



TIVETSHALL PARISH COUNCIL

Minutes of Tivetshall Parish Council Meeting: 7:30 pm, Wednesday 15th January 2020, Tivetshall Primary School

Present: Alyson Read (Vice Chair), John Powell, Rob Alleguen-Porter and Ros Hill (Clerk).

Cllr Bev Spratt (County Councillor), Cllr Clayton Hudson (District Councillor)

Apologies: Cllr Rita Land (Chair), Cllr Martin Wilby (District Councillor),

4 members of the public in attendance

1. CONSIDERATION OF ACCEPTANCE OF APOLOGIES FOR ABSENCE

The Clerk reported that apologies had been received by Cllr Rita Land (Chair) due to her being too unwell to attend the meeting. It was noted that due to the absence of the Chair, the Vice Chair (Cllr Alyson Read) would preside as Chair of the meeting.

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 13th November Parish Council meeting

The minutes were accepted and signed as accurate.

4.2 Matters arising from the 13th November minutes

There were none.

5. PUBLIC PARTICIPATION –

5.1 Reports from District and County Councillors

Cllr Spratt said he was impressed with the school and pleased the PC meeting being held at the school. He was also pleased the school is staying open. He expressed thanks to all involved and said the need to get the attendance up now was key to keep it open. Cllr Spratt reported on the budget setting being undertaken by NCC and stated that borrowing was higher. Cllr Spratt reported issues tackling difficulties with teenagers.

Cllr Read asked about Moor Road (BOAT) – Cllr Spratt had attended BSPP last night and no progress has been reported. Legal at NCC trying to mitigate the legal status of the BOAT and the case is in process.

Cllr Hudson echoed congratulations to the school being secure for now. Council was informed that SNC had agreed to increase Council Tax by £5 for every band D property, this was needed to meet demands.

Cllr Hudson said Council should have an invitation to a briefing meeting. He confirmed that GNLP Consultation was due to take place from 29th January. He reported that SNC would be taking control back for local developments, so there would be a new call for sites and a review of existing and new sites, being done again. Approx 1000 villages across the 100 parish clusters in South Norfolk. There will be some development in all parishes. Smaller building developments preferred in keeping with the nature of existing buildings.

The Clerk asked for clarification regarding sites deemed unsuitable by the GNLP and whether they would be considered again by SNC, for example the old waste re-cycling site off the B1134 and A140. Cllr Hudson clarified that any sites deemed unsuitable, such as the site in question, will remain so and would not be up for consideration again under the SN plan.

5.2 Parishioners Forum

A parishioner thanked the PC for their help and support during the school consultation and wanted to record gratitude to the PC. Council was told of the meeting of the newly formed School Action Group on the evening

of 22nd January and the PC was welcome to send a representative. The parishioner explained that an Action Group has been formed to take things forward with promoting the school. Cllr Read asked if Cllr Spratt would like to attend. Cllr Spratt said he would and asked the Clerk to send him details. The parishioner explained that one plan was to use B4RN and the hyperfast broadband to promote the school.

A parishioner gave an overview of their planning application for the demolition of poultry sheds and the building residential dwellings. Planning application in progress. He expressed hope that the PC would be supportive again (as last year) and asked if the PC would like to send someone to speak in support of the application. Parishioner explained why the application was refused last year and what has been done to mitigate these points. The Clerk confirmed that the PC has submitted a response to the revised application in the autumn. The parishioner explained that a planning meeting was scheduled for the morning of 12th February to consider the revised application and he would welcome PC attendance in support of his application. Councillors to consider attendance to reiterate submission comments made by Council on the original application.

6. REPORT FROM CLERK AND COUNCILLORS

6.1 To receive Clerk's report – previously circulated

The Clerk highlighted some of the topics covered at the Norfolk Parish Training and Support Autumn Conference. Of note was the fact that the new PC website has been tested and meets the new Accessibility Legislation. The Clerk to bring a draft Operation London Bridge protocol for consideration to the next meeting. The Clerk highlighted how the Community Payback Scheme might be of benefit to the PC and suggested Council consider this at a future meeting as it could save funds.

7. CONSIDERATION OF PROGRESS ON REPAIR AND REINSTATEMENT OF LODGE ROAD FINGER POST SIGN

Cllr Read reported that the work is underway on the restoration of the fingerpost sign and it is hoped to have it back in place at the junction of Lodge Road and the B1134 in the not too distant future.

