



TIVETSHALL PARISH COUNCIL

Minutes of Tivetshall Parish Council Meeting
7:30 pm, Wednesday 18th September 2019, Tivetshall Village Hall

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

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

Apologies: There were none

8 members of the public in attendance

1. TO CONSIDER ACCEPTANCE OF APOLOGIES FOR ABSENCE

There were none.

2. TO CONSIDER ANY APPLICATIONS FOR CO-OPTION

There were none.

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

The Clerk reported that a request for dispensation had been received from Cllr Alyson Read in relation to B4RN and Village Hall matters until the end of her term of office. It was noted that the interest in B4RN was a pecuniary interest and as such the Clerk recommended that dispensation be granted to allow participation in discussions but not be granted to vote on decisions relating to B4RN. It was noted that the interest in the Village Hall was non-pecuniary and the Clerk recommended Cllr Read be granted dispensation for both taking part in discussions and voting on decisions relating to the Village Hall. Council voted and approved the dispensations as recommended by the Clerk.

4. MINUTES

4.1 To approve the minutes of the 10th July Parish Council meeting

The minutes were accepted and signed as accurate with an amendment to Item 17.2 changing 3W to 3X.

4.2 Matters arising from the 10th July minutes

There were none.

5. PUBLIC PARTICIPATION – 15 MINUTES ALLOCATED FOR PARISHIONERS FORUM

5.1 Reports from District and County Councillors

Cllr Wilby updated on the close working relationship between South Norfolk and Broadland District Councils. Cllr Wilby gave his apologies as he was unable to attend the upcoming meeting relating to BOAT36 – off Moor Road. Cllr Wilby gave an update on the Pub of the Year competition. It was noted that the construction of Hempnall roundabout is on schedule for completion early November.

Cllr Hudson gave an update on the Greater Norwich Local Plan (GNLP). It was noted that parishes should find out preferred sites in early 2020 and district councillors will keep PCs updated. Cllr Hudson stated that even small villages likely to be allocated building between 3-5 properties as infill outside of the development boundary. It was noted that the Star Lane road name sign has now been replaced.

Cllr Spratt commented on the GNLP, saying that small builders need to be kept on board and if possible to support local builders. Budget discussions now starting at Norfolk County Council, aim to keep council tax down. It was noted that Children's Services budget is overspent, especially in relation to Looked After Children. Also pressure to tackle global warming, the County Council has a carbon emissions target to reduce emissions from 5 tonnes per person to 3 tonnes.

Cllr Read asked Cllr Spratt about the mobile library and asked for assurance that the mobile library will be retained as this is a lifeline for people in rural areas. Cllr Spratt said he would support retention of the mobile library service.

A parishioner asked a question about the Long Stratton bypass and the environmental impact, stating that single carriageway is not sufficient and that dual carriageway is really required. It was asked if there will there be a cycle lane to help promote the use of cycles. It was asked if this matter is on NCC's radar. Cllr Hudson responded that cyclists will be encouraged to use the old road through Long Stratton. Cycle ways are important to both county and district councils. The view expressed by Cllr Wilby was that a dual carriageway bypass is a long way off. He reiterated that the planning application submitted is for a single carriageway. County and District Councillors left the meeting.

5.2 Parishioners Forum

Cllr Land emphasised a limit of 15 mins and said that parishioners wishing to speak should keep their comments brief. A parishioner asked if council would discuss views expressed by parishioners now, Cllr Land confirmed that matters coming up on the agenda Council would not enter into discussion now but consider views expressed when the item comes up. The parishioner asked if Council would move item 14 to earlier on the agenda. Cllr Land agreed to consider Item 14 after Item 7.

Comments from parishioners were noted as:

- Correspondence had been sent to Council expressing concern about Grapevine ceasing
- Concerns were expressed about how parishioners without internet will find out information
- One parishioner felt the minutes were not clear how the decision was reached
- Council was asked to note that Tivetshall Parochial Church Council have asked for the donation from the Parish Council to be increased but this has been refused.
- It was understood that the intention was for the (PC) minutes to be printed in CockCrow without any mention of a donation towards production costs
- It was felt that a written copy of news was much easier to read than signing onto a computer, especially the contact details for councillors and the clerk
- Why was there a sudden decision to end The Grapevine after all these years and why the issue had come up as it was not clear

The parishioners were thanked for expressing their views.

