



## TIVETSHALL PARISH COUNCIL

**Minutes of Tivetshall Parish Council Meeting:  
7:30 pm, Wednesday 12<sup>th</sup> June 2019, Tivetshall Village Hall**

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

Apologies: None

1 member 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**

Cllr Read and Cllr Alleguen-Porter declared a non-pecuniary interest in item 10 on the agenda, councillors agreed they could participate and vote on any decisions.

The Clerk reported that a request for dispensation relating to village hall business had been received from Cllr Alleguen-Porter. The request was for a dispensation to last 4 years was approved.

**4. TO NOTE RECEIPT OF DECLARATION OF ACCEPTANCE OF OFFICE FORM**

It was noted that a Declaration of Acceptance of Office Form had been completed by Cllr Alyson Read relating to her appointment as Vice-Chair.

**5. MINUTES**

**5.1 To approve the minutes of the 15<sup>th</sup> May Annual Parish Council meeting**

It was noted that an amendment had been made to the list of attendees to include Cllr Bev Spratt as this had been omitted in error. The minutes were accepted and signed as accurate.

**5.2 Matters arising from the 15<sup>th</sup> May minutes**

There were none.

**6. PUBLIC PARTICIPATION – 15 MINUTES ALLOCATED FOR PARISHIONERS FORUM**

**6.1 Reports from District and County Councillors**

**Cllr Martin Wilby (District Councillor)** – Cllr Wilby spoke about an email he'd received about a car parked on grassed area adjacent to Thwaites Oak Close. He also explained that Arts Council Funding had been granted for South Norfolk on Show so it can continue for another three years. Cllr Wilby said the Community Awards had been a great success, with results announced recently, he also explained that nominations for Community Pub of the Year would be open soon.

**Cllr Clayton Hudson (District Councillor)** – Cllr Hudson introduced himself and was welcomed by the Chair. Cllr Hudson encouraged attendance at the Norfolk Police Public Meeting on 17<sup>th</sup> June at Diss Youth Centre as attendance helps to get parish priorities included, especially speed issues. Cllr Hudson reported on the SNC relaunch of the Leisure Centre and the new facilities available. He shared plans for a swimming pool to be built at Long Stratton High School by SNC. Cllr Hudson is a member of the back bench and a representative on the Waveney Valley Drainage Board. It was noted that work had commenced on Hempnall Crossroads and completion is expected to be completed within the expected timeframe.

**Cllr Bev Spratt (County Councillor)** - Cllr Spratt reported on the Global Warming Committee starting at NCC to support the government's carbon free target, the initiative is funded by the government. Cllr Spratt will be a member of this committee.

Cllr Read asked if planning authorities will require property developments to be carbon neutral? Cllrs Wilby and Hudson explained the SNC position relating to new developments and solar panels on listed buildings.

#### **12.2 Parishioners Forum**

A representative from B4RN gave an update on progress. He reported that training for the welding of glass fibre was available for those looking for an opportunity to get involved. B4RN intend to hold an open day for Tivetshall once digging to the village from Shimpling has started, hopefully in the next two weeks.

### **7. REPORTS FROM CLERK AND COUNCILLORS**

Councillors received the clerk's report which had previously been circulated, the Clerk asked if there were any questions or comments.

Cllr Read asked for an update on the visibility issues at the junction of Ram Lane with the A140. The Clerk reported that Highways had attended the site last week and had informed the Clerk in the last few days that measures were being taken to improve visibility.

#### **TO RECEIVE REVISED ASSET REGISTER**

Councillors received and approved the revised Asset Register.

### **8. TO RECEIVE THE REVISED RISK ASSESSMENT**

Councillors received and approved the revised Risk assessment.

#### **TO RECEIVE INSURANCE CONFIRMATION FROM CAME AND COMPANY**

Councillors received notification that confirmation of the PC insurance renewal had been received.

### **10. TO RECEIVE VILLAGE HALL MANAGEMENT COMMITTEE REPORT**

Cllr Read reported that the Tivetshall Tea Junction pop-up cafes remain popular with a small core of volunteers making the major contribution to the running of this. It was also reported that a new fire exit door has been fitted to replace the storm damaged door and that a very successful Evening of Mediumship was held on 6<sup>th</sup> June. It was noted that the AGM is planned for the evening of 3<sup>rd</sup> July.

