



TIVETSHALL PARISH COUNCIL

**Draft Minutes of Tivetshall Parish Council Meeting:
7:30 pm, Wednesday 11th March 2020, Tivetshall Village Hall**

Present: Cllr Rita Land (Chair), Alyson Read (Vice Chair), John Powell and Ros Hill (Clerk).
Cllr Martin Wilby (District Councillor)

Apologies: Cllr Rob Alleguen-Porter

2 members of the public in attendance

1. CONSIDERATION OF ACCEPTANCE OF APOLOGIES FOR ABSENCE

Apologies had been received from Cllr Alleguen-Porter due to holiday arrangements. These were accepted.

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 12th February Parish Council meeting

The minutes were accepted and signed as accurate.

4.2 Matters arising from the 12th February minutes

There were none.

5. PUBLIC PARTICIPATION –

5.1 Reports from District and County Councillors

Cllr Wilby reported that Council Tax Bills had been sent out which included an information leaflet. The Link magazine had also been sent to all properties in the SNC area. Cllr Wilby clarified that SNDC was responsible for clearing up large deceased animals off the roadside, such as large deer. Coronavirus – Cllr Wilby reported that the Emergency Committee met on 4th March and will continue to be kept up to date as the situation develops. SNC is a member of the Resilience Forum with many other partner agencies and has a business continuity plan for SNC and NCC to enable working from home and business continuity. Preparations are underway. Cllr Wilby said it was important residents keep informed via Gov.uk website and the NHS website. Cllr Wilby reminded Council that the deadline for commenting on the GNLPC consultation was 16th March. The Clerk confirmed that a response from TPC had been sent.

Cllr Wilby confirmed that he would be attending the site meeting on 18th March to discuss BOAT36, off Moor Road.

Cllr Read asked if Cllr Wilby was aware of the retrospective application for pantile roof at Mardle Hall and asked what his views on it were.

5.2 Parishioners Forum

Parishioner representing B4RN was told he would be able to speak on Item 8.

6. REPORT FROM CLERK AND COUNCILLORS

6.1 To receive Clerk's report

The previously circulated Clerk's report was received and noted.

Cllr Land commented that whilst Highways had attended to the surface water on Ram Lane it had returned after the recent rain – Clerk to monitor and update Highways if necessary.

6.2 BOAT 36 Update

Emails which had been circulated were noted. Cllr Land presented a further update received from B&SPC that day regarding a proposed meeting on 18th March with County and District Councillors and representatives from relevant departments at NCC. Cllr Land to attend.

7. UPDATE ON B4RN COMMUNITY BROADBAND

The B4RN representative gave an update on progress on preparations to get the first properties connected. 30 properties aimed to be ready for connection by the end of March. Planning to enable business continuity is being undertaken. Representative said he would send a copy of his update to the Clerk by email to be held on file. He stated that the school and village hall are now ready for connection. It was noted that poor weather has been a factor in delaying progress, but despite this volunteers have worked very hard. It was reported that an error led to a problem when digging recently, a lessons learned exercise has been undertaken and measures put in place to reduce a repeat of this error.

8. VE DAY 75TH ANNIVERSARY CELEBRATIONS

Cllr Read gave an overview of arrangements made to date for the afternoon of fun family activities and refreshments. A request was made for the PC to contribute £160 to pay for the hire of two bouncy castles for the afternoon, which would benefit families of all ages attending. It was reported that a number of village organisations would contribute to the day. Cllr Land expressed that she proposed the PC donated £250 towards the costs of the event to be used as seen fit for the benefit of parishioners, with any remaining funds to be kept for village hall funds. This was unanimously agreed.

9. HIGHWAYS, FOOTPATHS AND MAINTENANCE MATTERS

9.1 To note confirmation of grounds maintenance contracts for 2020/21

The Clerk confirmed that both J Crerar and Excite Solutions have been contacted to confirm Council's acceptance of their quotations. Excite Solutions will invoice monthly throughout the cutting season and are likely to do the first cut during March. J Crerar may also do one cut during March as the grass is quite long (due to the mild wet winter), but then they will do one less cut in April.