6. REPORTS FROM CLERK AND COUNCILLORS

Councillors received the Clerk's Report which had previously been circulated.

The Clerk asked Council to confirm whether the purchase of rings for the litter pick bags should go ahead given the anticipated price of approx. £8.50 each. Cllrs consider better quality sacks might be easier to use. It was agreed to not proceed with purchase of the rings. There was an offer from a parishioner to make fabric bags for use to reduce environmental impact. Council thanked the parishioner and said this is something they would be keen to explore further.

The Clerk brought to Council's attention that two parishioners were now keeping the area around the noticeboard and dog bin on Rectory Road tidy by cutting back vegetation. This was appreciated by Council.

Councillors were asked to approve the notice to be displayed on noticeboards signposting parishioners to information about the PC, this was unanimously agreed.

7. TO CONSIDER MATTERS RELATING TO B4RN PROJECT

Representatives from B4RN were present and were invited to contribute by responding to this agenda item.

7.1 The reinstatement of playing field and village hall grounds following works

It was reported that the mound over the trench along the left hand side of the playing field has now sunk and been stamped down, grass seed will be sown when there has been some rain. It was reported that the dig resulted in a section of fence having to be removed for access, as part of the reinstatement a new fence post needs to go in due to the old post being rotted.

7.2 To receive progress report from B4RN and likely timeframe for next phase of work on playing field and proposals for maintaining access and Health & Safety Considerations.

B4RN assured Council that they will give H&S due consideration, including undertaking local searches to investigate what is there before digging.

7.3 To receive confirmation of position of cabling at rear of village hall

It was confirmed by B4RN that the cable would be laid approximately 1 metre in from the existing fence to the rear of the village hall and then turn at right angles alongside the fence to the mini recycling centre.

7.4 To consider PC response to parishioners' concerns raised with Council

Position of cabinet – it was reported that B4RN have had conversations with parishioner which are ongoing to try and resolve the matter. The boundary between the village hall and the adjacent property has been confirmed with the Parish Council via documents from the Land Registry. The Clerk confirmed there was nothing more the PC is required to do, the parishioners who contacted the PC were informed that B4RN had been invited to the meeting. Therefore, they had the opportunity to attend and put questions to B4RN. B4RN is willing to carry out screening to minimise the visual impact.

B4RN gave a report on progress of the dig into Tivetshall, which is going very well despite the ground being very hard and slowing down digging. The volunteers have worked very hard on the project and it was reported that an increasing number of volunteers will be needed over the coming weeks. It was explained that when work is undertaken on the actual playing field a walking board will be placed across the trench and it is proposed to cordon off the trench from play area, backfilling will take place as quickly as possible so the ground is open for a minimum of time.

Parishioners asked questions relating to wayleaves and congratulated B4RN on the effort put into achieving this for the villages. Cllr Land reiterated this thanks. Cllr Read said that the recent Open Day had been a very informative day.

Council was informed that four properties are currently unable to access B4RN due to a wayleave not being agreed. It may be necessary to dig across the Village Green for about 20 metres, for which the PC would be asked to sign a wayleave. B4RN informed the PC this may need to be on agenda for October. B4RN to inform the Clerk if needed.

ITEM 14 CONSIDERED NEXT (FOR DETAILS SEE ITEM 14)

All parishioners left the meeting before Item 8.

8. TO APPROVE DESIGN AND CONTENT OF NEW PC WEBSITE PRIOR TO PUBLISHING

Cllr Alleguen-Porter presented an update on progress with the content for the new website and proposed a soft launch so councillors could review content. Council agreed to announce the publication of the website on 1st October. Councillors were asked to inform the Clerk of any changes required prior to publication.

8.1 To Agree the number of years of PC meeting documents to publish on the website

Council agreed to retain copies of agendas and minutes of PC meetings on the new website for 5 years plus the current year. Copies older than that will be available from the Clerk on request.

