



TIVETSHALL PARISH COUNCIL

Minutes of Tivetshall Parish Council Meeting: 7:30 pm, Wednesday 14th March 2018, Tivetshall Village Hall

Present: Rita Land (Chair), Tony Jollans, Chris Miller, Rob Alleguen-Porter, Alyson Read and Ros Hill (Clerk).
1 member of the public.

1. APOLOGIES AND APPROVALS OF ABSENCE

The Chair stated that apologies had been received from Cllr Martin Wilby.

2. TO CONSIDER APPLICANTS FOR CO-OPTION

The Chair informed councillors that an application for co-option had been received from Mr Grahame MacDonald of The Old Ram public house. Council voted by a show of hands on whether to co-opt Mr MacDonald on to the Parish Council and it was unanimously agreed to co-opt him.

3. TO RECORD DECLARATIONS OF INTEREST AND CONSIDER DISPENSATIONS

Cllrs Alyson Read and Rob Alleguen-Porter declared an interest in Items 12 and 13

4. MINUTES

4.1 The minutes of the 14th February 2018 Council meeting were reviewed and signed as accurate.

4.2 Matters arising from the minutes –

Cllr Alyson Read reported that the litter pick proposed for 18th March could not go ahead as the litter pick equipment was not available that day.

Chris Miller joined the meeting.

It was agreed to rearrange for Saturday 28th April, meeting at 10.30am at the Village Hall – Clerk to book litter pick equipment from SNC. Cllr Read said that the Monday Club had offered to arrange teas and coffee for those assisting with the litter pick. It was agreed that an advertisement would be placed in the Post Office, Grapevine and notice boards. Cllr Alyson Read proposed that the poster TFAF used last year could be used as a starting point for the PC poster.

5. PUBLIC PARTICIPATION

5.1 Report from District & County Councillors

None as no councillors present.

5.2 Parishioners Forum

Cllr Alyson Read stated it was a pity that Martin Wilby was not here as she wished to ask him about the new policy to charge for DIY waste at recycling centres in future and expressed a concern about the probable increase in fly-tipping.

6. REPORTS FROM CLERK AND COUNCILLORS

6.1 Update on Highways Matters

Cllr Rita Land reported that she had met with the Highways Engineer and landowner about ditch maintenance on Gissing Road, the Highways Engineer appreciated the difficulties in doing the work whilst vehicles are using the road and has agreed to close the road for two days whilst the work is undertaken. Cllr Rita Land reported that a six-week lead in time is required to arrange the road closure. Highways will advise dates of closure once known.

It was reported that Stony Road is still no better, the Chair confirmed that Highways has the matter in hand and will write to the landowner if necessary.

Cllr Alyson Read commented that Primrose Hill Lane had a road closure sign for works at the end of the month. The Clerk confirmed that a notice had been received from NCC and this would be placed on the PC website and FB page.

The Clerk reported that the Green Lane road name sign at the junction with the B1134 had been replaced.

The Chair said she wasn't sure if the problem with flooding in Ram Lane by The Old Ram had been resolved as it appears to have improved.

6.2 Update on supply of new dog bins (Clerk)

The Clerk reported that she and the Chair had attended a site meeting to identify preferred location of sites, these had now been agreed with NCC Highways and Public Rights of Way Officer and confirmed to SNC.

6.3 Update on grassed areas around The Green

The Clerk reported that pictures had been received from a resident showing parking on The Green and evidence of damage to the edge of the grassed area. Cllr A Read observed that there is considerable damage to one part of the verge. The possibility of some form of physical barrier was discussed. Clerk to find out if Highways can suggest a solution to the problem. It was confirmed that the road is classified a private road where the tarmac surface ends and goes into the stoned area.

7. TO CONSIDER REVISED FINANCIAL REGULATIONS

The Clerk presented the Financial Regulations detailing an amendment in section 5 to allow for part payment of invoices on commencement of works in exceptional circumstances. Discussion took place around details in the wording relating to immediate payment on satisfactory completion of work. It was noted of the need to carry out a financial risk assessment for any new work, even though there is no evidence of this taking place in the past. The Chair proposed a vote on accepting the amendment, four councillors voted for and Cllr Tony Jollans voted against the amendment. The amendment was approved.

