

Minutes of East Tuddenham Parish Council meeting Wednesday 4 December 2024, 7.30pm East Tuddenham Village Hall

Councillors Present: Kathryn Horton (Chair), Tom Bland, Chris Rose, Lynsay Barrett, Jackie Painting and Alex Leaney

Also present: Lorraine Trueman (Clerk) and 6 members of the public

7.32pm Kathryn Horton opened the meeting

1. To receive apologies for absence

All councillors were present.

2. To co-opt members on to the Parish Council

Kathryn Horton explained that the legal process to appoint Jackie Painting and David Cator had not been followed. The council **AGREED** to co-opt Jackie Painting, and she signed the declaration of acceptance of office and sat with the council for the rest of the meeting. David Cator could not be co-opted until confirmation had been received from Breckland District Council.

3. To receive declarations of interest in agenda items and consider any dispensation requests

None

4. To approve the minutes of the Parish Council Meetings held on 3 September and 5 November 2024

The council **APPROVED** the minutes, and the chair signed them as a true and accurate record.

5. To report progress on items, from the last meeting, not on the agenda (information only)

Jackie Painting and the clerk would draft the clerk's job description and advertisement for publishing later this month.
No update on the SAM2 repairs.

6. Open forum for public participation: an opportunity to hear from members of the public and the District/County councillors

Councillors and residents discussed the use of the defibrillator over the weekend. It was reported that the gentleman passed away and condolences were extended to the family and friends. The council gave thanks to the village hall volunteers for the assistance they gave during this difficult time.

There was a problem with the Circuit website as this was still showing the defib as being live.

A new battery and pads had been purchased and were with TB. The council discussed acquiring a replacement machine. If the council can get a free replacement machine, it may be possible to return the battery and pads. If a free machine was not available, TB would replace the battery and pads.

It was reported that the machine is currently working, although there are no pads in the case.

The defibrillator was not being checked on a regular basis and no emails are being sent to the clerk to highlight the issue. The clerk cannot access the Circuit account and has requested a password reset. **ACTION:** clerk to add monthly checking of defib to clerk's job description.

The Village Hall trustees had discussed the need for training on how to use the defib. **ACTION:** KH will contact John to discuss.

The bike left in the village is still with a resident.

7. To receive an update from the clerk on the following

7.1. Emails

Emails were now up to date but any older than 2 months were disregarded.

7.2. Website

The website annual fee has been paid and the website is available again.

7.3. Payroll

Missing payroll data to Feb 2024 has been provided by HMRC. This has been entered into the payroll software and 2023/24-year end has been completed. 2024/25 data has been entered into the software and is up to date. It is not clear if HMRC will serve any penalties for late submissions and payments.

7.4. 23/24 accounts

23/24 accounts have been completed and the internal audit carried out. The accounts are now ready for the council to approve.

7.5. 24/25 accounts

The clerk reported there was an error in the previous clerk's net pay, August pay was £191.20 and should have been £199.20 and September was £231.20 and should have been £199.33, a net over payment of £31.87. Ask for repayment

8. Planning applications

8.1. To receive an update on any application decisions made by Breckland District Council since the last meeting

None

8.2. To consider any new planning applications

None

8.3. To receive notification regarding Ailwyn Hall Berry's Lane, ref 3PL/2021/0876/F

Noted

9. To agree applying for a grant under the Parish Partnership Scheme for a new bus shelter

The council **AGREED** to the Glasdon Heritage bus shelter and installation with a maximum cost of £20,000. The council thanked Jackie Painting for giving so much time to the project and getting the quotes. **ACTION:** Jackie and the clerk to work on final costs and submit the application this week.

10. To discuss problems reported to Norfolk County Council Highways

Chris Rose submitted problems on to the Norfolk County Council website.

11. To discuss training requirements

The council **AGREED** induction training (£52) for Jackie Painting and councillor refresher (£48) and code of conduct training (£48) for Lynsay Barret with Norfolk Parish Training and Support.

12. To discuss installing an additional grit bin at the junction of Church Lane and Rotten Row

The council discussed. **ACTION:** Alex Leaney to speak to Jim Freeman and residents.

13. Finance

13.1. To agree appointment of internal auditor for 2023/24

The council **AGREED** to appoint Robin Goreham at a cost of £68.

13.2. To consider the Internal Auditor's report for 2023/24

The council considered the report which was available ahead of the meeting.

13.3. To receive correspondence regarding 2023/24 accounts

The council received the correspondence from the external auditor, PKF Littlejohn, and Breckland District Council but noted they had not been made aware of this at the time. They noted that they would not be able to claim exemption in 23/25 due to the late filling of 23/24 accounts.

13.4. To agree the accounts for year-end 31 March 2024

The council **AGREED** the accounts.

13.5. To consider whether to exempt from an external audit and if so to authorise the Chair and Clerk to sign the Certificate of Exemption 2023/24

The council confirmed they were exempt from an external audit and authorised the Chair and Clerk to sign the Certificate of Exemption.

13.6. To consider the assertions on, and complete, the Annual Governance Statement 2023/24 and to authorise the Chair and Clerk to sign the document

The Chair read out each assertion and the council considered their response. The Chair recorded these on the Annual Governance Statement and authorised the Chair and Clerk to sign the document.

13.7. To consider and approve the Accounting Statements 2023/24 and to authorise the Chair to sign the document

The council **APPROVED** the accounting statements and authorised the Chair to sign the document.

13.8. To note the bank reconciliation as at 15 November 2024

The council noted the bank reconciliation that was available on the website ahead of the meeting.

13.9. To agree to cancel cheques with no paperwork

Cheques has been issued to reimburse the previous clerk for website fees. There were no invoices to support these charges, and the website had been taken down due to a lack of payment. The previous clerk had been contacted, the situation explained, and a response requested. No response was received to date. The council **AGREED** to cancel cheques 100605, £11.99 and 100606, £108.00.

13.10. To note actual v budget to date and full year forecast

Noted

13.11. To approve the payment list

The council **APPROVED** the payment list as detailed at the bottom of these minutes.

13.12. To agree appointment of internal auditor for 2024/25

The council **AGREED** to appoint Robin Goreham again for 2024/25 at £70.

13.13. To consider draft budget for 2025/26

The council **AGREED** to increase the precept to £11,120 being an annual increase of £6.50 for a band D property.

14.To discuss the balance of the fence grant

The council discussed the remaining grant of £812 and agreed, in principle, to support the village hall to repair the play equipment. The village hall is to be asked to submit a grant application.

15.To agree meeting dates for 2025

The council **AGREED** to move to the 1st Wednesday of the month February to June, with no meeting in January.

16. Correspondence

16.1. Norwich Western Link update

16.2. Galliford Try Public Information Events

Noted

17.To receive items for the next agenda

Bank mandate changes, review risk assessment

Meeting closed 9.29pm

Item 13.11 Payments approved

Payments to be approved

4 December 2024

Payee	Description	Total	Net	VAT
Robin Goreham	23-24 internal audit	68.00	68.00	-
Tom Bland	Contribution to Parish Pump (S137)	250.00	250.00	-
Lorraine Trueman	Reimburse defib battery & pads	348.00	290.00	58.00
Lorraine Trueman	Reimburse postage	3.30	3.30	-
Lorraine Trueman	Reimburse WIX website	129.60	108.00	21.60
Lorraine Trueman	Nov salary	432.93	432.93	-
HMRC	Net amount due 6 Jul to 5 Dec	93.34	93.34	-
Total		1,325.17	1,245.57	79.60