### **11. TO CONSIDER REQUEST FOR PC ATTENDANCE AT A PUBLIC MEETING FROM COUNTY BROADBAND**

It was reported that further information has been requested and is still awaited. It was noted that Council must remain open minded and impartial on this matter. Clerk to liaise with councillors once information has been received and councillor attendance will be decided at that time.

### **12. TO CONSIDER FUTURE PRODUCTION OF THE GRAPEVINE**

The Clerk reported that at the current time no details of price or information on production processes had been received. It was decided to defer a decision until the July meeting. All to consider options for next meeting. Clerk to prepare a cost analysis for consideration. Councillors resolved to meet as a working party before the July PC meeting in order to discuss options in more detail.

### **13. TO REVIEW COMMUNITY PLAN AND ASSIGN RESPONSIBILITIES**

Councillors agreed to retain a Community Plan to identify objectives for the next 12 months and responsibilities. Councillors agreed the objectives for the PC would need to be kept to a minimum unless new councillors come forward to join the PC. Cllr Allguen-Porter to investigate projects to be considered as an application for funding from Parish Partnership, to be considered at the July PC meeting. Clerk to update the plan and circulate to councillors.

### **14. TO CONSIDER TRAINING REQUIREMENTS**

The Clerk highlighted that Council had lost a large amount of knowledge and experience as a result of the elections process and asked councillors to consider undertaking training to fill knowledge gaps. Councillors agreed to review training courses being offered. Clerk to circulate information to councillors and keep on agenda for July.

### **15. HIGHWAYS, FOOTPATHS AND MAINTENANCE MATTERS**

#### **15.1 To receive details of the Annual Cut of Footpaths**

Councillors received details of the routes included in the annual cut of footpaths from NCC. The Clerk reported that she had replied to a parishioner who had enquired about the annual cut.

**15.2 To consider action regarding ongoing highways matters**

The Clerk reported on matters remaining unresolved despite these being chased a number of times. The outstanding matters include poor visibility at the junction of Ram Lane and the A140; the broken road sign in The Street and large rocks on the edge of the verges/roadway. Councillors agreed the Clerk should continue to monitor and follow up with NCC as appropriate.

The Clerk also reported that no notification of the recent resurfacing works on the B1134 were received by the PC and that this had been raised with NCC.

It was reported that the visibility when coming out of Bonds Road into Rectory Road was still an issue due to a large hedge and telegraph pole. Clerk to raise with NCC.

**15.3 To consider maintenance required on play equipment**

The Chair reported that recent playground inspections had identified the need for some small repair tasks. The repairs are the tightening of screws on the red handles on the adventure play equipment, which a parishioner has offered to undertake plus the replacement of the rotten split poles on the ramp of the zip wire. A parishioner in attendance at the meeting offered to look at the zip wire equipment to identify whether he could undertake the repairs and report back to the Clerk. It was noted that the annual ROSPA inspection may be undertaken before the works could be completed.

**16. INTERNAL AUDIT AND ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR)**

16.1 Council received the internal auditors report and resolved to ensure the two councillors signing cheques will also initial the cheque stubs to ensure compliance with Financial Regulations.

16.2 Council considered, completed and approved the Annual Governance Statement. This was signed by the Chair and The Clerk.

16.3 Council considered and approved the Accounting Statements for 2018/19. This was signed by the Chair and Responsible Finance Officer.

16.4 Council agreed to appoint a councillor as Internal Audit Control Officer for the coming year. Council appointed Cllr Alleguen-Porter to continue in this role.

16.5 Council reviewed the Certificate of Exemption and this was approved by the Chair and Responsible Finance Officer.

16.6 Council reviewed the explanation of variances report and approved this as an accurate explanation of variances.

16.7 The Clerk proposed the period for the Exercise of Public Rights to be from Monday 17<sup>th</sup> June 2019 to Friday 26<sup>th</sup> July 2019. This was approved by Council.

Clerk to action the publication of relevant financial documents on the PC website and the Notice of Exercise of Public Rights. Clerk to submit the completed Certificate of Exemption to PKF Littlejohn LLP by the published deadline.

**17. TO RECEIVE NOTIFICATION OF SNC BIG LITTER PICK DRAW AND CONSIDER SPENDING OF WINNINGS**

Council received notification of winning the prize draw of £200 and expressed thanks to SNC for this welcome injection of funds. Consideration of spending of funds covered under item 18.

