

Minutes of the Annual Meeting of Tunstead and Sco-Ruston Parish Council held at the Horse & Groom on Tuesday 20th May 2025 at 7:30pm.

Present: Chris Oakes, Chairman
Rob Hetherington,
Robert Cole
Liz Powell
Neil Coston
Julie North
Jimmy Miller, Clerk

Also present: Five members of the public.

1 Election of chairman and vice-chairman

Cllr Hetherington proposed Cllr Oakes as chairman; Cllr North seconded. Unanimous decision in favour. Cllr Oakes signed the acceptance of office form.

Cllr Oakes proposed Cllr Hetherington as vice-chairman; seconded by Cllr Powell. Unanimous decision in favour.

2 To receive and approve apologies for absence

Apologies were received from Cllrs Place and Foulds and Nigel Dixon.

3 Declarations of interest for items and applications for dispensations

None.

4 To approve minutes of 18th March 2025

Cllr Hetherington proposed approving the minutes; Cllr North seconded; Unanimous decision in favour. The chairman initialled and dated the minutes.

5 To receive and note the Clerk's report

Noted

6 Planning

a) Applications received

(i) PF/25/0390

The Old Rectory Rectory Road Ashmanhaugh Norwich Norfolk NR12 8YP

Demolition of existing timber shed and replace with new 3-Bay cart lodge

Cllr Powell proposed no objections to this application; seconded by Cllr North; Unanimous decision in favour.

(ii) LA/25/0534

The Hall, Market Street, Tunstead, Norwich, Norfolk, NR12 8AH

Repair and restoration of existing Hall after a fire. Where necessary remove and reinstate windows, electrical and heating, wall finishes, plaster, ceiling boards along with internal fittings and sanitaryware.

Cllr Coston proposed supporting this application; seconded by Cllr Cole; Unanimous decision in favour.

(iii) AP/25/0012

Land To The East Of Market Street , Tunstead, Norfolk

Erection of 3 single storey dwellings with attached garages; new vehicular access to Market Street; associated external works

Cllr Hetherington proposed continuing to object to this planning application; seconded by Cllr North; Unanimous decision in favour.

(iv) PF/25/0754

Kismet, Market Street, Tunstead, Norwich, Norfolk, NR12 8RB

Erection of single-story rear extension

Cllr Powell proposed supporting this application but objecting to the underhand way in which this application has occurred; Cllr Hetherington seconded; Unanimous decision in favour.

b) Applications received since 15th May 2025

None.

(c) Planning decisions

None.

(d) Planning Decisions received since 15th May 2025

None.

7 Correspondence – To consider and respond to the following correspondence:

Correspondence list to be issued

There was a brief discussion on the use of .gov.uk e-mails; the Clerk will put this on the agenda of the next TPC meeting.

8 Finance

a) To note Bank Reconciliations

b) To note Accounts

Cllr Cole proposed approving the bank recs and accounts; Cllr Coston seconded; Unanimous decision in favour. Cllr Oakes initialled and dated the accounts and bank recs.

c) To approve items for payment:

Payee	Item	Amount
J. Miller	Salary for April 2025	£311.60
J. Miller	Salary for May 2025	£249.28
J Miller	Home office April and May 2025	£26.00
J. Miller	Mileage (meeting May 2025)	£15.30
J. Miller	Mileage for internal audit	£18.00

d) To approve payment of invoices received since 15th May 2025

An invoice was also received from NPLaw for £224.75 for work regarding the village hall.

Cllr Powell proposed approving all payments; Cllr Hetherington seconded; Unanimous decision in favour of the payments. Cllr Oakes initialled and dated the approved invoices for payments.

9 To approve the AGAR for year ending 2025

To note the internal audit report

The internal audit report was noted.

To approve the annual governance statement

Cllr Hetherington proposed approving the annual governance statement; Cllr Oakes seconded; Unanimous decision in favour of the motion. The statement was duly signed by the chairman and the Clerk.

To approve the annual accounting statement

Cllr Coston proposed approving the annual accounting statement; Cllr Powell seconded; Unanimous decision in favour. The chairman duly signed the statement.

To declare TPC exempt from external audit requirement

Cllr Powell proposed declaring TPC exempt from external audit; Cllr Cole seconded; Unanimous decision in favour. The certificate of exemption was duly signed by the chairman and the Clerk.

10 Flooding and drainage

The Clerk read out the flood and drainage report which Cllr Foulds had sent.

11 Neighbourhood plan

Cllr Hetherington proposed that TPC agree to continue with the neighbourhood plan to get it completed, that TPC continue to work with Collective Community Planning, and that TPC submit a bid for funding to enable to work to continue to be carried out; Cllr Oakes seconded. Unanimous decision in favour of the motion.

12 Agenda items for meeting in June 2025

Council e-mails

TPC to become sole trustee of Village hall and recreation ground

Standing Orders and Financial Regulations

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Meeting closed at 8:17pm.

Date of next Parish Council meeting: 17th June 2025