Council asked that a request for grass cutting a week before VE Day celebrations. Clerk to action.

9.2 To consider management of bee orchids identified as growing on the Village Green

The Clerk has made J Crerar aware that the area where bee orchids appear to be present should not be cut until investigations are complete. The Clerk has spoken to Ketteringham Depot and they will investigate but have asked for photographs of the bee orchids and the location. Clerk to action.

10. CONSIDERATION OF USING COMMUNITY PAYBACK SCHEME

The Clerk recapped on the possibility of requesting a work team to undertake tasks identified within the village and the possibility of joining up with other parish groups to provide two weeks of work for a team to undertake. Examples of work they may be able to do include weather proofing the rest of picnic benches on the playing field, plus the benches and cleaning and staining the wooden play equipment. They may also be able to repair and varnish the PC noticeboards. Clerk to express an interest to Community Payback Team and identify tasks to be undertaken.

11. CONSIDERATION OF PLANNING APPLICATION 2020/0387 – LISTED BUILDING CONSENT

Retrospective Application to change roof material from thatched to pantile. Mardle Hall, Rectory Road, Tivetshall St Mary. It was noted that this property has had a pantile roof since at least 1991 and possibly earlier. Council agreed to recommend the application be approved. Clerk to respond.

12. CONSIDERATION OF RESPONSE TO EMAIL REGARDING A REPLACEMENT PUBLICATION FOR THE GRAPEVINE

The Clerk reported that an email had been received from the parishioners intending to set up the replacement publication, in which they had asked how the PC wished to be invoiced for the PC contribution and what type of organisation was needed to be established. The Clerk had replied providing a link to the government website outlining various structures for community and voluntary organisations and gave an example of one way in which the group could invoice the PC. It was noted that the group would need to have a bank account set up for the PC to make a payment to the group, as indeed they would also need for the payment of advertising invoices, plus they would need to establish themselves as a community group to ensure transparency and accountability to parishioners. The group have since replied stating that this was not something they had anticipated needing to do and they would therefore no longer be pursuing the establishment of a replacement publication for Grapevine. Whilst some investigations into alternative

arrangements have taken place between members of the group and councillors, it has become clear that these are not viable options.

Council expressed disappointment that the group concerned had decided to not continue with the production of a replacement village publication for Grapevine at this time, despite Council's agreement to fund printing costs up to £525, as agreed at the January 2020 PC meeting.

13. CONSIDERATION OF PC REPRESENTATION AS A TRUSTEE OF THE FRIENDS OF TIVETSHALL SCHOOL

It was reported that an invitation had been received by the Parish Council from the Chair of the Friends of Tivetshall Primary School (FOTS) inviting the PC to nominate a representative to take up position as a Trustee of FOTS. Cllr Read reported that she had attended the FOTS meeting at the beginning of March on behalf of the PC and VHMC. Cllr Read reported back to Council about that meeting.

Cllr Land expressed that she would very much like to have been a trustee but felt it could be a conflict of interests. Cllr Land would however, like to attend meetings on behalf of the PC, as and when time allows. Clerk to reply.

14. DEVELOPMENT OF THE NEIGHBOURHOOD PLAN

Cllr Read and Powell gave an update on information they had acquired from the neighbourhood plan networking meeting. It was noted that the SNC Planning Review buys those parishes now embarking on the development of a Neighbourhood Plan a bit more time.

Cllr Read reported that £15000 in grants was available to fund the consultant fees.

Steering group – it was noted that between 8 and 12 members were the optimum numbers.

14.1 To consider holding two-hour meeting on site with Rachel Leggett to assess next steps

Meeting proposed for the morning of Monday 16th March. Cllr Read to arrange with Rachel Leggett and inform councillors. The cost of this meeting at £120 was unanimously agreed. Clerk to attend the meeting to take any notes required.

