



TIVETSHALL PARISH COUNCIL

**Minutes of Tivetshall Parish Council Meeting:
7:30 pm, Wednesday 12th February 2020, Tivetshall Village Hall**

Present: Cllr Rita Land (Chair), Alyson Read (Vice Chair), John Powell, Rob Alleguen-Porter and Ros Hill (Clerk).
Cllr Clayton Hudson (District Councillor), Cllr Martin Wilby (District Councillor)

Apologies: Cllr Bev Spratt (County Councillor)

No members of the public in attendance

1. CONSIDERATION OF ACCEPTANCE OF APOLOGIES FOR ABSENCE

There were none.

2. CONSIDERATION OF ANY APPLICATIONS FOR CO-OPTION

There were none.

3. TO RECEIVE DECLARATIONS OF INTEREST ON ITEMS ON THE AGENDA AND CONSIDER REQUESTS FOR DISPENSATIONS

There were none.

4. MINUTES

4.1 Approval of the minutes of the 15th January Parish Council meeting

The minutes were accepted and signed as accurate. Cllr Land thanked Cllr Read for stepping in as Chair last month in her absence.

4.2 Matters arising from the 15th January minutes

There were none.

5. PUBLIC PARTICIPATION –

5.1 Reports from District and County Councillors

Cllr Wilby – said he was pleased to report that the planning application for Elm Tree Farm was approved earlier today. He said that Cllr Read made a good representation for the village and hopefully it will be good for the school.

Council Tax increase for SNC is being proposed of 3.3% - £5 on band D. Annual litter pick now taking place. Cllr Hudson reported that GNLG meetings would be taking place during the consultation period nearby, at Diss and Harleston. Not much change for Tivetshall as proposal focus is on areas outside of South Norfolk and on the market towns in South Norfolk.

SNC is pleased to be holding South Norfolk on Show again on Sunday 5th July – a good opportunity to meet people and see what is going on in the area.

Cllr Hudson reported that Storm Ciara had presented a few challenges and was a good opportunity for parish councils to put emergency plans into place.

Cllr Read asked a question about the GNLG seminar held on 23rd January at SNC – why did District Councillors not inform PCs that rural parishes were no longer part of GNDP. Cllr Hudson confirmed that he had informed the PC at the meeting on 15th January and this was confirmed by others in attendance.

Cllr Wilby said his view was that all villages needed to have some development to keep parishes alive and support rural schools. Cllr Read apologised to Cllr Hudson for not picking up on what he'd said at the January meeting. Cllr Read said that several attendees had expressed frustration regarding the seminar.

Cllr Hudson view was that a minimum of 3-5 new properties would be allocated for all parishes. He said that the call for sites would take place again under the South Norfolk Plan which might result in smaller sites being put forward. He encouraged PC's to still participate in the GNLG consultation process due to the impact on market towns in the area.

5.2 Parishioners Forum

No parishioners present.

6. REPORT FROM CLERK AND COUNCILLORS

6.1 To receive Clerk's report

The previously circulated Clerk's report was received and noted.

6.2 BOAT 36 Update

Email which had been circulated was noted. Cllr Land presented a further update received from B&SPC today regarding ongoing discussions relating to the width of the track, proposing a meeting with County Councillors. It was agreed to look into Tree Preservation Orders on trees within Tivetshall Parish. Clerk to follow up with Cllr Spratt.

6.3 VE Day Celebrations

Cllr Alleguen-Porter updated that the VHMC have met and is proposing an event on 9th May. They are approaching the church and school to participate in the event. It is being proposed that Tivetshall Tea Junction will be open in the afternoon serving afternoon tea and refreshments. The plan is to have family games on the playing field for adults and children. A hog roast has been booked for later in the afternoon (times to be confirmed). Approached by a Jazz duo bringing Jazz to the Village, which had been booked for the evening. Financial contribution from the PC would be welcome. Cllr Land welcomed the effort being put into the event and would be happy for the PC to consider a financial contribution. Cllr Land expressed thanks to the VHMC for the hard work being put into organising the event.

7. B4RN COMMUNITY BROADBAND

7.1 To approve wayleave agreements and plans relating to B4RN

The Clerk presented the wayleaves and plans provided by B4RN. Council agreed to approve all wayleaves and plans, but Clerk to ask B4RN whether the edge of the village green can be followed as close as possible for the ducting.

7.2 To receive an update on progress

None received as no representatives from B4RN were present

8. TO DETERMINE MEMBERSHIP OF NORFOLK ASSOCIATION OF LOCAL COUNCILS AND NORFOLK PARISH TRAINING AND SUPPORT

The Clerk brought to Council's attention that NALC were committed to holding fees at the same cost as last year, which for TPC was £146.52pa. Agreed to renew. NPTS fees are based on the precept amount and as such the cost quoted is £104.50pa. Agreed to renew. Council considered the benefits of membership of both organisations and agreed to remain with both as they both have different strengths. Clerk to action as appropriate.

9. HIGHWAYS, FOOTPATHS AND MAINTENANCE MATTERS

9.1 To consider gang mowing quotations for 2020/2021

Councillors considered the quotations received. A second company has quoted £1382.40 for 16 cuts between March and October and they have given assurances that they have sufficient staff to cover for staff absence and bad weather. The quotation from the first company was for £1567.50 for 16 cuts between April and October. Both prices include VAT. Councillors agreed to accept quote from 2nd company. Clerk to action and contact companies concerned.

9.2 To note correspondence from Norse Grounds

Councillors noted the content of the letter regarding the future of Norse Grounds.

Cllr Powell reported that review of the state of repair of road signs in the parish is ongoing.