8. CONSIDERATION OF NEXT STEPS RELATING TO LEASE OF PLAYING FIELD AND PLAY EQUIPMENT

The Clerk brought to the attention of councillors the email from one of the playing field landlords which indicated that there may be agreement to renew the lease nearer to the time of expiry of the existing lease (6th April 2022). The recommendation from the landlord is that if Council needs to replace any play equipment that this should be located on the freehold land belonging to the PC and under the management of the Village Hall Committee.

The Clerk outlined the advice received by Community Action Norfolk and asked council to consider what action they wished to be pursued.

Clerk to follow up nomination of playing field as an Asset of Community Value, and find out the classification of the playing field land by SNC. The Clerk to try to locate original lease so the PC has a complete record.

9. CONSIDERATION OF REINSTATING MEMBERSHIP OF COMMUNITY ACTION NORFOLK (CAN)

The Clerk reported that it had come to her attention that the PC had not received an invoice for membership of CAN this year. Given that the PC might benefit from legal and statutory advice over the coming months, plus residents benefit from the oil purchasing scheme, Council was asked to consider membership of CAN. It was agreed to subscribe to Silver membership £50. Clerk to action.

10. HIGHWAYS, FOOTPATHS AND MAINTENANCE MATTERS

Councillors noted the sad news that a member of the public had died in a road traffic accident at the junction of Moor Road and the A140 on the edge of the parish earlier in the month. Councillors extended their deepest sympathies to the family of the deceased.

Cllr John Powell reported that his survey of road signs to identify those rusting and in need of replacement is ongoing. It was reported that there are several signs that need cleaning.

10.1 Consideration of Quotations for Grounds Maintenance Contracts for 2020/21

Council agreed to accept quote from J Crerar for the maintenance of all Council owned land except the gang-mowing of the playing field.

It was noted that the cost of the Norse quote had increased significantly. Clerk to go back to Norse for an explanation of the increase and seek an alternative quote from the contractor used by a neighbouring parish.

11. DETERMINATION OF THE PARISH PRECEPT FOR 2020/21

It was agreed to determine the precept for 2020/21 alongside reviewing the budget forecast under item 20.2. See Item 20.2 for minutes relating to this item.

12. CONSIDERATION OF QUOTATION FOR REPLACEMENT NOTICEBOARD ON MOULTON ROAD

Decided to decline quotation as Council felt they could not justify spending over £1200 on a notice board. It was agreed for the Clerk to put an appeal out via Facebook for someone to assist, stating the PC would pay for materials. The Clerk was asked to include a request for someone to repair the village sign at the same time.

13. CONSIDERATION OF PROPOSALS FROM PARISHIONERS' GROUP REGARDING REPLACEMENT PUBLICATION FOR GRAPEVINE

This was considered after the Public Participation as requested by the Chair. Council confirmed that they were open to contributing to the cost of producing a parish magazine as it is of benefit to residents. The Clerk read from the September 2019 minutes to clarify what was agreed then. It was agreed by Council that the parishioners group taking responsibility for putting together the replacement publication would need to form an organisation to give clarity to residents regarding ownership and accountability. The group would need to outline responsibility for compiling the content, news items and the advertising arrangements, plus how the PC would be invoiced for its financial contribution. Agreed that in principle the PC will financially contribute to the production of a replacement of The Grapevine, subject to budget considerations under item 20.2.

14. TO RECEIVE AN UPDATE ON DEVELOPMENT OF EMERGENCY AND NEIGHBOURHOOD PLAN

Cllr Read and Powell presented a document introducing the idea of a Neighbourhood Plan for consideration, this was approved. Agreed to print off 260 copies for distribution to residents as soon as possible. Clerk to provide a ream of PC paper for Cllr Powell.

Cllr Read explained the PC needs to appoint a consultant to assist with the development of the neighbourhood plan, for which funding can be obtained to pay costs. It was noted that Rachel Leggett has been recommended by other PCs as a consultant with a proven track record. It was agreed to invite Rachel Leggett to attend a working party meeting with members of the PC to discuss the process for setting up a working party and developing the neighbourhood plan.

15. CONSIDERATION OF NEXT STEPS REGARDING GREATER NORWICH DEVELOPMENT PLAN

The invitation for Council to send a representative to the briefing on the draft Greater Norwich Local Plan on 23rd January was noted. It was agreed that Cllrs Powell and Read would attend. Clerk to confirm attendance.

