



TIVESHALL PARISH COUNCIL

**Minutes of Tivetshall Parish Council Meeting:
7:30 pm, Wednesday 14th June 2017, Tivetshall Village Hall**

Present: Rita Land (Chair), Robert Alleguen-Porter, Chris Sadler, Tony Jollans, Alyson Read, Ros Hill (Clerk) and Chris Miller
5 members of the public.

Apologies: Received from Martin Wilby

1. APOLOGIES AND APPROVALS OF ABSENCE

Apologies were received from Martin Wilby (District Councillor)

2. TO CONSIDER APPLICANTS FOR CO-OPTION

There were none.

3. TO RECORD DECLARATIONS OF INTEREST AND CONSIDER DISPENSATIONS

There were none. Cllr Jollans declared an interest in item 9.

4. MINUTES

The minutes of the meeting on 10th May were reviewed and approved as accurate.

There were no matters arising from the May minutes.

5. PUBLIC PARTICIPATION

5.1 Report from District Councillor – Martin Wilby had sent his apologies along with an email congratulating the organisers (Tivetshall Families and Friends) of the Fete and Dog Show on a very successful event.

5.2 Parishioners Forum

A report was given on the progress on the Community Broadband project. Press release is to come out shortly. Next step is to plan entire route and get agreement for sites of cabinets. Proposal to site a cabinet in grounds of Tivetshall Village Hall on land owned by the Parish Council, the cabinet would need a power supply but cost of this would be paid for broadband company. In exchange for allowing cabinet to be sited in its grounds the village hall would have free internet access for all hirers – wifi hotspot. This could be password protected to prevent misuse. The broadband company will maintain cabinet and insure it and make any arrangements if it had to be moved in the future. PC will be agreeing to access on its land to the cabinet. Voted and agreed that village hall site can be used.

It was agreed that an article about the broadband project should be put in each issue of Grapevine to keep residents informed.

The Project committee would like to hold another parish meeting to inform residents of progress – proposed 4th July and asked if PC would support that meeting by covering the cost of the hire of the village hall. Agreed that PC will cover cost.

A parishioner asked on behalf of Tivetshall Families and Friends (TFAF) who needs to approve siting of cinema equipment in the village hall. A representative from the Village Hall Management Committee (VHMC) confirmed that permission would be required from VHMC. Equipment is likely to increase insurance of village hall by approx. £50 per year. It was agreed that a written agreement needs to be in place confirming who is responsible for various aspects – this needs to be confirmed between TFAF and VHMC. The TFAF representative confirmed that TFAF will fund the project and donate the equipment to the village hall to be used for the good of the community.

6. REPORTS FROM CLERK AND COUNCILLORS

6.1 Update on footpath signing, misuse and access issues to public rights of way

Cllr Sadler reported that the posts supplied by NCC have been erected and he is waiting for delivery of further supplies. Unclear how many more signs may be provided by NCC.

The Clerk reported that the annual cut of footpaths was underway. A small additional length of footpath had been added to the original planned cut. Clerk to check on progress with NCC as not all planned routes have been cut.

6.2 Update on speeding traffic along B1134

The Clerk reported that the police have said they will monitor the speed of traffic along the stretch of road between the railway crossing and the A140 junction, they are aware that speeding is a particular problem on Sunday mornings. Clerk to enquire on progress with police.

6.3 Update on Signage at end of Ram Lane

The Chair reported that The Old Ram management had promptly moved the A frame advertising boards and removed the sign fixed to the railings, this has improved visibility for at the Ram Lane and the A140 junction.

7. PLANNING

7.1 2017/0819 (withdrawal of application) Land West of The Street Tivetshall St Mary Norfolk. Proposed detached four bedroom dwelling. It was noted that this planning application had been withdrawn.

7.2 2017/0543 (amended application) Mardle Farm Barn Ipswich Road Tivetshall St Mary NR15 2DH
Council did not have any objections to the amended application.

7.3 2017/1001 (change of use) Wilkins Barn Hales Street Tivetshall St Margaret NR15 2EE
Application approved but Council to ask SNDC to ensure it remains a short-term holiday let and that steps are taken to protect the residential amenity and privacy of nearby properties. Clerk to copy response to Bev Spratt and Martin Wilby.

7.4 2017/1060 (application) Plot 2 Land South East Of Shangri-la The Street Tivetshall St Mary
Application to be recommended for approval but TPC ask that residential amenity of nearby properties is protected by taking steps to reduce noise from the air source heat pump.

7.5 Neighbourhood Plan - Proposed Dickleburgh and Rushall Neighbourhood Plan
It was noted that the map supplied with the proposal showed the plan area covering a small area of Tivetshall St Mary, despite the letter stating that existing parish boundaries would be used. Clerk to bring error in mapping to the attention of SNDC and ask for this to be corrected. It was agreed that the map should be correct.

