

**Minutes of the Meeting of Tunstead and Sco-Ruston Parish Council held at the Horse & Groom
on Tuesday 16th September 2025 at 7:30pm.**

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

Also present: Two members of the public.

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

No comments received.

2 Report from Nigel Dixon, NNDC

None.

3 Report from Norfolk Constabulary

None.

4 To receive and approve apologies for absence

Apologies were received from Cllr Coston and Nigel Dixon.

5 Declarations of interest for items and applications for dispensations

Cllr Place declared an interest in agenda item 7.

6 To approve minutes of the meeting of 15th July 2025

Cllr Place proposed that TPC approve the minutes; seconded by Cllr Hetherington; unanimous decision in favour of the motion.

7 To approve the minutes of the extraordinary meeting of 29th July 2025

Cllr Cole proposed that TPC approve the minutes; seconded by Cllr North; unanimous decision in favour of the motion with Cllr Place removing himself from the vote having declared an interest.

8 To receive and note the Clerk's report

It was noted that NNDC would be serving a Planning Contravention Notice on "Tunstead Nursery".

9 Planning

a) Applications received

(i) PF/25/1919

Bumble Barn, Anchor Street, Tunstead, Norwich, Norfolk, NR12 8HR

Change of use from mixed use of residential and bed & breakfast to single dwelling (Class C3)

Cllr Place proposed to support the application; seconded by Cllr Powell; unanimous decision in favour of the motion.

(ii) PF/25/1951

Glebe Cottage, Church Lane, Tunstead, Norwich, Norfolk, NR12 8HU

Demolition of existing detached garage and glazed porch. Single storey extension to north side of dwelling to form glazed link, laundry room, office and guest suite and garage

Cllr Foulds proposed to support the application; seconded by Cllr Place; unanimous decision in favour of the motion.

b) Applications received since 11th September 2025

None.

(c) Planning decisions

AP/25/0012 (PF/24/0665)

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

APPEAL AGAINST REFUSAL DISMISSED BY PLANNING INSPECTORATE.

(d) Planning Decisions received since 10th July 2025

None.

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

Correspondence list was noted.

The Clerk was asked if he could ask Nigel if he can pass on comments regarding roads being closed unnecessarily for too long when work is being done.

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 August 2025	£249.28
J. Miller	Salary for September 2025	£257.28
J. Miller	Backdated pay rise	£44.00
J. Miller	Home office August and September 2025	£26.00
J. Miller	Mileage (meeting September 2025)	£15.30

Cllr Foulds proposed that TPC pay all items; seconded by Cllr North; unanimous decision in favour

- d) To approve payment of invoices received since 11th September 2025
- None.

12 Parish Partnership

To consider projects for the Parish Partnership scheme and applying for the PP scheme

The Clerk was asked to send the list out again regarding what items can be funded using the Parish Partnership.

The Clerk was asked to add something to next year's budget for Parish Partnership payments.

13 Neighbourhood Plan

Cllr Hetherington said that the funding to finish off the Neighbourhood Plan was to come from NNDC. He stated that the Neighbourhood Plan needs to be finished by March 2026.

14 Village Hall and Recreation Ground

Cllr Hetherington said that the governance document of the village hall & recreation ground committee had been revised. He explained that it was not whole document which had been revised but rather the governance of the committee and about how to operate with TPC as a sole trustee. There have been no changes to aims and objectives of the charity. Cllr Hetherington will be talking again to Community Action Norfolk.

The Clerk was asked to request the latest detailed accounts from the village hall & recreation ground committee.

15 Flooding and drainage

Cllr Foulds gave a brief report on flooding and drainage within the Parish.

16 Combined charities update

Cllr Foulds gave a brief report on the combined charities.

Cllr Foulds said that the rent from the land in Mill Lane had not yet arrived in the charity bank account.

17 Agenda items for meeting in October 2025

Parish Partnership

Village hall

Neighbourhood Plan

Budget, including church expenses; Parish Partnership

Dog poo bin purchase for Anchor Street

Santander bank account

Meeting closed at 8:55pm.

Date of next Parish Council meeting: 21st October 2025