The plan for responding to the consultation was considered. It was agreed that after the briefing on 23rd Cllr Read and Powell would advise outcomes and submit a proposal for how Council should approach responding to the consultation. Cllr Read and Powell send proposal to The Clerk for circulation to councillors for consideration prior to the February PC meeting.

16. REVIEW OF DATA FROM SPEED AWARENESS MONITORING (SAM) MACHINE

It was noted that speeds well in excess of the speed limit were being recorded in the locations used. Cllr Alleguen-Porter highlighted recorded data of particular concern and proposed that the PC send reports to the police Safer Neighbourhood Team and ask them to undertake some monitoring. This was agreed. Clerk to action.

17. CONSIDERATION OF APPOINTMENT OF INTERNAL AUDITOR FOR 2019/20 INTERNAL AUDIT

The Clerk asked Council whether she should contact Pauline James to enquire whether she would be able to undertake the internal audit for Council again this year. Agreed. Clerk to make contact with Pauline James.

18. CONSIDERATION OF FUTURE LITTER PICKS IN THE PARISH

It was noted that the new equipment has been collected by the Clerk and is now ready for use in the parish. Cllr Read proposed holding litter picks the February half-term, one on the Wednesday and one at the weekend. Cllr Read to make the necessary arrangements for this.

19. TO NOTE CORRESPONDENCE RECEIVED

- 19.1 The dates of the 75th Anniversary of VE Day celebrations were noted. Cllr Alleguen-Porter proposed the PC contribute to a combined effort in the village and suggested the VHMC take the lead. Agreed by Council. Cllr Alleguen-Porter to put to Village Hall Management Committee.
- 19.2 The content of the NPTS newsletter was noted
- 19.3 The invitation to NCC Parish Pathways Seminar on Friday 28th February was noted and it was agreed that the Clerk would attend if the Chair was unable to.
- 19.4 The content of the NALC Bulletin was noted

20. FINANCE

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

20.1 The balance of accounts and bank reconciliation was received and approved by Council.

20.2 Consideration and Agreement of Budget Figures for 2020/21, including charitable donations

Council considered and approved the revised budget forecast presented by The Clerk. It was agreed there was sufficient flexibility in the budget for Council to fund the printing costs of up to a maximum of £525 per annum for the replacement publication for The Grapevine as it was deemed to be a benefit to residents of The Tivetshalls. It was agreed that this could only be paid once a process was in place which included confirmation about invoicing arrangements, as outlined under Item 13.

Item 11 was considered. Councillors considered the sample precept calculations provided by the Clerk, as requested at the November meeting. Council agreed an increase in the parish precept from £9800 to £10450 per annum, this represents an increase of 5.2%. Council agreed the increase was required in order to meet Council's financial obligations for the year ahead and to enable Council to hold reserves for likely future costs. The Precept form was completed and signed by The Clerk and Chair of the meeting. Clerk to send to SNC by the deadline.

The amounts of individual charitable donations to be considered at the February meeting.

20.2 No payments had been received into bank since the last meeting.

20.3 Council received confirmation of payments made since 13th November 2019, these being the payment of the Clerk's salary for December and the payment to HMRC for PAYE.

20.4 The following payments were approved:

- 20.4.1. Clerk's monthly gross salary for period 01/01/2020 to 31/01/2020 of £321.75 plus additional hours £148.68, total £470.43
- 20.4.2. Clerk's reimbursement of expenses (office supplies) - £31.93
- 20.4.3. James Crerar, maintenance contract 4th quarter - £702.50
- 20.4.4. South Norfolk Council – Dog Bin Annual Charge 2019/20 - £1409.76
- 20.4.5. Community Heartbeat – New Battery and Replacement Pads - £273.60
- 20.4.6. Community Car Scheme - £15.05
- 20.4.7. Information Commissioners Office - £40.00

21. STAFFING MATTERS (CONSIDER EXCLUDING THE PUBLIC)

The Clerk's resignation letter was received by Council, giving notice to terminate her employment on 31st March 2020. The Clerk reiterated that it had been a hard decision and that she had very much enjoyed working for the PC for the past three years.

A draft advert for a replacement Clerk and Responsible Finance Officer was presented to Council by the Clerk and approved. Clerk to arrange for the advertisement to be placed on the PC website, NPTS and NALC websites, Harleston Jobs Club and other locations as appropriate. A working party to consider any applications and consult with Council as necessary.

Cllr Read moved a vote of thanks to the Clerk for her contribution to Council during her employment.

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

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

The date of the next meeting was agreed as Wednesday, 12th February 2020 at 7.30pm

Meeting closed at 9.43 pm