Cllr Land reported problems with flooding/surface water at the top of Ram Lane, just before the junction with the A140. The Clerk to report to NCC Highways and send a copy to The Old Ram.

10. CONSIDERATION OF ACTIONS FOLLOWING TIVETSHALL FAMILIES AND FRIENDS ANNOUNCEMENT

Cllr Alleguen-Porter reported on the closing down of TFAF, but stated that continuation of the TFAF Facebook page will continue with the current administration arrangement. Cllr Land asked about any TFAF property in the pavilion that might need to be sorted out. Cllr Alleguen-Porter confirmed that everything in the pavilion was being sorted and retained for use within the parish.

Council wished to express thanks to the trustees and members of TFAF for all they have done for the village. The Clerk to write a letter of thanks on behalf of Council.

Cllr Land asked for an update on progress with the finger post sign from Lodge Road, which was also in the pavilion. Cllr Read explained that the work to restore it is ongoing.

11. TO RECEIVE CONFIRMATION OF ICO MEMBERSHIP

Council received and noted confirmation of ongoing membership.

12. TO DETERMINE THE DATE OF THE ANNUAL PARISH MEETING AND THE ANNUAL PARISH COUNCIL MEETING

It was noted that the planned date for the Annual Parish Council meeting is 13th May 2020. It was agreed that this would be followed by the Annual Parish Meeting on 20th May 2020. Clerk to publish dates.

13. DEVELOPMENT OF THE NEIGHBOURHOOD PLAN

13.1 To receive an update on progress – Cllr Read confirmed that the information leaflets have been delivered to all properties in The Tivetshalls. So far three individuals have come forward to assist with developing the plan. Cllr Read proposed that the next step was to have a working party meeting with all of the PC and Rachel Leggett. This was agreed by Council. Clerk to contact Rachel Leggett and arrange a meeting.

13.2 To consider attendance at Neighbourhood Planning Network meeting on 25th February – Agreed that Cllr Read and Cllr Powell will attend.

14. CONSIDERATION OF PROPOSAL ON CONSULTATION RESPONSE RELATING TO THE GNLP

Cllr Read to research and feedback to councillors in preparation for submission by the Clerk on 24th February. Clerk to put posters up and post on website and Facebook page.

15. CONSIDERATION OF FURTHER COMMENTS ON NORFOLK COUNTY COUNCIL BOUNDARY CONSULTATION

No comments from Council.

16. CONSIDERATION OF PARTICIPATION IN SOUTH NORFOLK BIG LITTER PICK

It had been suggested at the previous meeting about having the litter pick on the Wednesday of February Half term plus the following Sunday but Cllr Read said there was not sufficient time to organise now. It was proposed to do one on Sunday 8th March at 11am and another on Wednesday 15th April at 10.30 during Tivetshall Tea Junction. Clerk to inform SNC and promote via FB and PC Website.

It was agreed to suspend standing order 3x to allow the meeting to extend beyond 2 hours.

17. CONSIDERATION OF CORRESPONDENCE FROM NORFOLK ACCIDENT RESCUE SERVICE

Council was very supportive of the work NARS does in Norfolk and will pass the information on the VHMC to see what can be organised. Clerk to action.

18. TO NOTE CORRESPONDENCE RECEIVED

18.1 Correspondence noted from NALC relating to Well-Being of Residents. It was agreed that Cllr Powell would attend. Clerk to confirm attendance.

18.2 Correspondence noted from NALC relating to Spring Conference

18.3 The content of January Bulletin from NALC was noted

18.4 Correspondence was noted relating to the Norwich Western Link

18.5 Correspondence relating to GNLP consultation events was noted

18.6 Correspondence from Network Rail regarding line improvements at Tivetshall between February and November 2020 was noted.

19. FINANCE

19.1 Council received the balance of accounts and bank reconciliation

19.2 Council approved the following charitable donations to individual organisations benefitting the residents of The Tivetshalls:

St Margaret's Parochial Church Council a donation for the upkeep of the churchyard – £300 donation

Friends of Tivetshall School - £150 to benefit pupils at the village school (Section 137)

Borderhoppa Community Transport- £100 (Section 137)

19.3 Council received confirmation of payments received into bank.

19.4 Council received confirmation of payments made since 15th January 2020

19.5 The following payments were approved:

- 19.5.1. Clerk's monthly gross salary for period 01/02/2020 to 29/02/2020 of £321.75
- 19.5.2. Clerk's reimbursement of expenses (office supplies) - £19.29
- 19.5.3. Councillor Expenses (Cllr Read) – mileage £28.35
- 19.5.4. NALC Neighbourhood Planning Awareness Course - £60.00
- 19.5.5. M Stephenson – supply and delivery of parish Christmas tree - £144.00
- 19.5.6. Community Action Norfolk – membership £50
- 19.5.7. Cllr Alleguen-Porter – reimbursement of Facebook Job advert - £14.89
- 19.5.8. Community Heartbeat Trust – replacement defibrillator pads - £54.00

20. STAFFING MATTERS (CONSIDER EXCLUDING THE PUBLIC)

20.1 To receive an update on recruitment to clerk vacancy

Cllr Land reported that herself, Cllr Alleguen-Porter and the Clerk would be interviewing candidates on the evening of 20th February. The Clerk reported that references were being taken up prior to interview where possible.

20.2 To determine process following interviews

Council authorised the interviewing panel to make the appointment without bringing back to Council.

21. TO RECEIVE ANY URGENT ITEMS FOR INFORMATION AND CARRY FORWARD TO THE NEXT MEETING

22. TO AGREE THE DATE AND TIME OF THE NEXT PARISH COUNCIL MEETING

The date of the next meeting was agreed as Wednesday, 11th March 2020 at 7.30pm

Meeting closed at 10.18 pm