There followed a discussion about whether Tivetshall should consider having its own neighbourhood plan or join with a neighbouring parish. It was agreed to ask someone to talk to Council about what's involved. Clerk to undertake further investigations and make contact with someone at Brome and Oakley PC who may be able to assist or advise.

8. HIGHWAYS & MAINTENANCE MATTERS

8.1 Additional Dog Waste Bin

Consideration was given to the request from a parishioner for the provision of an additional dog waste bin in the vicinity of Star Lane/School Road as there is no dog bin there at present. Agreed that another dog bin would be a benefit to the village. Clerk to make enquiries about cost for purchase and emptying.

8.2 To Consider Next Steps for Bus Shelter on A140

Clarification has been obtained from Norfolk County Council about the procedure to be followed. Funding is approved, TPC to arrange for works to be carried out and necessary licences to be obtained from NCC Streetworks Dept, Highway Engineer and B&C Shelter Solutions Ltd.

The Clerk will enquire whether type of bus shelter will affect funding. Clerk to enquire why NCC do not oversee the works and when this became responsibility of parish councils.

8.3 Playing Field Fence Repairs/Replacement

A quote has been submitted to replace the wooden fence posts with concrete posts and wooden cross-bars. Cost quoted is much more than Council had agreed to spend on repairs. The quote had no explanation of how wooden rails would be attached to the concrete posts. Issue of whether funding could be obtained for a new fence. Proposal for a complete new post and rail fence - Clerk to arrange meeting on site with Nick Thrower and another contractor to obtain quotes. Concrete posts to be erected between car park and oil tank. Small fence along garden strip.

9. VILLAGE HALL ANNUAL GENERAL MEETING

Chair asked when the Village Hall Management Committee planned to hold their AGM. Likely to be September/October but date to be confirmed, as dependant on when work to the village hall floor will take place.

10. TO AGREE LEAD RESPONSIBILITY FOR COMMUNITY PLAN WORKSTREAMS FOR 2017/18

Lead responsibility was assigned to councillors for the various work streams on the community plan. Suggestion that a report is given by the VHMC to the PC each month – repairs, work planned, etc. Cllr Alyson Read proposed the motion of a monthly report to the PC from the VHMC – agreed that Cllr Jollans will do this. Clerk to amend plan and circulate.

11. TO CONSIDER ADOPTING A COMMUNICATIONS POLICY

- 11.1 Grapevine and communications with parishioners was discussed. Cllr Jollans to continue to write content for Grapevine in the time being, but would like to handover to another person in the near future. Ideas for the future to be considered and the matter to be included in the agenda for the July council meeting.
- 11.2 Communications between councillors and the clerk were discussed and Cllr Alyson Read presented a paper outlining timeframes and proposals for communications. It was agreed to continue with the current timeframes for requesting items for the agenda, publishing of the agenda and distribution of the draft minutes. Agreed that Clerk will use One Drive to share documents relating to the council meeting and these will if possible be shared at the same time as the agenda is published. The Clerk will also use One Drive to share communications with councillors on a weekly basis and only use email to share urgent items agreed by the Chair. The Clerk will put together a calendar for the rest of the year identifying key dates to assist councillors with planning. It was agreed that all communications from councillors should go via the Clerk to discuss with the Chair.

It was agreed to suspend Standing Order 3w to allow the meeting to go over 2 hours.

12. TO CONSIDER THE RISK ASSESSMENT AND RISK MANAGEMENT PROPOSALS

The Clerk highlighted areas of risk and remedial action in the risk assessment which had been circulated prior to the meeting. The Clerk reported that the internal auditor had reviewed the risk assessment and found the measures satisfactory. The risk assessment was approved and signed by the Chair. Clerk to monitor progress on remedial actions.

13. PLAY EQUIPMENT INSPECTION

Communications had taken place with someone a neighbouring parish uses for the inspection of their play equipment. A price of £80.00 was quoted to carry out the annual inspection of the play equipment plus an additional charge of £80.00 to undertake on-site training of a lay inspector at the same time. Both amounts exclude VAT. Clerk to identify what level of training the lay inspector needs to have by contacting insurers. Clerk to contact Play Safety who did the inspection last year to obtain a cost for the same and their proposed timeframe.

The Chair reported that there were not any expressions of interest at present in the role of inspecting the play equipment on weekly basis.

14. TO AGREE TIMEFRAME FOR EXERCISE OF ELECTORS RIGHTS

- 14.1 The Clerk explained that Council must comply with the mandatory timeframe; it was proposed that the period for the exercise of electors rights would commence on 20th June 2017 and last until 31st July 2017. Clerk to publish notice on 16th June. Approved by Council.