9. TO RECEIVE FEEDBACK FROM CPRE RURAL HOUSING CONFERENCE

Cllr Read presented verbal feedback on the conference. CPRE have offered to come and attend the Pop-Up café if desired. The focus of the day was how to encourage building in the local area without negative impact on villages. Environmental issues also covered. CPRE will be able to support PC with planning issues and the development of the Neighbourhood plan.

10. TO CONSIDER PROGRESS OF TRO RELATING TO BOAT36, BACK LANE, OFF MOOR ROAD

Cllr Land gave feedback relating to the application for a Traffic Restriction Order relating Back Lane (off Moor Road) BOAT36. Cllr Land and Read attended a meeting a few weeks ago Burston and Shimpling PC and representative from various organisations. Proposal from NCC is to open part of BOAT36 to some traffic on a seasonal basis (summer months) but there is opposition to part opening of the TRO. Cllr Read to contact CPRE to see if they can assist by supporting Tivetshall PC before the next meeting.

Agreed to suspend Standing Order 3X as the meeting was going to exceed two hours.

11. TO CONSIDER NEXT STEPS REGARDING PARISH PARTNERSHIP PROJECT FOR 2020/21

The Clerk clarified that the provision of waste bins is not covered by the Parish Partnership Scheme. This leaves village gateways which Council could submit an application for. The Clerk presented photographs of three locations, these being either end of the B1134 and on Rectory Road. Council confirmed they wished to proceed with an application for funding for village gateways and agreed to the suggested locations.

Proposed wording for the gateways was discussed. Suggested wording included - The Tivetshalls welcomes careful drivers, Welcome to The Tivetshalls, please drive carefully, plus speed limit where appropriate. Thank you for driving carefully to be displayed on rear of gateway on exit from the village.

Clerk to get costs for gateways and make contact with NCC Highways to agree locations in readiness for submitting an application for funding.

12. TO REVIEW DATA FROM SPEED AWARENESS MONITORING MACHINE

Councillors reviewed the summary data reports from The Street. A few drivers are still being recorded travelling well over the speed limit. It was noted that data from the SAM machine can be sent to the police for review and follow up.

13. TO CONSIDER HAVING A SEPARATE MOBILE PHONE FOR PC

Cllr Land proposed that Council has a separate phone for the Clerk to use for PC business. Council agreed to reconsider this once the PC has online banking facilities as payments by BACS are likely to be needed,

14. TO CONSIDER GRAPEVINE MATTERS RAISED (ITEM DISCUSSED AFTER ITEM 7)

14.1 To receive correspondence from parishioners

It was noted that Council had received copies of written correspondence from parishioners as circulated by the Clerk prior to the meeting. The Timeframe of Facts Report was read out and Cllr Land asked if anyone was willing to consider becoming a councillor to take on the publication of the Grapevine, nobody came forward. Cllr Land said that the PC did not have a problem with parishioners establishing their own parish newsletter if they wished, without PC involvement. It was reiterated that the PC was sorry to cease the publication of The Grapevine and this was not a decision that had been taken lightly, disappointment was expressed by Council that parishioners had waited until now to come forward.

14.2 To consider further explanation to parishioners of decision

It was agreed that the Timeline of Facts had addressed most of the comments raised by parishioners. The Clerk is to publish Timeline of Facts on the PC website and Facebook pages (included with minutes as Appendix A), plus send that and a brief outline of the proposed solution put forward by parishioners to those who had sent correspondence to the PC.

14.3 To consider any further response from PC

It was agreed that no further response was required by Council. A parishioner asked if the PC would have any objection to a group of parishioners putting together a proposal for a bi-monthly parish magazine to replace The Grapevine, which would include costings, for the PC to consider. Council did not have any objection and said they would consider the options if something was put forward to Council at a future meeting. The Clerk was asked to identify whether the PC could contribute to funding a parish magazine not owned and put together by the Parish Council.

15. HIGHWAYS, FOOTPATHS AND MAINTENANCE MATTERS

The Clerk reported that most ongoing matters have been resolved, as identified in the Clerk's report. It was noted that the fingerpost road sign at the junction of Lodge Road and B1134 is still awaiting repair. The Clerk asked how would Council like to progress with this. Council agreed to take this back, Cllr Land to contact the parishioner and Cllr Alleguen-Porter to review what needs to be done. Road name sign in The Street by Gissing road needs replacing as it is bent over.

