

Minutes of the Meeting of Tunstead and Sco-Ruston Parish Council held at Tunstead Village Hall on Tuesday 18th November 2025 at 7:30pm.

Present: Chris Oakes, Chairman
Robert Cole
Rob Hetherington
Gilly Foulds
Neil Coston
Tim Place
Jimmy Miller, Clerk

Also present: Two members of the public.

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

A brief discussion took place regarding sewage in the Parish. Cllr Oakes asked if there was any trouble with sewage system. A member of the public said that the sewage system was “gurgling” but was not, so far, an issue.

2 Report from Nigel Dixon, NNDC

None.

3 Report from Norfolk Constabulary

A report had been received from Matt Pritty and was shared by e-mail.

4 To receive and approve apologies for absence

Apologies were received from Cllrs Powell and North. The apologies were approved.

5 Declarations of interest for items and applications for dispensations

None.

6 To approve minutes of the meeting of 21st October 2025

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

7 To receive and note the Clerk's report

The Clerk's report was noted.

8 Planning

a) Applications received

PF/25/2297

Walnut Tree Cottage, Mill Lane, Tunstead, Norwich, Norfolk, NR12 8HP

Addition of timber frame entrance porch, 2 storey extension to south west, first floor extension to west, single storey infill extension and replacing existing north windows with dormer windows.

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

b) Applications received since 13th November 2025

None.

(c) Planning decisions

None.

(d) Planning Decisions received since 13th November 2025

None.

Cllr Hetherington spoke briefly about how NNDC had designated Tunstead as a small growth village based on desk-top interpretations of the village hall, the pub, and the church as fully functioning Parish amenities by NNDC, despite protestations from TPC. The District's Local Plan will be decided by NNDC on 18th December based on the interpretations and Cllr Hetherington suggested that TPC could call for a Judicial Review.

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

Correspondence list was noted.

10 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 Fould proposed approving the bank recs and accounts; Cllr Hetherington seconded; unanimous decision in favour. The accounts and bank recs were duly initialled and dated by Cllr Oakes.

Cllr Foulds will look at the possibility of having a sweep account at Barclays.

- c) To approve items for payment:

Payee	Item	Amount
J. Miller	Salary for November 2025	£257.28
J. Miller	Home office November 2025	£13.00
J. Miller	Mileage (meeting November 2025)	£15.30
J. Miller	SLCC membership surcharge	£30.00

Cllr Oakes proposed that TPC pay all items; seconded by Cllr Coston; unanimous decision in favour

- d) To approve payment of invoices received since 16th October 2025

An invoice was received for grass cutting at the churchyard for £440. Cllr Oakes proposed that this be paid; seconded by Cllr Place; unanimous decision in favour.

11 Grass cutting schedule for tenders for churchyard

It was agreed that the Clerk will send out invites to tender and that bids will need to be in by the end of January 2026.

12 Grass cutting schedule for tenders for playing field

It was agreed that the Clerk will send out invites to tender and that bids will need to be in by the end of January 2026. The Clerk will use the previous schedule for invites to tender.

13 Parish Partnership

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

It was announced that the SAM2, which had been out of action, is now ready for use again.

Cllr Cole proposed that TPC add on one post and two batteries to the Parish Partnership bid; seconded by Cllr Foulds; unanimous decision in favour.

14 Norfolk Community Fund

To consider projects for the Norfolk Community Fund and applying for the Fund

It was decided not to proceed with the NCF this year.

15 Request for grant from Headway Norfolk

Cllr Place said that it was important that TPC focuses its spending on the Parish. Cllr Place proposed that TPC not give a grant to Headway Norfolk; seconded by Cllr Oakes; unanimous decision in favour.

16 Neighbourhood Plan

Cllr Hetherington gave a brief report on the progress of the Neighbourhood Plan. He said that he hoped that the consultation with other agencies would be finished by mid-January and that all changes, as a result of consulting, would be made by mid-February.

17 Village Hall and Recreation Ground

Cllr Hetherington gave a brief report on the process of moving the village hall and recreation ground into the control of TPC. He said that 16 people turned up to the meeting regarding the organisation of the village hall and recreation ground and all were in agreement that the running of the village hall and recreation ground be taken over by TPC.

Cllr Hetherington asked if anyone would like to volunteer as signatories for the bank account which will be required for running the village hall and recreation ground and to let him know within seven days.

18 Flooding and drainage

Cllr Foulds said that there didn't appear to be any problems with drainage. There was some gurgling in the pipes but no real problems so far with the recent rain.

19 Combined charities update

Cllr Foulds said that Flagship have put fences in appropriate place on their land but one property, which is not owned by Flagship, hasn't and it has encroached onto the Combined Charities' land. A notice regarding this has been registered with the Land Registry. The land encroachment was challenged in 2007.

20 Agenda items for meeting in January 2026

The Clerk said that agenda items could be sent to him in the meantime.

Meeting closed at 8:44pm.

Date of next Parish Council meeting: 20th January 2026