



## TIVETSHALL PARISH COUNCIL

### Minutes of Tivetshall Parish Council Meeting: 7:30 pm, Wednesday 5<sup>th</sup> April 2017, Tivetshall Primary School

Present: Rita Land (Chair), Robert Alleguen-Porter, Christopher Miller, Chris Sadler, Ros Hill (Clerk) and Martin Wilby (part-time)  
1 member of the public.

Apologies: Tony Jollans

#### 1. TO RECEIVE APOLOGIES FOR ABSENCE

Cllr Jollans sent apologies for absence, these were accepted.

#### 2. TO CONSIDER APPLICANTS FOR CO-OPTION

Alyson Read was willing to be co-opted onto the Council and had completed the Registration of Pecuniary and Other Interests form. A vote was taken and councillors voted Alyson should join the Council. The Clerk to arrange necessary documentation to be sent to the Monitoring Officer at SNDC.

#### 3. TO RECORD DECLARATIONS OF INTEREST AND CONSIDER DISPENSATIONS

None

#### 4. MINUTES

The minutes of the meeting on 8<sup>th</sup> March and the extraordinary meeting on 23<sup>rd</sup> March were reviewed and approved.

There were no matters arising from the March minutes.

#### 5. PUBLIC PARTICIPATION

##### 5.1 Report from District Councillor

Cllr Martin Wilby informed the meeting that the South Norfolk Retailer of the Year Awards had been launched. Details could be found on the SNDC website and he hoped would participate by submitting nominations. Details were presented about the Local Governance Review being undertaken by SNDC which is considering the merging of parish councils and parish boundaries.

A complaint had been received by Cllr Wilby about lorries parking on the road near the Maltings on Moulton Road last week, this has been referred to Simpsons Malt. The emissions from the Maltings are due to be reviewed in October.

Cllr Wilby informed the meeting that the local members grant would be available again in 2017/18, with £250 available for each of Cllr Wilby's parishes, by application.

##### 5.2 Parishioners Forum

A parishioner gave a report to Council about progress with the broadband project. Discussions with landowners to find the best route through to the A143 are going very well. Enthusiasm for the project has grown with surrounding villages expressing interest. The project is progressing very quickly with a proof of concept exercise planned.

Martin Wilby left the meeting.

#### 6. REPORT FROM CLERK AND COUNCILLORS

6.1 Cllr Chris Sadler reported that he now had the footpath finger posts and he would prioritise putting these in position over the next few weeks. The Clerk reported that Bob West at Norfolk County Council (NCC) Highways had taken over responsibility for the Tivetshalls and email contact had been made. Cllr Rita Land had received an email from one landowner who is keen to work with the parish council to ensure footpaths are maintained on his land. It was reported that the footbridge on footpath 6 by Rose Farm Barn is unsafe as it's only one plank thick. The Clerk to ask NCC who is responsible for repairing footbridges on private land. The Clerk reported that a number of enforcement notices have been issued by NCC's Countryside Access Officer for the Southern Area.

6.2 The Clerk gave feedback on the outcome into inquiries about combining insurance for the PC with other village organisations and how advice from Council's insurers was that this was not possible due to each organisation being a separate entity, established for different purposes.



- 6.3 Cllr Rita Land reported that 50% funding had been approved by Norfolk County Council (Parish Partnership fund) for the surfacing of the trod path opposite the school and the erection of a bus shelter at the bus stop on the northbound carriageway of the A140 between the junctions of Ram Lane and Rectory Road. Council voted to accept the conditions of the funding and contribute £1,675 towards ~~each scheme~~ <sup>the trod path</sup> & £1625 towards <sup>the bus shelter</sup>.
- 6.4 Cllr Chris Sadler reported that it was not possible to remove the lock from the notice board on the village green. It was agreed that he would arrange a time with David Evans to cut through the door hinges, remove the lock and replace with door fixing. Council agreed to reimburse the cost of a saw blade.
- 6.5 Cllr Rita Land reported that riding on the footpath from Church Lane to The Street still appeared to be an issue, despite the notice in The Grapevine. After consideration it was agreed that the Clerk would put a polite notice from the PC at either end of the footpath.

## 7. PLANNING

- 7.1 2017/0378 Hall Farm Hall Road Tivetshall St Margaret NR15 2BD. Agreed to approve application to replace rotten windows with same.
- 7.2 2017/0384 Barn Cottage Station Road Tivetshall St Margaret NR15 2ED. Agreed to approve application to replace rotten windows with same.
- 7.3 2017/0708 Land North of Lodge Road Great Moulton Proposal: Agricultural building. Unable to comment as no information had been received from SNDC Planning.
- 7.4 2016/2779 it was reported that the SNDC had approved the application with no conditions.

