



## TIVETSHALL PARISH COUNCIL

### Minutes of Tivetshall Parish Council Meeting: 7:30 pm, Wednesday 10<sup>th</sup> May 2017, Tivetshall Village Hall

Present: Rita Land (Chair), Robert Alleguen-Porter, Christopher Miller, Chris Sadler, Tony Jollans, Alyson Read, Ros Hill (Clerk) and Martin Wilby (part-time)  
3 members of the public.

Apologies: None

#### 1. TO APPOINT THE CHAIR AND VICE-CHAIR FOR THE COMING YEAR

Rita Land stood down as Chair. The Clerk asked for nominations for the role of Chair, this was followed by a challenge relating to procedure from one councillor but after a brief discussion Cllr Wilby confirmed that the procedure being followed by the Clerk was normal practice. The Clerk proceeded, Cllr Sadler nominated Rita Land, who confirmed she was willing to stand, no other nominations were received and the nomination of Rita Land was seconded by Cllr Alleguen-Porter. Cllr Land was appointed as Chair and the acceptance of office form was signed.

Cllr Miller stood down as Vice-Chair. The Chair asked for nominations for the role of Vice-Chair. Cllr Miller nominated Cllr Sadler, who confirmed he was willing to stand. No other nominations were received and the nomination of Chris Sadler was seconded by Cllr Read. The acceptance of office form was signed during item 20.5.

#### 2. TO CONSIDER APPLICANTS FOR CO-OPTION

There were none.

#### 3. TO RECEIVE ACCEPTANCES OF OFFICE

The Acceptances of Office documentation was dealt with under item 1 for the Chair and during item 20.5 for the Vice-Chair.

#### 4. APOLOGIES AND APPROVALS OF ABSENCE

None

#### 5. TO RECORD DECLARATIONS OF INTEREST AND CONSIDER DISPENSATIONS

Cllr Alleguen-Porter declared an interest in item 11.

#### 6. MINUTES

The minutes of the meeting on 5<sup>th</sup> April were reviewed. These were approved as accurate, with an amendment at 6.3.

There were no matters arising from the April minutes.

#### 7. PUBLIC PARTICIPATION

##### 7.1 Report from District Councillor

Cllr Wilby informed the meeting that the local members grant would be available again in 2017/18, with £250 available for a project in each of Cllr Wilby's parishes, this is available to either the parish council or another community group.

The annual Litter Pick had been a success again this year with many villages taking part.

Cllr Wilby informed the meeting that the revised bin collection days, in place for the past year, have been a success.

Further funding has been awarded by SNDC for Community Connectors in South Norfolk.

Cllr Wilby reminded the meeting about submitting nominations for the South Norfolk Retailer of the Year Awards.

Cllr Wilby ended his report by congratulating the new Chair. Martin Wilby left the meeting.

##### 7.2 Parishioners Forum

A parishioner raised the issue of bags of dog waste being left on the roadside and in one case in a private garden. All agreed this was unacceptable and unlawful and discussed options for tackling the issue. A notice is to be put in The Grapevine (Chair) and the matter reported to SNDC by the Clerk. The possibility of signage

was also discussed and the parishioner will look into options. It was hoped that attendees at the dog show would be responsible owners and clear up any dog mess.

The Chair asked Tabatha Forbes if she would like to raise her items under the Parishioners Forum rather than wait until item 11. This was accepted and a request for the village hall to be available without charge for the TFAF Litter Pick on 14<sup>th</sup> May was presented to enable parishioners to use the toilets and for refreshments to be served. Cllr Read moved that TPC should pay for the hire of the hall for 4 hours, this was voted on and unanimously agreed (Cllr Jollans declared an interest and abstained from voting). Cllr Jollans to check availability of the hall. TPC had no objections to the bags of rubbish being left near the recycling bins in readiness for collection by SNDC.

It was explained that TFAF's original plans for car parking for the fete were no longer possible. A plan of the playing field identifying the layout for the fete was circulated to councillors. The car parking arrangements using the school playground, School Road and the top of the playing field were explained. There were no objections to the playing field being used provided the ground remained dry and no parking was allowed on the football pitch or in the goals. Agreed by a vote.

A parishioner pointed out that the oil tank at the village hall was due to be moved next week.

It was also reported the good progress is being made with the broadband project and it was hoped that more information would be available for the Parish Meeting. Cllr Read suggested that a follow-up open meeting for parishioners would be desirable to keep everyone informed. It was suggested by Council that the group would benefit from having a more formal structure.

## **8. REPORTS FROM CLERK AND COUNCILLORS**

### **8.1 Update on footpath signing, misuse and access issues to public rights of way**

The Clerk reported that a sign has been placed by the footpath on The Street and one will also be placed on the finger-post on Church Lane. The footbridge adjoining Green Lane has been repaired and the footpath sign replaced. The Clerk reported that no response had been received as yet regarding the responsibility for repairing foot bridges on private land. Clerk to chase up.

