



## TIVETSHALL PARISH COUNCIL

### Minutes of Tivetshall Parish Council Meeting: 7:30 pm, Wednesday 8<sup>th</sup> March 2017, Tivetshall Village Hall

Present: Rita Land (Chair), Tony Jollans, Robert Alleguen-Porter  
Bev Spratt (part-time), Ros Hill (Clerk)  
5 members of the public.

Apologies: Christopher Miller, Chris Sadler, Martin Wilby

**1. TO RECEIVE APOLOGIES FOR ABSENCE**

Cllr Miler and Cllr Sadler sent apologies for absence, these were accepted.

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

None.

**3. TO RECORD DECLARATIONS OF INTEREST AND CONSIDER DISPENSATIONS**

Rita Land declared an interest in item 7.1

**4. MINUTES**

The minutes of the February meeting were reviewed and approved.

There were no matters arising from the February minutes.

**5. REPORT FROM CLERK AND COUNCILLORS (ITEM 5 ON AGENDA)**

5.1 Cllr Tony Jollans reported that he had been in contact with Gary Overland in relation to considering a footpath along the A140 North from the junction of Rectory Road to the barn conversions. Suggestion is to wait until outcome of the next parish partnership is known.

5.2 Cllr Tony Jollans reported that he had attended a meeting to review the matter of lorries queuing in Moulton Road for the Maltings. Maltings management are keeping the matter under review.

5.3 Cllr Jollans reported on the meeting he had attended at Burston, with other neighbouring PCs, about the SNDC Governance Review Meeting. The importance of all PCs submitting their views and/or suggestions to SNDC was stressed. Terms of reference due to be published at the end of March. Council agreed this to be added as an agenda item for consideration in April.

5.4 The Clerk reported that contact had not been possible with the person suggested as a potential tree warden last month. To be followed up and other channels pursued.

5.5 The Clerk reported that a review of the Council's policies and procedures will be undertaken to ensure these reflect current model policies in readiness for the Annual Parish Council meeting.

5.6 End of Year training session on 16/3 for Clerk approved at a cost of £25 plus VAT

**6. PUBLIC PARTICIPATION**

**6.1 Report from County Councillor (Given prior to Item 5 due to time constraints)**

Cllr Spratt expressed his disappointment on the poor state of the roads following the cut out of verges/gulleys by contractors recently and gave a commitment that he would ensure Gary Overland was made aware.

Cllr Spratt reported on the season's gritting, progress of NDR, future highways development and improvements to be made in Children's Services.

It was reported that a number of footpath finger-post signs had been delivered to Mill Green Farm in Ram Lane for collection by the PC.

Cllr Spratt explained this is the last PC meeting he will be able to attend as purdah comes into effect in preparation for County Council elections.

Cllr Rita Land questioned Cllr Spratt about the state of road signs and road repairs raised by a parishioner in January (Agenda item 10). Cllr Spratt committed to enquire about the repair of the finger-post road signs. One parishioner commented that with the rise in Council Tax next year was it possible that the extra income be used to get some of the basics right. Another parishioner expressed concern about the poor state of drainage ditches between agricultural land and verges as currently water cannot flow away. Cllr Spratt confirmed it is the landowners' responsibility to ensure ditches are dug out and kept in good repair. PC to write to landowners in the village reminding them. Clerk to write to Gary Overland about the state of the roads following the cutting out of verges and copy to Bev Spratt.

## 6.2 **Parishioners Forum**

A parishioner reported that two of the dog bins were full and required urgent emptying – one on the junction of Grove Road and one on Rectory Road. Clerk to take up with SNDC. The issue of speeding in the village was raised as an ongoing problem which needed action before someone gets hurt. It was suggested that electronic signs or other signage at entry points to the village might help. PC agreed to investigate options and costs. An update was given to Council about the broadband project, currently views are being sought from villagers via a survey and first impressions are positive. Council asked to be kept informed of progress.

## 7. **PLANNING**

2017/0091 Cherry Tree Barn. Lodge Road, Tivetshall St Margaret, NR15 2AX Retention of temporary use of domestic outbuildings as residential annexe in connection with the approved barn conversion (2015/0960). No objection to application.

## 8. **TO DISCUSS MAINTENANCE MATTERS**

8.1 Revised quote of £1400 (reflecting increase in the price of wood) for repair of playing field fence considered and approved by Council. Clerk to confirm and liaise with Nicky Thrower for work to be carried out at his earliest convenience.

