

**Minutes of the Meeting of Tunstead and Sco-Ruston Parish Council held at the Horse & Groom,
Tunstead on Tuesday 21st April 2026 at 7:30pm.**

Present: Chris Oakes, Chairman
Rob Hetherington
Robert Cole
Liz Powell
Gilly Foulds
Tim Place
Julie North
Jimmy Miller, Clerk

Also present: Wendy Atkins (*until 19:39*).

1 Public Forum –10 minutes for comments from members of the public

Wendy Atkins formerly from the Village Hall Committee handed over the accounts and also said that the rates were overdue. She also spoke about the bank accounts with Barclays. The Clerk will check with the insurance company regarding insurance for the village hall committee.

2 Report from Nigel Dixon, NNDC

Nigel said he would no longer be County Councillor from 8th May 2026 and he also spoke about local government re-organisation.

On behalf of TPC, Cllr Oakes thanked Nigel for all his work as a County Councillor.

3 Report from Norfolk Constabulary

None.

4 To receive and approve apologies for absence

Apologies were received from Cllrs Nelson. The apologies were accepted.

5 Declarations of interest for items and applications for dispensations

None.

6 To approve minutes of the meeting of 17th March 2026

Cllr Place proposed that TPC approve the minutes; seconded by Cllr Hetherington; unanimous decision in favour of the motion. The minutes were duly initialled and dated by Cllr Oakes.

7 To approve the minutes of the extraordinary meeting of 26th March 2026

Cllr Cole proposed that TPC approve the minutes; seconded by Cllr North; unanimous decision in favour of the motion. The minutes were duly initialled and dated by Cllr Oakes.

8 To receive and note the Clerk's report

The Clerk's report was noted.

9 Planning

a) Applications received

None.

b) Applications received since 16th April 2026

None.

(c) Planning decisions

None.

(d) Planning Decisions received since 16th April 2026

None.

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

Correspondence list was noted.

Cllr Hetherington spoke briefly about the correspondence regarding any development at Market Street.

11 Finance

- a) To note Bank Reconciliations
- b) To note Accounts

After looking at the accounts and bank reconciliation, and comparing the financial position to the budget, Cllr Place proposed approving the bank recs and accounts; Cllr Powell seconded; unanimous decision in favour. The accounts and bank recs were duly initialled and dated by Cllr Oakes.

- c) To approve items for payment:

Payee	Item	Amount
J. Miller	Salary for April 2026	£321.60
J. Miller	Overtime for April 2026 (5 hours for TVH)	£80.40
J. Miller	Home office April 2026	£13.00
J. Miller	Mileage (meeting April 2026)	£11.70
Community Action Norfolk	Annual subscription	£50.00
Westcotec	SAM3 sign plus post	£4,368.00

Cllr Foulds voted to approved the payments; seconded by Cllr Hetherington; unanimous decision in favour.

- d) To approve payment of invoices received since 16th April 2026
The Clerk said that a Collective Community Planning invoice had been received since the agenda went out Cllr Powell proposed that this be paid; seconded by Cllr North; unanimous decision in favour.

12 To consider grant application from the Dementia Cafe

Cllr Place proposed that this grant application be rejected; seconded by Cllr Powell; unanimous decision in favour.

Cllr Foulds asked the Clerk to ask the Dementia Cafe to contact the Combined Charities.

13 To consider response to Hoveton Neighbourhood Plan

The Clerk was asked to keep this item on the agenda for next month.

14 Fixed asset register

The Clerk said that he hadn't yet seen the Village Hall's asset register. He said that there was a possibility that some items which are on the TPC asset register may have inadvertently been

15 Risk schedule

It was agreed that the risk schedule would be reviewed next month. The Clerk was asked to look at the

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previous risk schedule and update it using the template which he had shared previously with the councillors.

16 Designation of Tunstead as a small growth village

Cllr Hetherington said that he'd look at the possibility of going to the Local Government and NHS Ombudsman.

17 Neighbourhood Plan

Cllr Hetherington said that the Plan has now gone to NNDC. Cllr Hetherington said that NNDC informed him that a new local plan was currently being scoped by NNDC which could change things.

18 Village Hall and Recreation Ground

Cllr Hetherington said that it's important to get control of finances as well as to put together a risk schedule.

Cllr Hetherington asked the Clerk if he could send the insurance policy out to all councillors so that they could look at the insurance with regard to the village hall and any volunteers.

19 Combined charities

Nothing was discussed.

20 Agenda items for meeting in May 2026

The Clerk said he'd send out a request for agenda items well before the next meeting.

Meeting closed at 9:02pm.

Date of next Parish Council meeting: 19th May 2026