8. HIGHWAYS AND MAINTENANCE MATTERS

Having voted to accept the amendment to the Financial Regulations (Item 7) councillors considered the process for making payments in relation to the playing field fence repair. It was proposed and agreed that TPC purchase materials from Browns timber yard in readiness for the work to be carried out. The PC would then enter into a contract for the contractor to arrange the purchase of other materials required to replace the fence and install the fence. It was agreed the PC would make a part payment equivalent to the cost of the remaining materials upon commencement of the works and then immediate payment of the remaining invoice amount upon satisfactory completion of the works. It was agreed that the Clerk and a councillor would inspect the works to confirm satisfactory completion. Clerk to draw up a specification for the fence and the terms of the work and confirm arrangements with the contractor.

9. TO DETERMINE PC RESPONSE TO GREATER NORWICH DEVELOPMENT PLAN CONSULTATION

Cllr Alyson Read gave an overview of the document prepared by her and Cllr Rita Land. The Chair read out comments from a parishioner that had been received, it was felt these views had been covered in the PC response. Councillors agreed to submit the responses as presented at the meeting. Clerk to submit the response by the deadline of 22nd March.

10. PLANNING

10.1 To Consider Planning Application 2018/0111 Land East of A140 Long Stratton

10.2 To Consider Planning Application 2018/0112 Land West of A140 Long Stratton

Proposed to recommend refusal of both planning applications, this was agreed unanimously. Comments relating to conditions and reasons for refusal to be taken from original report following a meeting arranged by Wacton PC last year which was attended by Tivetshall councillors. It was agreed this reflected the views of councillors.

11. GENERAL DATA PROTECTION REGULATIONS (GDPR)

11.1 To receive report on Information Audit

The Chair and Clerk gave feedback on the work undertaken to date in identifying what personal information the PC holds and the legal basis for retaining it. It was emphasised that this is a very time consuming process.

11.2 To consider training of councillors on GDPR

Training offered by a neighbouring PC on Monday 23rd April was considered but was not suitable for those wishing to attend. Clerk to find out if NPTS can deliver training on another date for TPC, either through a training session already arranged or via bespoke in-house training, including costs.

12. UPDATE FROM VILLAGE HALL MANAGEMENT COMMITTEE

Cllr Alyson Read gave a report identifying some of the work and risk assessments recently undertaken. The VHMC is still in need of a booking Clerk. It was noted that they VHMC are looking at arranging fundraising events for the village hall.

13. TO CONSIDER PC ASSISTANCE WITH FUNDING TO PURCHASE NEW CHAIRS FOR VILLAGE HALL

Cllr Alleguen-Porter reported on a proposal from Tivetshall Families and Friends for three community groups in the village to fund the purchase of approximately 70 comfortable chairs for the village hall which would benefit the community as a whole. A three way split of costs was suggested by TFAF, the cost of 70 chairs would be £1249.80 in total. It was agreed to review and make a decision regarding a donation from the PC at the April meeting. (£300 proposed and council in agreement in principle but not technically quorate to vote as Cllrs Alleguen-Porter, Read and Miller all declared an interest in this item and had not made an application for dispensation.)

14. TO CONSIDER STAFF APPRAISAL PROCESS

The Chair presented a summary of the proposed appraisal process based on the NALC model, this was a recognised method of assessing job performance and setting objectives. Council agreed to adopt the proposed process and for the Chair to carry out an appraisal review for the Clerk and feedback to council at the April meeting to determine salary review. The Clerk will undertake an appraisal review for the Handyman.

It was agreed to suspend Standing Order 3W as the meeting was likely to exceed 2 hours.