**18. TO CONSIDER PLAN FOR FUTURE LITTER PICKS – CONSIDERED UNDER 19**

Cllr Read reported that young people in the village appear to be keen to get involved with environmental matters, especially tackling litter in the villages and removing plastic waste. Council agreed to facilitate young people getting involved and nurture their involvement. Cllr Read to lead a young peoples' working party on environmental issues and reducing waste in Tivetshall. A further litter pick was agreed for during the summer school holidays, to coincide with the pop-up café dates with the view to engage young people and encourage cross generational interaction. Council agreed that the prize money would be used to purchase litter pickers and the rings to help with carrying/filling the bags. Clerk to get costs for litter picks and hoops for bags. Councillors also considered purchasing additional litter bins to discourage littering the village. Clerk to cost up purchase of litter bins and ongoing emptying.

**19. TO CONSIDER ATTENDANCE AT CPRE RURAL HOUSING CONFERENCE**

It was agreed it would be beneficial for Cllrs Read and Powell to attend this conference on 6<sup>th</sup> September, the cost of £35 each was approved. Clerk to book places.

## **20. TO NOTE CORRESPONDENCE RECEIVED**

- 20.1 Correspondence from St Margaret's PCC thanking the PC for their recent donation and asking the PC to review the amount of the donation was noted. The Clerk has requested further details about the increase in costs relating to the upkeep of the churchyard to bring to Council at the July meeting.
- 20.2 Correspondence relating to Scotty's Little Soldiers charity was noted.
- 20.3 Correspondence from Harleston Jobs Club relating to pop-up Jobs Club in Tivetshall was noted. Clerk to share on PC Facebook page.
- 20.4 Correspondence from South Norfolk Police relating to the next public meeting was noted.

## **21. FINANCE**

- 21.1 The balance of accounts and bank reconciliation were received and approved.
- 21.2 Confirmation of payments received into bank were received.
- 21.3 The Clerk reported that no payments had been made since those approved on 15<sup>th</sup> May 2019.
- 21.4 Councillors received the amended CIL report for 2018/19, which had been amended to reflect advice given by SNC.
- 21.5 The following payments were approved by Council:
  - 21.5.1. Clerk's monthly gross salary for period 01/05/19 to 31/05/19 of £269.53 plus 15.5 additional hours for period 1/4/19 – 06/06/19 £163.84, total £433.37 gross
  - 21.5.2. Clerk's Mileage Expenses – £10.13
  - 21.5.3. Clerk Reimbursement for Office Supplies - £27.95
  - 21.5.4. Norse Eastern Six Monthly Grounds Maintenance charge - £610.91
  - 21.5.5. Pauline James for undertaking Internal Audit - £127.80
  - 21.5.6. The Primrose Press, printing of The Grapevine for June/July - £124.20. The Clerk pointed out that the amount to pay was £123.90 due to an overpayment of 30p on the last invoice.

It was agreed to waive Standing Order 3W as meeting was going to exceed two hours

## **22. STAFFING MATTERS (CONSIDER EXCLUDING THE PUBLIC)**

### **22.1 To consider recommendations following the Clerk's Performance Appraisal Review**

No members of the Public present, so no need to exclude the public. The Clerk offered to leave the meeting but Council agreed that would not be necessary. The Chair presented a summary of the Clerk's appraisal review which took place on 5<sup>th</sup> June 2019 and her recommendations following that meeting. Council considered the revisions to the Clerk's duties and responsibilities and agreed to change the scale range of the job to points 7-17. Council agreed to increase the Clerk's pay in recognition of the high performance levels demonstrated. It was agreed to increase the Clerk's pay to £12.39 per hour (Spinal column point 17).

### **22.2 To Consider Future of the Vacant Handyperson role**

Councillors were very appreciative of the offers of help from parishioners to assist with matters such as the setting up and taking down of the SAM2 machine and other ad-hoc tasks. However, Council agreed that there was a need to fill the post as there were too many tasks to expect parishioners to do these on a voluntary basis, although if offers of help were to be received these would be welcomed.

It was agreed to advertise the vacancy on an average of 2 hrs per week, with more hours being worked over the summer months and fewer during the winter. Having reviewed the duties of the job Council agreed an hourly rate of £10.16 per hour, this being a spot salary. The Clerk is to prepare an advert and place in local shops and websites.

## **23. TO RECEIVE ANY URGENT ITEMS FOR INFORMATION AND CARRY FORWARD TO THE NEXT MEETING**

There were none.

## **24. TO AGREE THE DATE AND TIME OF THE NEXT PARISH COUNCIL MEETING**

Agreed as Wednesday, 10<sup>th</sup> July 2019 at 7.30pm

Meeting closed 9.50pm