

Minutes of the Annual Meeting of Tunstead and Sco-Ruston Parish Council held at the Horse & Groom, Tunstead on Tuesday 19th May 2026 at 7:30pm.

Present: Chris Oakes, Chairman
Rob Hetherington
Robert Cole
Tim Place
Julie North
Nick Nelson
Jimmy Miller, Clerk

Started at 7:40

Also present: Adam Varley

1 Election of chairman and vice-chairman

Cllr Hetherington proposed Cllr Oakes as chairman; seconded by Cllr Nelson; no one else was proposed as chairman; unanimous vote in favour of Cllr Oakes being chairman. Cllr Oakes duly signed the acceptance of office form.

Cllr Oakes proposed Cllr Hetherington as chairman; seconded by Cllr North; no one else was proposed as vice-chairman; unanimous vote in favour of Cllr Hetherington being vice-chairman.

2 To receive and approve apologies for absence

Apologies were received from Cllrs Foulds, Powell, and Coston.

3 Declarations of interest for items and applications for dispensations

None.

4 To approve minutes of the meeting of 14th May 2026

After a few minor changes were made to the minutes, Cllr North proposed approving the minutes; seconded by Cllr Hetherington; unanimous decision in favour.

5 To receive and note the Clerk's report

The Clerk's report was noted.

6 Planning

a) Applications received

DP/26/0890

Sco Ruston Hall Church Street Sco Ruston Norwich Norfolk NR12 8EY

Application to determine if prior approval is required for the proposed demolition of steel portal framed timber and asbestos roofed barn

Cllr Place proposed that TPC support the application; Cllr Oakes seconded; unanimous decision in favour.

b) Applications received since 14th May 2026

PF/26/0472

Land South Of Coltishall Lane, Tunstead, Norwich, NR12 8RA

To change the use of the agricultural field to an enclosed dog exercise field

Cllr Place left the meeting.

Cllr North proposed that TPC support the application but requested more clarity on the management of the site; seconded by Cllr Nelson; unanimous decision in favour.

Cllr Place returned to the meeting.

(c) Planning decisions

None.

(d) Planning Decisions received since 14th May 2026

None.

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

Correspondence list was noted.

8 Finance

- a) To approve items for payment:

Payee	Item	Amount
J. Miller	Salary for May 2026	£257.28
J. Miller	Overtime for May 2026 (4.5 hours for TVH)	£72.36
J Miller	Home office May 2026	£13.00
J. Miller	Mileage (meeting May 2025)	£11.70
NNDC	Emptying of dog waste	£1,014.00

Cllr Coles voted to approve the payments; seconded by Cllr North; unanimous decision in favour.

- b) To approve payment of invoices received since 14th May 2026
None.

9 TPC risk schedule

The Clerk said that because TPC have taken over both the village hall charity and the closed churchyard, these are significant changes that need to be in the risk schedule. As such, the risk schedule needs to be updated to reflect these new risks so the Clerk will leave the risk schedule on the agenda.

Cllr Hetherington said that TVH had a risk schedule which they were expecting to adopt at their next meeting. This could then be looked at in conjunction with the TPC risk schedule.

The Clerk said that the next play equipment inspection training in Norfolk is in November; in the meantime he said that TPC need to come up with a regime of weekly inspections.

10 To consider response to Hoveton Neighbourhood Plan

The councillors decided to make no response.

11 Tunstead village hall and recreation ground

Cllr Hetherington said that the bank issues are ongoing but hoped that they would be resolved within the next fourteen days.

12 Flooding and drainage

Adam Varley said that he was happy to walk around the village with a parish councillor and lobby NCC Highways on behalf of the Parish regarding flooding and drainage.

DRAFT

13 Neighbourhood plan

Cllr Hetherington said that the Plan had been submitted.

14 Designation of Tunstead as a small growth village

Cllr Hetherington said that he was still waiting for a response from the ombudsman.

15 Agenda items for meeting in June 2026

The Clerk said that he'd put out his usual call for agenda items the week before the meeting.

Meeting closed at 20:36.

Date of next Parish Council meeting: 16th June 2026