## 8. TO DISCUSS MAINTENANCE MATTERS

- 8.1 The repainting of the metal swings has been completed. Unfortunately, it was necessary to close the swings for a short time because of a slippery surface caused by the build-up of vegetation particles. Council noted it's thanks to Dean Forbes for promptly cleaning the surface and to Jan Mackay for allowing use of her water supply, for which a donation has been made to cover the additional water charges.
- 8.2 The Clerk reported that the work to repair the fence adjoining the playing field was planned for the end of April. Access to a water supply will be needed to mix cement – Clerk to confirm the water supply in the pavilion can be used. Consideration was given to having metal post savers around the base of each post to prevent damage from strimming. All agreed this would be money well spent. Cllr Chris Sadler to obtain costs. It was confirmed that these could be fitted once the posts are in place. David Evans agreed to measure where the oil tank will be repositioned and advise of any impact on the position of the fence so Nick Thrower can be advised.
- 8.3 Further consideration was given to the weekly safety inspection of the play equipment. Clerk to investigate possible options including what other parish councils do and the costs involved, including any training costs.

## 9. COMMUNITY PLAN

Cllr Rob Alleguen-Porter presented the proposed Community Plan and explained the plans aim and purpose. After due consideration a vote was taken and it was agreed to put the plan in place at the Annual Parish Council meeting in May, with this being the start of the council year it was agreed the plan would be an effective tool for giving more structure to work streams.

## 10. SNDC COMMUNITY GOVERNANCE REVIEW

Various documents relating to the review were available for review, including the Terms of Reference. A recap was given on the purpose of this review. Consideration was given as to how the PC could inform parishioners about the review and about the residents survey they could complete to make their views known. It was agreed to put a brief summary and a link to the survey on the PC link on the Tivetshall Families and Friends website; to have a handout available at the Annual Parish Meeting giving a summary about the review; to include in the annual PC report; to put a copy of the handout in the Post Office and post information on social media. Clerk to draft information handout and set up PC Facebook page. Consideration was given to the best way to ensure completion of the PC survey was representative of the majority view of the PC. To be given further consideration at next meeting.

## 11. TO DISCUSS THE ANNUAL PARISH MEETING

- 11.1 It was agreed that the PC would provide refreshments to be enjoyed at the end of the meeting. Councillors and the Clerk will each contribute either an item of food or drinks.



- 11.2 The list of village organisations who submitted reports last year was reviewed and revised to reflect changes in the last year. Clerk to make contact with each group, invite a representative to attend the meeting to present their report, or alternatively submit a report to be read out at the meeting if unable to attend.
- 11.3 It was agreed to hold the Annual Parish Meeting on a different day to the Annual Parish Council Meeting to give more opportunity for councillors to engage with parishioners. The date of the Annual Parish Meeting was agreed as Wednesday 17<sup>th</sup> May 2017 at 7.30pm, followed by refreshments (subject to availability of the village hall).

As the time was approaching 9.30pm it was agreed to suspend Standing Order 1q.

## **12 TO NOTE CORRESPONDENCE RECEIVED**

- 12.1 A letter had been received from the Patient Participation Group at Churchill Surgery asking for a poster to be displayed to inform patients living in the village about date and subject matter of the next meeting. Agreed to display.
- 12.2 The Campaign to Protect Rural England's letter was read out and considered. It was agreed to sign demonstrate the support of Tivetshall PC to this campaign.
- 12.3 It was noted that the Annual Return from Mazars had been received.
- 12.4 Confirmation had been received from Barclays confirming that the mandate change to reflect the change in personnel authorised to have access has been put in place. Further action is needed to get access for the clerk to the online banking facility.

## **13. TO CONSIDER AND AGREE APPOINTMENT OF INTERNAL AUDITOR**

The Clerk reported that two people had been approached but neither was able to undertake the audit. The Clerk reported that she was still waiting for others to respond. A neighbouring parish council was approaching their Responsible Finance Officer to see if she would be willing to do it. It was agreed to use her if she was able to do it, subject to the cost being approved. Clerk to continue investigations.

## **14. FINANCE**

- 14.1 The Clerk presented the balance of accounts, including an end of year summary of income and expenditure. The bank account was reconciled against cash book figures.
- 14.2 The following payments were authorised:
- 14.2.1 Clerk's Expenses – Travel, Hazard sign and stamps as per March 2017 claim £20.64
  - 14.2.2 Clerk's Salary for period 01/04/2017 – 30/04/2017 - £211.10 gross
  - 14.2.3 Playscape invoice for painting of metal swings - £300
  - 14.2.4 Payment to NALC for 2 days Clerks Training course £130
  - 14.2.5 Donation to Tivetshall Primary School for use of building for PC meetings - £25.50
  - 14.2.6 Payment of Anglia Book-keeping invoice for payroll administration - £4.50
  - 14.2.7 Payment of invoice from James Crerar for grounds maintenance for first quarter - £750.00

## **15. URGENT ITEMS FOR INFORMATION AND CARRYING FORWARD TO NEXT MEETING**

None

## **16. TO SET THE DATE AND TIME OF THE NEXT MEETING**

Annual Parish Council meeting confirmed as 7.30pm on Wednesday 10<sup>th</sup> May 2017

## **17. CONSIDERATION OF EXCLUDING THE PUBLIC FOR ITEM 17**

Not required as members of the public had left the meeting.

## **18. PERSONNEL MATTERS**

Separate minutes held confidentially for this item.