15. TO CONSIDER BEACON AND REFURBISHMENT OF VILLAGE SIGN AS PART OF WW1 CENTENARY EVENT

The Chair expressed concern about the cost and feasibility of having a WW1 centenary beacon, which could only be used for that one event and whether this should be reconsidered. It was agreed the refurbishment of the village sign still needed to be done. Other suggestions were discussed, including the planting of a tree on The Green, a commemorative plaque on a bench or a commemorative plaque on the refurbished sign. It was suggested that parishioners could be asked for ideas of what they might like the Parish Council to do to commemorate the event. To be considered at next meeting and feedback given to the working group.

16. TO REVIEW AND UPDATE THE COMMUNITY PLAN

The plan was reviewed and updated. It was agreed that the emergency plan needs to be given priority to have in place for next winter in case of adverse weather again. The Chair expressed thanks on behalf of the Parish Council to the farming community and 4wd drivers who had assisted people in various ways during the recent bad weather.

All councillors to consider items to go on the plan for 2018/19 and agree next month.

17. TO NOTE CORRESPONDENCE RECEIVED

17.1 Email from parishioner about planted Christmas tree on The Green

The contents of the email were noted, to be discussed at next PC meeting.

17.2 Email from Historic England relating to St Margaret's WW1 memorial

The PC did not have any comments, Clerk to reply and forward to St Margaret's Parochial Church Council for comment.

17.3 Letter relating to Kickstart Scheme

The contents of the letter were noted. The Clerk had passed the information on to Cllr Chris Miller for inclusion in The Grapevine.

18. FINANCE

18.1 The Clerk presented the balance of accounts and bank reconciliation as at 8th March 2018. It was noted that an adjustment of £3.00 had been made because of a typing error on the amount of cheque 200134 which should have been £45.60 not £48.60 as recorded.

18.2 The Clerk confirmed that the VAT reclaim for 2016/17 had been submitted, amounting to £824.77 and that the reclaim for 2017/18 would be done after year end.

18.3 The Clerk reported that Grapevine invoices for 2017/18 had been raised and sent to advertisers.

18.4 The following payments were authorised:

Clerk's expenses - £10.69 office supplies, £2.03 mileage

Clerk's monthly gross salary for period 01/03/18 to 31/03/18, £254.94 (£211.10 + £43.84 additional hours)

Handyman's gross salary for hours claimed - £53.24

Norfolk Parish Training and Support Membership - £90.95

Friends of Tivetshall School donation (2017/18) £120
Parochial Church Council (St Margaret's Church) donation (2017/18) – £250
Dickleburgh Sea Scouts donation (2017/18) - £120
Borderhoppa donation - £100
Henry Hindle (Camps International) donation - £100

19. STAFFING MATTERS (CONSIDER EXCLUDING THE PUBLIC)

There were no members of the public present, so there was no need to exclude.

19.1 To consider future of Handyman role and purchase of necessary equipment

It was agreed that the role is working well and represents good use of funds, in addition positive feedback has been received from parishioners about the appearance of the village and in particular the play area being well maintained. Councillors agreed to continue the role. It was proposed to offer a 2 hours per week permanent contract to the existing handyman, as money has been included in the budget for 2018/19. The contract should allow for seasonal variations to allow working hours to be worked flexibly, but average 2 hours per week. Voted and unanimously agreed by Council. Clerk to take forward with the handyman and prepare contract documentation.

Equipment for the handyman role was discussed and it was agreed that the PC should purchase a high viz waistcoat, protection goggles, steel toe-cap footwear, ear defenders, protective gloves and litter picking stick. Clerk to discuss with handyman and purchase required items.

19.2 To determine Handyman rate of pay from April 2018

Councillors considered whether the tasks being carried out by the handyman were right for the job role. It was agreed that the duties being carried out are at the right level, therefore the rate of pay would continue unchanged on a fixed point on the National Joint Council salary scales.

19.3 Contracts of employment

The Terms and Conditions of Employment for the Clerk and Handyman were agreed, these reflected Council decision relating to auto-enrolment.

20. URGENT ITEMS FOR INFORMATION AND CARRYING FORWARD TO NEXT MEETING

21. TO SET THE DATE AND TIME OF THE NEXT PARISH COUNCIL MEETING

Proposed as Wednesday 11th April, 2018 at 7.30pm

Meeting finished at 10.20 pm