Cllr Sadler reported that the posts supplied by NCC have been erected and he is waiting for delivery of further supplies. A meeting has been arranged with one landowner to assist with positioning of footpath signs.

### **8.2 Update on access to noticeboard on the village green**

The Clerk reported that the lock has been removed and replaced with a brass clasp, the board is now accessible, thanks to Cllr Sadler and David Evans. The Chair reminded David Evans that if he submits an invoice the PC will reimburse the cost of a saw blade.

### **8.3 Update on TPC Facebook page**

The Clerk reported that the Facebook page has got several people following it now and system notifications show how many people the posts are reaching.

### **8.4 Update into findings regarding weekly inspection of play equipment**

The Clerk reported findings having explored what other parish councils do. One option is for the parish council to have a caretaker role which could encompass a number of duties, such as routine maintenance and repairs. Cllr Alleguen-Porter had looked at similar roles in other parishes and will circulate a sample job description for further consideration prior to the role being an agenda item at the next meeting.

### **8.5 Update on repairs to fence adjoining the playing field and cost of post savers**

Cllr Sadler explained that metal post savers (as on show at meeting) will prevent damage to the base of down posts caused by strimming. There was a discussion about the position and materials used for the three post fence at right angles to the village hall coming out towards the playing field as this needs to be moved to accommodate a new oil tank. It was proposed by the Village Hall Management Committee that this be replaced with concrete posts in order to comply with legislative requirements. This was agreed by Council. Cllr Sadler continued by explaining the current situation regarding the repair of the fence and that the agreed repairs would not be a long-term solution. A quote for replacement of the fence has been requested. After some discussion it was agreed that Cllr Sadler would contact Nick Thrower to arrange a meeting with Council to discuss costs and determine how to proceed. Council were made aware that there might be a cost to the PC for materials already purchased.

### **8.6 Cllr Read reported that a parishioner had contacted her regarding the signs on the railings near the Old Ram restricting visibility when turning out of Ram Lane. It was agreed that the Chair would make the owner aware of the issue and try to resolve the matter.**

8.7 Cllr Read asked about the overgrown shrub and uneven paving slabs at the village hall, in particular in relation to access issues to the hall. The village hall management committee representative reported that work to attend to these was planned within the next week. The poor condition of the car park surface near to the entrance gate and responsibility for maintenance was raised. It was agreed that ownership for maintenance of the area surrounding the village hall needs to be clarified by the PC over the next few months.

8.8 Cllr Read asked whether any progress had been made in finding a voluntary tree warden for the Tivetshalls. It was agreed to put a request in The Grapevine, the Facebook page, and parish notice boards, plus ask TFAF to publish on their website. Chair to include in The Grapevine and The Clerk to action other items.

#### **9. PLANNING**

9.1 2017/0819 Application for land west of The Street, Tivetshall St Mary. Having considered the application, it was agreed the PC would submit comments for further consideration by planning department. Clerk to copy response to Martin Wilby.

It was agreed to suspend Standing Order 1q to allow the meeting to continue beyond 9.30pm.

#### **10. HIGHWAYS & MAINTENANCE MATTERS**

10.1 **To consider provision of an additional dog waste bin** – it was agreed to defer this to the next council meeting.

10.2 Highways issues and repairs, including speeding traffic

It was noted that potholes and damaged road surfaces had been marked out for repair but no response had been received from NCC relating to the repair of damaged gulleys and other matters raised. Clerk to follow up with NCC and emphasise the risk to road users.

#### **11. TO CONSIDER COMMUNITY EVENTS AND RECREATION**

Covered under item 7.2

#### **12. TO ADOPT COMMUNITY PLAN FOR 2017/18 AND AGREE ACTIONS FOR JUNE MEETING**

Activities to be included in the plan as projects for the coming year were agreed. Cllr Alleguen-Porter to revise the plan in preparation for the June meeting when ownership for work streams will be assigned.

#### **13. SNDC COMMUNITY GOVERNANCE REVIEW**

The Clerk reported that a link to the resident's survey and further information about the review was on the Council's Facebook page. A briefing summary would be available for residents at the Annual Parish Meeting and this could also be placed in the Post Office.

The draft response prepared by Cllr Jollans on behalf of TPC was considered. Various changes to the wording were proposed and agreed in principle, in particular to reflect parish councillors have a key role as the first tier of local government. Cllr Read moved that TPC should propose the merging of the two parishes of Tivetshall St Mary and Tivetshall St Margaret to become the parish of Tivetshall St Mary and St Margaret. It was agreed this makes sense because TPC already operates as a joint parish council. Cllr Read to provide a summary and suggested wording for Cllr Jollans to be included in TPC's response.