15.1 To approve mini recycling centre agreement for 2019/2020

Councillors approved the Agreement the Clerk had completed. Clerk to sign and return.

16. TO CONSIDER OPTIONS FOR VILLAGE CHRISTMAS TREE

The Clerk reported that she had enquired about the PC being supplied with a Christmas tree to grown on and that the recommended size was a tree of 2/3ft high, as that size would have the best chance of thriving. Clerk to respond to parishioner, thank him for his offer and make him aware that a potted tree is available from Cllr Powell and that the care of the tree would be his responsibility. Council agreed to order a Christmas tree for the current year from the same supplier as last year. The set-up of the tree is to be organised by councillors and the Village Hall Management Committee.

17. TO CONSIDER OPT-OUT OF EXTERNAL CENTRAL APPOINTMENT OF EXTERNAL AUDITOR

The Clerk explained that due to Tivetshall PC being recognised as a new Parish Council with the change of boundary in May 2019 it is necessary to consider whether to opt-out of the appointment of an external

auditor by the Smaller Authorities Audit Appointments Ltd. It was noted that previously the old PC had not opted out. Council agreed to retain the previous arrangements and not opt-out. Clerk to respond.

18. TO NOTE CORRESPONDENCE RECEIVED

18.1 To note correspondence from NALC

The letter regarding contributing to a piece of work relating to improving the well-being of residents in Norfolk was noted. Although Council supports the idea it was decided that TPC would not attend.

18.2 To note correspondence from SNC relating to Litter Pick Hubs

Correspondence about becoming a litter pick hub was noted but it was agreed not to pursue.

19. FINANCE

19.1 The balance of accounts and bank reconciliation was received and approved.

19.2 It was noted that no payments had been received into bank

19.3 The Clerk reported on payments that had been made since those approved on 12th June 2019, as identified on the bank reconciliation. The Clerk explained that the peppercorn rent for the playing field had been paid for the current year along with the payment for 2018/19 which had been missed. The Clerk has written to the landowner apologising for the oversight.

19.4 The following payments were approved by Council:

19.4.1. Clerk's monthly gross salary for period 01/09/19 to 30/09/19 of £321.75

19.4.2. Clerk's reimbursement of expenses (office supplies and maintenance materials) - £169.63

19.4.3. Handyman's monthly gross salary for period 01/09/2019 to 30/09/19 of £87.99

19.4.4. Playscape – repair of wobble board and springy chicken - £840.00

20. TO RECEIVE FEEDBACK FROM MEETING REGARDING RENEWAL OF PLAYING FIELD LEASE (CONSIDER EXCLUDING THE PUBLIC)

There was no need to exclude the public as they had all left the meeting earlier. Separate confidential minutes are held for this item.

21. STAFFING MATTERS (CONSIDER EXCLUDING THE PUBLIC)

There was no need to exclude the public as they had all left the meeting earlier.

21.1 To receive details of appointment of handyman

Councillors received the reference provided and details of the appointment of Gareth Hill as Handyman with effect from 1st September. The offer of appointment had been accepted and he has started work. Council agreed that a 2nd ref should be requested.

21.2 To determine tasks to be undertaken by handyman in September and October

The draft task list was approved with the addition of a couple of other matters. Council agreed that if the weather permitted and the handyman was able to do additional hours to treat the wooden picnic tables and benches they would pay additional hours. Clerk to action.

21.3 To determine internal controls of timesheets, salary payments and expenses for handyman

The Clerk asked that extra measures be put in place to ensure robust internal controls. It was agreed that the Chair or Vice-Chair will approve and sign off each month. Cllr Alleguen-Porter will examine when he undertakes his internal inspection of PC accounts.

It was agreed to set up a Buildbase account for the PC as the old account was no longer held by Buildbase. Council agreed that the Handyman and Clerk would be named on the account as authorised to collect items.

21.4 To approve draft contract of employment for handyman

The draft contract was approved. Clerk to issue.

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

There were none.

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

The date of the next meeting was agreed as Wednesday, 9th October 2019, at 7.30pm.