14.2 To consider holding a one-day workshop with steering group and PC to develop an action plan.

Cllr Read explained the purpose of the one-day workshop in getting the Neighbourhood Plan off the ground and cement the Steering Group. Council unanimously agreed the funding of the one-day workshop at a cost of £960.

15. REVIEW OF REVISED FINANCIAL REGULATIONS

The Clerk reported that a review of the Financial Regulations had been undertaken and the current Regulations, adopted by Council in May 2019, were still fit for purpose. It was noted that they may need updating if any of the legislative amounts change in the next few months. Council agreed to accept the reviewed document. Clerk to action.

16. CONFIRMATION OF DATE OF INTERNAL AUDIT

Council received confirmation that the date of the internal audit had been agreed with the new Clerk and internal auditor and was booked to take place on the afternoon of 29th May 2020. It was noted that if possible the Chair should attend for part of the audit in order to verify the audit taking place. New Clerk to liaise with Cllr Land.

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

17. CONSIDERATION OF ARRANGEMENTS FOR TRANSITION TO NEW CLERK

17.1 Consideration of transfer of files and PC equipment to new Clerk

The Clerk proposed that the Handyman move the PC files and office equipment from the existing PC address to the new PC address on either the 30th or 31st March. This was agreed by Council.

The Clerk identified other items belonging to the PC which need to be stored and proposed the slippery surface sign be stored in the pavilion and the Christmas tree lights be stored at Cllr Land's address.

The Clerk asked councillors to consider whether they wished to set up a post redirection for Parish Council mail. Council agreed to set this up for six months. Clerk to action.

17.2 Consideration of four weekly arrangements for SAM machine

Cllr Powell to receive and transfer the SAM machine for the PC in future, undertaking liaison with the volunteer who sets up and takes down the machine and ensuring batteries are charged. Clerk to arrange

handover of arrangements and inform Burston and Shimpling PC, update the Asset Register and send a copy of the joint agreement to Cllr Powell for reference.

18. TO NOTE CORRESPONDENCE RECEIVED

- 18.1 Correspondence from Came and Company was noted.
- 18.2 Content of the NALC Bulletin was noted.
- 18.3 Content of the NPTS Newsletter was noted.
- 18.4 Correspondence from the Network for Later Life (formerly South Norfolk Older Peoples Forum) was noted.

19. FINANCE

- 19.1 Council received the balance of accounts and bank reconciliation. The Clerk reported that Cllr Alleguen-Porter had undertaken his end of year internal checks of the Council accounts.
- 19.2 Council received confirmation of payments received into bank.
- 19.3 Council received confirmation of payments made since 12th February 2020.
- 19.4 The following payments were approved:
 - 19.4.1. Clerk's monthly gross salary for period 01/03/2020 to 31/02/2020 of £321.75 plus additional hours of £123.90. Total gross salary £445.60
 - 19.4.2. Clerk's reimbursement of expenses (office supplies) - £8.40
 - 19.4.3. Clerk's Reimbursement of Mileage - £37.13
 - 19.4.4. Norfolk Parish Training & Support, Subscription - £104.50

20. STAFFING MATTERS (CONSIDER EXCLUDING THE PUBLIC)

Council received notification of the appointment of Rosie Riches to the post of Clerk. Her employment is due to commence on 23rd March to allow for a handover with the current Clerk. The Clerk reported that two satisfactory references have been received and that an offer letter has been sent to the new Clerk, which has been accepted and returned. Clerk to issue Statement of Particulars.

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

Council received the Coronavirus briefing for Parish Councils. It was suggested that a councillor needs to keep a watching brief and identify what the PC can do to assist residents. The Clerk offered to put a post on Facebook, TFAF group and websites offering assistance to those who are self-isolating or in a situation where they need assistance.

A review of the Emergency Plan to include response to Coronavirus to be undertaken at the April meeting.

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

The date of the next meeting was agreed as Wednesday, 8th April 2020 at 7.30pm

Cllr Land finished the meeting by thanking Ros Hill for her previous service to Council as Clerk and welcomed Rosie Riches.

Meeting closed at 9.46 pm