15. TO AGREE TPC RESPONSE TO THE LOCAL GOVERNANCE REVIEW

- 15.1 Cllr Alyson Read presented a paper outlining a draft response from TPC. Some factual content needed to be corrected. Agreed that Cllr Chris Miller will merge Cllr Read's and Cllr Jollan's documents and obtain agreement from councillors via email and send to the Clerk once agreed for submission to SNDC by the consultation deadline.

16. TO NOTE CORRESPONDENCE RECEIVED

- 16.1 An email had been received from a parishioner about empty butane gas canisters being found dumped in the village. This had been reported to Norfolk Police who had set up an incident report and asked to be informed of any future occurrences of this type of litter.
- 16.2 An email had been received from SNDC offering further recycling facilities within the Tivetshalls. It was agreed not to take this any further as agreement had been reached to follow up the provision of a clothing and shoe bank by the East Anglian Air Ambulance.

17. TRAINING FOR CHAIR

The Chair is booked to attend training on Chairing Meetings - approved

18. FINANCE

18.1 To Report on Review of Council End of Year Accounts

Cllr Rob Alleguen-Porter reported that he had carried out a thorough inspection of the 2016/17 accounts just before the internal audit and these balanced at year end. Concern was expressed that Council needs to have better budget monitoring systems in place and that he was willing to assist the Clerk with this.

18.2 To Consider and Agree Process for Internal Controls

The Clerk reported that the internal auditor approved of the proposal that a councillor (who is not a bank signatory) carrying out regular reviews of the Council's accounts. It was agreed to put checks in place once per quarter and Cllr Rob Alleguen-Porter will undertake these.

18.3 To Report on Internal Audit

Councillors were presented with the report from the internal auditor, findings were that it was evident that the Council has adequate controls in place and the auditor had signed the internal audit part of the Annual Return.

The following comments were made:

1. "It is excellent that the clerk's reconciliation is presented to the full Council at each meeting but it would be helpful if it were signed by the chairman to confirm approval. This would provide additional comfort at audit.
2. Minutes: The Precept for 2017-18 is discussed in the minutes of 11th January 2017, but the amount decided upon is not stated. It is important to show the approval of the full Council for the actual amount decided on.
3. I note that the village hall is owned by the Parish Council, but managed by trustees of a separate charity under a conveyance dated 1951. The hall, hall contents and oil tank are on the asset register for the Parish Council but seem to be insured by the village hall charity. This may need checking. The accounts for the village hall are separate from those of the Council."

18.4 To Receive the Balance of Accounts

The Clerk presented that balance of accounts as at 07/06/17 plus the list of payments for authorisation in June. The bank reconciliation was approved by the Chair.

18.5 To review and approve the Annual Return

18.5.1 The Annual Return was reviewed by Council

18.5.2 The Annual Governance Statement (Section 1) of the Annual Return was completed and approved by Council

18.5.3 The Accounting Statements (Section 2) of the Annual Return, along with the end of year bank reconciliation and explanation of variances were agreed and approved by Council.

18.6 To Review Planned Expenditure for 2017/18

The proposed amounts to be spent in 2017/18 for each budget heading were reviewed and it was agreed that improvements need to be put in place to support improved monitoring against budget provision. The Clerk brought to Council's attention that insufficient budget provision had been made for some budget headings but it was agreed that there were sufficient funds available and that it was not necessary to amend the budget provision.

18.7 The Following Payments were Authorised:

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| 18.7.1 | Clerk's expenses for office supplies and petrol - £25.65 |
| 18.7.2 | Clerk's monthly gross salary for period 01/06/17 to 30/06/17 plus claim for ten and-a-half additional hours for updating of policies/attending training - £313.40 |
| 18.7.3 | HMRC- PAYE for May – already approved in May as part of gross salary |
| 18.7.4 | The Primrose Press – printing June/July Grapevine - £172.00 |
| 18.7.5 | Norse Six Monthly Charge - £610.91 |
| 18.7.6 | Norfolk Parish Training and Support (Understanding your Council's Finances) - £40.00 |
| 18.7.7 | Norfolk Parish Training and Support (Chairing Successful Meetings) - £75.00 |
| 18.7.8 | Internal Audit (Pauline James) - £115.22 |

19. URGENT ITEMS FOR INFORMATION AND/OR CARRYING FORWARD TO NEXT MEETING

- 19.1 The issue of transport to Pulham Market Surgery was raised by Cllr Alyson Read and whether additional transport arrangements were needed but it was agreed to put this on hold as at present the Community Car Scheme is used by parishioners requiring transport.
- 19.2 The damage to the notice board fixed to the wall of the village hall was noted. Options to be discussed at a future meeting.
- 19.3 Enquiry from a local football club about using the village hall and playing field for matches was noted. Clerk to reply.

20. TO SET THE DATE AND TIME OF THE NEXT PARISH COUNCIL MEETING

Proposed as Wednesday 12th July, 2017 at 7.30pm