



TIVETSHALL PARISH COUNCIL

**Minutes of Tivetshall Parish Council Meeting:
7:30 pm, Wednesday 10th July 2019, Tivetshall Village Hall**

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

There were none.

4. MINUTES

4.1 To approve the minutes of the 12th June Parish Council meeting

The minutes were accepted and signed as accurate.

5.1 Matters arising from the 12th June minutes

There were none.

5. PUBLIC PARTICIPATION – 15 MINUTES ALLOCATED FOR PARISHIONERS FORUM

6.1 Reports from District and County Councillors

Cllr Clayton Hudson (District Councillor) – Cllr Hudson thanked participants in the Pink Ladies Tractor run at the weekend which had been well supported and raised funds for Cancer Research. Cllr Hudson reported that South Norfolk on Show and been a very successful event and that the Community Pub of the Year competition was now open for residents in South Norfolk to vote on their favourite pub until 8th September. Cllr Hudson reported on a Litter Campaign that's been launched – If You Love Norfolk Don't Leave Litter; there is an opportunity for parishes to sign up and pledge support by picking up litter. SNC have received funding to allow parishes to apply for up to £200 worth of litter picking equipment.

Cllr Hudson informed Council of events based at The Pennoyer Centre to mark the 100th anniversary of the Pulham St Mary airships.

The Clerk asked for Cllr Hudson's assistance with the replacement of the road name sign for Star Lane (by junction with B1134) as despite being reported and followed up a number of times this remains broken. Cllr Hudson to follow up.

6.2 Parishioners Forum

A representative from B4RN gave an update on progress and said that B4RN now had sufficient backing to do the whole of Tivetshall. It is planned to get the base unit by the village hall in place soon, an application to UK Power Networks to provide power has been submitted. An Open Day is planned for Tivetshall with a sample dig to demonstrate to parishioners what's involved, the proposed date for this being 11th August. Planned route is to work up from Shimpling to Primrose Farm, then to the village hall. Information has been posted on Facebook.

Cllr Powell asked whether all wayleaves were now agreed; the B4RN representative confirmed that all are agreed apart from one.

Cllr Alleguen-Porter asked whether a link could be put on the PC website to B4SN, the B4RN representative will check and inform the PC.

It was reported that David Evans is now employed by B4RN in this area to promote further development of the initiative in this area.

It was noted that the VH will have free access to broadband quite soon and that the PC or Village Hall Management Committee may wish to promote this to users.

6. REPORTS FROM CLERK AND COUNCILLORS

Councillors received the clerk's report which had previously been circulated, the Clerk pointed out that an appointment to discuss the playing field lease with the landowner had now been arranged and the Clerk's Report amended accordingly.

7. TO CONSIDER PLAY EQUIPMENT ANNUAL INSPECTION REPORT FROM PLAY SAFETY

Councillors reviewed the annual inspection report from Play Safety which detailed the inspector's findings when the inspection was carried out on 17th June 2019. Council agreed to undertake the immediate repairs identified in the report, these being the repair of the broken end supports of the Wobble Board and re-setting the Springy Chicken into the ground. It was agreed to accept the quotation from PlayScape to undertake this work at the quoted price of £700 plus VAT. It was also agreed to complete the repairs to the slope up to the Zip-Wire by replacing the base board with new wood. The parishioner who has been working on this has kindly agreed to complete the remaining work. Council agreed to reimburse the parishioner the cost of materials required. Clerk to action.

Other recommendations in the report to be investigated over the next few weeks and considered at a future meeting. Clerk to action. It was noted that in general the older pieces of play equipment were beginning to show signs of ageing and that Council would need to start planning a replacement programme.

8. TO CONSIDER PROJECT FOR PARISH PARTNERSHIP FUNDING FOR 2020/21

Council agreed to submit an application for Parish Partnership funding again for project funding in 2020/21. It was agreed that having more waste bins in place would support Council's desire to keep the Tivetshalls clean and tidy and reduce the amount of litter being discarded by roadsides. Each bin costs in the region of £450. Clerk to continue investigating cost of regular emptying and whether this can be combined with dog bin emptying.

Another proposal was to have village gateways at the main entrances to the villages as this might make drivers more aware that they are entering a village and therefore reduce excessive speeding.

Clerk to identify if these would be covered by the Parish Partnership scheme and report back to Council. Clerk to seek feedback from parishioners on preferred project.

9. TO CONSIDER PC RESPONSE TO POLLING DISTRICT CONSULTATION

The Clerk reported that SNDC were undertaking a review of polling districts following the recent election. Councillors noted that no issues had been identified relating to Tivetshall Village Hall and Council therefore agreed to support the SNDC to retain the existing arrangements. Clerk to respond.

10. TO DETERMINE FUTURE PUBLICATION OF THE GRAPEVINE & ADVERTISING ARRANGEMENTS

Cllr Rita Land gave feedback from the working party held since the last PC meeting. It was noted that at present the PC is committed to publishing The Grapevine up to the August/September but that the working party felt continued publication beyond this date was no longer best use of parish council resources. Cllr Land proposed to Council that regrettably publication of The Grapevine should cease after the next issue, this was agreed by Council. Council agreed to continue to publish minutes of PC meetings on the PC website and to have hard copies of the PC minutes available from the Post Office. Council have resolved to include a summary of PC activities in Cock Crow for those who prefer a brief overview. Council will ensure that items of interest will be published on the PC website and Facebook pages, thus providing information in a timely manner. Council wished to express their thanks to the CockCrow distributors, who have done such a sterling job delivering The Grapevine in all weathers.