Cllr Land reported that Cllr Sadler was investigating the work needed to repair the damaged roof of the pavilion. Clerk to ask Cllr Sadler to provide a quote.

8.2 Playscape have confirmed that the repainting of the metal swings will take place within the next ten days, weather permitting.

8.3 The Clerk asked what process was in place for carrying out regular checks of the play equipment on the playing field, including record keeping as this had been highlighted as a requirement at a recent training event. Cllr Jollans stated that he was no longer qualified to do this. Clerk to investigate courses offered and price of these. Council agreed this needed resolving urgently. A parishioner commented that the surface around the swings was very slippery and dangerous. Clerk to see if Playscape can advise on remedial action.

## 9. **FOOTPATHS**

9.1 Replacement of missing footpath finger posts. It was agreed that TPC will arrange collection of the delivered posts from Mill Green Farm and Cllr Chris Sadler to arrange for the posts to be put in place, making those locations where posts are missing a priority.

9.2 The Clerk reported that an email had been sent to NCC requesting urgent repair of the three broken footbridges, one on Footpath No18 on Green Lane leading to St Margaret's church, Footpath No16 from The Spinney in Grove Road towards Gissing and Footpath No4 Station Road to Lodge Road (west end), but that no response had been received. Clerk to chase and request that repair of style on Footpath No4 is added to the works required.

- 9.3 It was identified that responsibility for keeping footpaths maintained across farmland lies with the landowner. Clerk to draft a letter to farmers reminding them of their responsibility and asking for their assistance by ensuring footpaths are kept clear. Clerk to investigate in what circumstances a footpath would have to be closed and whether there is any funding available for a footpath warden as these posts no longer exist within NCC.
- 10. HIGHWAYS ISSUES CARRIED FORWARD FROM JANUARY**  
Cllr Rita Land reported on maintenance matters raised by a parishioner in January that still required action by NCC. Of particular concern were the repair of the railings at the top of Ram Lane and repair to the road surface on Rectory Road by the '30' signs. Clerk to take up outstanding issues with NCC.
- 11. TO NOTE CORRESPONDENCE RECEIVED**
- 11.1 NARS letter to requesting funding. Whilst the PC recognised NARS provide a valuable service it was decided not to donate as there is no direct benefit to the parish.
- 11.2 Battle's Over – A Nation's Tribute 11<sup>th</sup> November 2018. It was agreed further consideration should be given to the possibility of the PC doing something in partnership with Tivetshall Families and Friends.
- 11.3 A parishioner had requested access to the notice board on the village green. It was agreed to ask Cllr Chris Sadler to remove the lock and replace with a catch.
- 12. APPOINTMENT OF INTERNAL AUDITOR FOR END OF YEAR ACCOUNTS**  
It was agreed that the appointment of an internal auditor for end of year accounts needed to be followed up as a matter of urgency. The Clerk to make contact with people suggested and make other enquiries.
- 13. FINANCE**
- 13.1 The Clerk presented the balance of accounts. The bank account was reconciled against cash book figures. Cllr Rita Land reported that a mandate change had been submitted to change details to the new Clerk and was awaiting confirmation.
- 13.2 The following payments were authorised:
- 13.2.1 Clerk's Expenses - Travel and Office Equipment as per Feb 2017 claim £54.75
  - 13.2.2 Clerk's Salary for period 15/01/2017 to 31/03/2017 - £599.94 gross
  - 13.2.3 Tivetshall Village Hall - payment on behalf of TFAF (Section 137) £114.75
  - 13.2.4 Tivetshall Families and Friends - balance of Section 137 donation £75.25
  - 13.2.5 Tivetshall Village Hall - hire for TPC meetings £295.38
- 14. URGENT ITEMS FOR INFORMATION AND CARRYING FORWARD TO NEXT MEETING**  
Planning application 2017/0543 received and an extension to deadline for comments requested.
- 15. TO SET THE DATE AND TIME OF THE NEXT MEETING**  
Confirmed as 7.30pm on Wednesday 12<sup>th</sup> April 2017.
- 16. CONSIDERATION OF EXCLUDING THE PUBLIC FOR ITEM 17**  
The public were excluded from the meeting at 9.20pm
- 17. PERSONNEL MATTERS**  
Separate minutes held confidentially for this item.