plan previously circulated was unanimously **approved.**

22. Items for next month's agenda

23. To confirm date of next meeting, Tuesday 16th June 2026, 7.30pm

The meeting closed at 8.45pm

CHAIR