It was noted that the development of the new more user friendly PC website will make it easier for users to access information. The Clerk and Cllr Alleguen-Porter aim to have the new website published over the

summer. The Clerk will ensure the PC noticeboards include relevant information about how to locate items of interest.

The Clerk will write to advertisers to inform them of the change and to offer them advertising space on the PC website for a very reasonable cost of £12 for twelve months. The Clerk to advise the current printer and thank him for providing a very good service over many years, plus the past editor who has assisted the PC greatly. Clerk to respond to a parishioner who had provided an alternative quote for consideration and thank him for his interest.

11. TO CONSIDER APPLYING FOR SNDC LITTER PICK EQUIPMENT GRANT

Council agreed to apply for 20 sets of litter pickers, vests and bin bags and use the winnings from the recent SNDC Litter Pick Draw to buy bin bag hoops and use any remaining money towards replacing bins on playing field with animal proof bins. Clerk to obtain costs. Cllr Read confirmed that she will continue looking into involvement of young people in environmental issues and litter picks in the village, it was hoped it may be possible to arrange a litter pick over the summer before students return to college/school.

12. TO REVIEW DATA FROM SPEED AWARENESS MONITORING MACHINE AND DETERMINE LOCATIONS FOR NEXT TWO MONTHS

Councillors reviewed the summary data reports from The Street and Rectory Road. It is evident that a few drivers are continuing to drive well in excess of the speed limit. Whilst this is a disappointment councillors were pleased that overall the data showed the SAM machine was reducing speeds. It was agreed that Cllr Alleguen-Porter would undertake some analysis of the speed data to identify any trends. The Clerk to send reports.

Council agreed the next location (from the end of July) for the SAM machine would be on Rectory Road monitoring traffic travelling east towards the A140 and then in September on Green Lane, monitoring traffic travelling towards the school. Cllr Read agreed to take responsibility for the SAM machine and equipment while The Clerk is on leave.

13. TO REVIEW AND AGREE COMMUNICATION PROCESS WITHIN PC

The Clerk asked Council to consider the need for a Communications Policy as the process put in place by the previous PC may need updating. It was noted that the use of Messenger or WhatsApp might be more appropriate when all councillors and the clerk needed to be included in a message, such as the recent anti-social behaviour incident. It was agreed the Clerk will send a proposed communications policy to councillors for review prior to agreeing at the September PC meeting.

14. TO CONSIDER PC RESPONSE TO ANTI-SOCIAL BEHAVIOUR

The chair gave feedback on the recent anti-social behaviour incidents on the playing field, which have been reported to the police and the necessary action taken. This type of behaviour will not be tolerated by the PC, nor the police. Council agreed that the Clerk should put a message on the PC Facebook page and in The Grapevine informing residents that police were able to identify the individuals concerned and have dealt with the matter.

15. HIGHWAYS, FOOTPATHS AND MAINTENANCE MATTERS

15.1 Councillors agreed the tasks needing to be undertaken by the Highway Rangers and expressed concern that in the past tasks have not always been undertaken. Clerk to action.

15.2 Maintenance matters were considered. It was noted that some footpaths/bridleways have been cut but not others. Clerk to follow up with Public Rights of Way Officer at NCC. The general state of repair of the PC noticeboards and benches was discussed and Council agreed that this work needed to be undertaken as soon as possible. The Clerk was asked to obtain quotes in for maintenance/replacement of noticeboards and preserving of benches. It was also suggested that there might be some parishioners who might 'adopt' a noticeboard or bench and take responsibility for keeping it clean and tidy. Clerk to put a request for 'adopters' in The Grapevine and on the PC Facebook page.

16. TO CONSIDER TRAINING REQUIREMENTS

There were none.

17. TO NOTE CORRESPONDENCE RECEIVED

17.1 Correspondence from parishioner relating to maintenance issues and the parish Christmas Tree were noted and it was agreed most matters were already in hand. Clerk to follow-up. Council agreed to put the matter of the Christmas Tree on the September agenda.

17.2 Correspondence from the Norfolk Police & Crime Commissioner was noted.

Council agreed to waive Standing Order ~~30~~^{3x10} as the meeting was going to exceed 2 hours.

18. FINANCE

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

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

18.3 The Clerk reported that no payments had been made since those approved on 12th June 2019

18.4 The following payments were approved by Council:

18.4.1. Clerk's monthly gross salary for period 01/06/19 to 30/06/19 of £321.75 plus arrears relating to increase in salary of £184.87 for period 1/4/19-30/06/19

18.4.2. Clerk's monthly gross salary for 01/08/19 to 31/08/19 of £321.75

18.4.3. J Crerar Grounds Maintenance 2nd quarter - £702.50

18.4.4. Play Safety, Annual RoSPA Inspection - £115.80

18.4.5. DPM Security Ltd, adjustment of CCTV camera - £60.00

18.4.6. Guy MacGregor & Associates, payroll administration months 7-12 = £27.00

18.4.7. Tivetshall Community Car Scheme - £17.15

18.4.8. Clerk's expenses for reimbursement of office supplies - £17.30

18.4.9. CPRE – attendance at Rural Housing Conference - £70.00

19. STAFFING MATTERS (CONSIDER EXCLUDING THE PUBLIC)

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

Cllr Alleguen-Porter asked for the Parish Partnership Scheme and the re-pointing of the village sign to be included on the September agenda.

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

Due to annual leave of councillors it was agreed to hold the meeting a week later than normal. To be held on Wednesday, 18th September 2019 at 7.30pm. Clerk to amend hall hire.

Meeting closed 9:50pm