Meeting closed 10.52 pm

Appendix A - Tivetshall Parish Council

Grapevine – Timeline of Facts, September 2019

The Grapevine is a Parish Council bi-monthly magazine, any content relating to PC matters must be written by a member or employee of the Council to ensure content accurately reflects Council's views.

All other content has to be authorised and approved by the PC as owner of the magazine.

The PC is responsible for invoicing advertisers annually.

During the Summer of 2017 a survey was published in The Grapevine asking residents to respond regarding their views about the future of the PC magazine. This was following a change of responsibility for writing content and editing the magazine within the PC a few months earlier.

Of the 250 or so copied delivered fourteen people responded, and of those responses eight people indicated they wanted to retain a printed magazine. The PC met informally to consider the results of the survey. When considering the responses received the PC worked on the assumption that the remaining 236 residents did not have a strong view about the future of Grapevine, or did not see the survey because they didn't read the magazine. At the September 2017 PC meeting Council decided to cease printing the full minutes of PC meetings in Grapevine and instead to print a summary plus and news relating to PC activities. It was agreed to make paper copies of the full PC minutes available from the Post Office for those who prefer to read the full minutes in paper form. At this meeting Council agreed to also include news of interest to residents from other village organisations. After a few months the only other organisations routinely providing editorial for The Grapevine were B4RN and the Village Hall.

In June 2018 the PC the councillor who had been undertaking the writing of the PC material and editing duties informed the PC that he would be stepping down as a councillor. However, he kindly agreed to summarise the minutes for the immediate future to allow the PC to find a replacement.

Council's appeals for new councillors resulted in one councillor joining the PC. This still left two vacant councillor places, despite continued appeals for more people to come forward.

In order to ensure PC business was accurately reflected it was agreed in January 2019 that Cllr Land and the Clerk would take on the writing of the minute summaries and PC news, with a resident compiling the content and arranging the layout of the magazine, ready for final approval by the PC. In reality this meant that the minute summaries were being written by the Clerk, with some time being paid for and some being given on a voluntary basis.

Advertising costs were increased with effect from April 2019 to offset the increased paper and printing costs the Council had been notified of by the printers.

In February 2019 Council resolved to continue production of the Grapevine until September 2019, in its existing format. Council investigated changing the format to A4 but this would be problematic for the delivery team and would not reduce costs.

In the April 2019 edition an appeal was put out for more councillors to help spread the workload and Council made it known that the production of The Grapevine might cease after the August/September 2019 edition if no new councillors came forward.

No new councillors came forward and in fact in the May 2019 parish council elections Tivetshall PC lost another councillor, reducing Council to just four members out of a total of seven seats.

Council did receive information that a resident would be willing to assist with compiling the content in readiness for publication. Whilst this was welcomed it did not meet the need for a councillor to undertake the writing of the summary of minutes and PC news.

One communication was received from a parishioner, who happened to be a printer, expressing his disappointment at the possible cessation of The Grapevine. This parishioner offered to provide a quote to the PC for consideration.

The matter of the Future of the Grapevine was included on the agenda for the June 2019 PC meeting and the Clerk was asked to approach the resident who had contacted the PC for a quotation, based on the same layout. The PC resolved to meet as a working party before the July meeting to further discuss options with the view to a decision being made about the future of the publication at the July PC meeting. The alternative quotation was considered by the working party but did not represent a material difference to the existing printing costs.

At the July 2019 PC meeting feedback was given from the working party and Council agreed that regrettably it would cease producing the magazine after the August/September edition. Council resolved to continue making paper copies of the full minutes available from the Post Office as well as publication on the PC website. It was agreed that the PC website and Facebook pages were better than using The Grapevine for notices, such as road closures. It was agreed that the PC would submit a brief summary of PC activities/news for publication in CockCrow for those parishioners who prefer a brief overview.

The PC notified parishioners that the magazine would not be produced after the August/September edition in that final magazine and via the PC minutes. Since this announcement the PC has received correspondence from nine parishioners, some of whom have direct links with the printing of the magazine.

The PC has still not had any residents coming forward to become a parish councillor.

Prepared by The Clerk for PC meeting on 18th September 2019