#### **14. TO REVIEW THE ASSET REGISTER AND RISK ASSESSMENT**

14.1 The Asset Register was reviewed and amendments to number of sets of Christmas tree lights and where these are held was agreed. Clerk to amend.

14.2 The Clerk reported that the previous year's risk assessment had not been located. The main risk was stated as being a long-term absence of the Clerk. The Clerk to review risk assessment and circulate prior to the next meeting.

#### **15. TO REVIEW STANDING ORDERS AND FINANCIAL REGULATIONS**

15.1 The Clerk circulated the draft Standing Orders with comments and identification of text to be deleted – this had been left in to assist the review. After in depth consideration about the merits of using of the NALC model document a vote was taken and the majority voted to accept and adopt the Standing Orders presented, subject to the removal of the identified text.

15.2 The Clerk presented the draft Financial Regulations document and explained that these needed updating to reflect the latest NALC model and also to reflect roles and responsibilities within TPC. After some debate a vote was taken and the majority voted to accept and adopt the Financial Regulations presented, subject to the removal of the identified text.

#### **16. TO CONSIDER FINAL ARRANGEMENTS FOR THE ANNUAL PARISH MEETING**

It was agreed what contributions members and the Clerk would make to the provision of refreshments for this event.

#### **17. TO NOTE CORRESPONDENCE RECEIVED**

- 17.1 **NALC Training** – Details of training courses being offered had been received. Clerk to forward information on training events to Council for consideration.
- 17.2 **Mobile Library Service** – details of mobile library stops and times. To be publicised in The Grapevine, TPC Facebook page, notice boards and ask TFAF to publish on their website.
- 17.3 **East Anglian Air Ambulance and The Salvation Army Recycling** – a request to consider siting of a clothing and shoe bank within the village. It was agreed this could be a benefit for residents and should be explored further by the Clerk.
- 17.4 **Open Farm Sunday** – it was agreed to include information about the event at Shotford Hall, Harleston in The Grapevine and the PC Facebook page.
- 17.5 **Transport to Pulham Surgery** – an email had been received from Norfolk County Council enquiring whether residents had difficulty accessing Church Hill Surgery at Pulham Market. Clerk to find out what assistance is being offered.
- 18. TO APPROVE APPOINTMENT OF INTERNAL AUDITOR FOR EOY ACCOUNTS**  
The appointment of Pauline James to undertake the annual internal audit of TPC on 8<sup>th</sup> June was unanimously agreed.
- 19. FINANCE TRAINING FOR CLERK**  
It was agreed for the Clerk to attend an Understanding Your Council's Finances course to replace the course that was cancelled earlier in the year. It was agreed that further training relating to the financial year and budget setting would be beneficial. Clerk to investigate.
- 20. FINANCE**
- 20.1 The quote from Came and Company for renewal of insurance through Aviva was considered and agreed. It was noted that the 3 year agreement with Aviva ends in May 2018 and the Council would be free to consider alternative providers.
- 20.2 Renewal of membership of Norfolk Association of Local Councils (NALC) was agreed.
- 20.3 The receipt of two CIL payments from South Norfolk District Council was reported – a payment of £1843.60 relating to St Mary and a payment of £241.38 relating to St Margaret. It was noted that the Clerk would need to provide a CIL report to SNDC.
- 20.4 The Clerk presented an amended end of year statement and cash book transactions up to 31<sup>st</sup> March. No up to date bank statement had been received prior to the meeting therefore the Clerk had been unable to reconcile the cash book to bank. The Clerk will reconcile once available and bring to the next meeting, but would welcome support from councillors in preparation for the internal audit.
- 20.5 The following payments were authorised:
- 20.5.1 Clerk's expenses for office supplies and petrol - £40.45
  - 20.5.2 Clerk's monthly gross salary for period 01/05/17 to 31/05/17 - £211.10
  - 20.5.3 Payment of invoice from Community Car Scheme for Jan-Mar 2017 - £28.31
  - 20.5.4 Payment of Norfolk Association of Local Councils' membership - £140.10
  - 20.5.5 Payment to Norfolk County Council for Parish Council's contributions to TROD path and (£1675.00) and Bus Shelter (£1625.00) – £3300.00 in total
  - 20.5.6 Payment of donation to Friends of Tivetshall Primary School for use of the school - £25.50
  - 20.5.7 Came and Co Insurance Renewal for 2017/18 - £436.07
- 21. URGENT ITEMS FOR INFORMATION AND CARRYING FORWARD TO NEXT MEETING**  
None
- 22. TO SET THE DATE AND TIME OF THE NEXT MEETING**  
The next Parish Council meeting confirmed as 7.30pm on Wednesday 14th June 2017

Meeting closed at 10.40pm