

**Minutes of the Meeting of Tunstead and Sco-Ruston Parish Council held at the Horse & Groom,
Tunstead on Tuesday 17th March 2026 at 7:30pm.**

Present: Chris Oakes, Chairman
Rob Hetherington
Robert Cole
Nick Nelson
Jimmy Miller, Clerk

Also present: Nigel Dixon (*left at 19:58*).

1 Public Forum –10 minutes for comments from members of the public
None.

2 Report from Nigel Dixon, NNDC

Nigel spoke briefly about local government re-organisation. A discussion also took place regarding the status of Tunstead as a growth village.

3 Report from Norfolk Constabulary

None.

4 To receive and approve apologies for absence

Apologies were received from Cllrs Foulds. Powell, Coston, Place and North. The apologies were accepted.

5 Declarations of interest for items and applications for dispensations

None.

6 To approve minutes of the meeting of 17th February 2025

Cllr Nelson 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

None.

b) Applications received since 12th March 2026

None.

(c) Planning decisions

None.

(d) Planning Decisions received since 12th March 2026

None.

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

(35:00)

After looking at the accounts and bank reconciliation, and comparing the financial position to the budget, Cllr Cole proposed approving the bank recs and accounts; Cllr Nelson 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 March 2026	£257.28
J. Miller	Home office March 2026	£13.00
J. Miller	Mileage (meeting March 2026)	£11.70
J. Miller	Two evenings councillor induction training	£484.00
Garden Guardian	Grass cutting for 2025 at recreation ground	£1,747.20
Garden Guardian	Grass cutting at recreation ground 4 th Feb 2026	£78.00
ICO	Annual subscription (by direct debit)	£47.00

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

- d) To approve payment of invoices received since 12th March 2026
None.

11 Norfolk Community Fund

It was agreed that, at this moment in time, not to apply as there were no specific projects identified which could be progressed in the short period before the closing date.

12 Fixed asset register

It was agreed that the asset register needs to be looked at and where assets are located.

Cllr Cole said that the flashing traffic sign coming in to Tunstead from Scottow isn't working. The Clerk said that he'd report this to NCC Highways.

13 Risk schedule

A discussion took place regarding various risks to the running of TPC.

14 SAM2

Cllr Cole said that the SAM2 sign was no longer detecting oncoming vehicles; Cllr Hetherington suggested that the SAM2 sign could be repaired.

15 Tender for grass cutting at the recreation ground

To extend contract to Garden Guardian to three years

Cllr Hetherington proposed extending the contract with Garden Guardian to three years; seconded by Cllr Cole; unanimous decision in favour. Cllr Hetherington said that he would like a contract drawn up for the arrangement.

16 Designation of Tunstead as a small growth village

This had been discussed earlier in agenda item 2.

17 Neighbourhood Plan

Cllr Hetherington gave an update on the NP and said that the NP was in its last week of consultation.

18 Village Hall and Recreation Ground

The previous committee have not changed the Charity Commission website regarding governing documents and they have also taken themselves off as bank signatories but have not put any new people on.

19 Combined charities

Nothing was said on this item.

20 Agenda items for meeting in April 2026

The Clerk said that he will send out his usual call for agenda items about two weeks before the next meeting.

Meeting closed at 9:11pm.

Date of next Parish Council meeting: 17th March 2026