



## TIVETSHALL PARISH COUNCIL

**Minutes of Tivetshall Parish Council Meeting:  
7:30 pm, Wednesday 11<sup>th</sup> October 2017, Tivetshall Village Hall**

Present: Rita Land (Chair), Chris Sadler (Vice-Chair), Tony Jollans, Alyson Read, Robert Alleguen-Porter, Chris Miller and Ros Hill (Clerk). Cllr Bev Spratt (County Councillor)  
1 member of the public.

### 1. APOLOGIES AND APPROVALS OF ABSENCE

There were none.

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

There were none.

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

Cllr Tony Jollans declared an interest in item 14

Cllr Rob Alleguen-Porter declared an interest in Item 17

### 4. MINUTES

The minutes of the meeting on 13<sup>th</sup> September were reviewed. Cllr Alyson Read stated that a correction was needed to the confidential minutes, these were amended with the word committee being replaced with working group and duly accepted and authorised as accurate.

There were no matters arising from the September minutes.

### 5. PUBLIC PARTICIPATION

#### 5.1 Report from District & County Councillors

Cllr Bev Spratt (County Councillor) reported that he has a budget that he could use to give an amount of £1000 towards the cost of the resurfacing of the footpath (previously trodpath). The Chair thanked Bev Spratt (BS) and it was agreed this would be welcomed by the PC. Clerk to action and write to Bob West asking him for £1000 from BS budget towards the PC's costs. BS stated that Tom Garrod (Norfolk County Council) was the person to contact if parishioners wished to report any issues with broadband. BS gave an overview of plans relating to the fire brigade and police in Norfolk. NCC is now entering into the budget process for next year. BS hopes they can hold Council Tax at same rate again as NCC is getting a significant amount of money from CIL payment amongst other things.

Cllr A Read asked BS if he could give an update on developments in Long Stratton. BS gave a brief update and indicated that PC should keep making the point about getting infrastructure in place.

BS to investigate school bus issue relating to transport between Tivetshall and Archbishop Sancroft High School and report back to PC.

#### 5.2 Parishioners Forum

Update on Broadband (Item 14). Planning for route of cabling well under way. Mapping for other villages underway. Planning to publish information on investing in B4RN East Anglia to give residents more details about buying shares. List of 425 properties from SNDC which are not planned to get broadband. B4RN East Anglia hope to provide broadband to a good proportion of these properties. The signed wayleave agreement for the village hall site was handed to a B4RN East Anglia committee member.

### 6. REPORTS FROM CLERK AND COUNCILLORS

#### 6.1 Update on highways matters

The Clerk reported that it appears the drain by the Post Office has now been flushed through and the vegetation cleared back. An email update has been received from Bob West confirming that all the requested works have been added to the schedule of works to be carried out. It was noted that the Green Lane road name sign has been knocked over and needs to be replaced – Clerk to report to SNDC. Star Lane finger sign on B1134 needs to be repositioned so that it is pointing in the right direction – Clerk to inform NCC.



## 6.2 Update on Public Rights of Way (PROW)

Cllr Chris Sadler reported that the remaining footpath finger-posts had kindly been delivered by Bev Spratt and that he would be making arrangements to put these up in the next few weeks, using the map from Jody Thurston to identify where these need to be cited.

The Clerk reported that a response had been received from Jody Thurston confirming that repairs to the footbridges had been put on the schedule and that she would follow up. Jody is also seeking confirmation of which paths were cut earlier in the summer from the contractor who did this for NCC.

Cllr Alyson Read raised that the footbridge off Church Lane was wet and slippery (no mesh) plus the three steep steps were difficult to negotiate. Clerk to raise with NCC PROW Officer.

Cllr Alyson Read raised the issue of dog bins and that there was no bin on The Street for dog walkers to use and that it would make sense to have one by the footpath across to Church Lane. It was noted that no decision had been reached about the request for a dog bin at the junction of School Road and Star Lane. To be included on agenda for November for a decision about additional dog bins in the village.

## 6.3 Feedback from Community Project Training

Cllr Alyson Read summarised feedback from her report of the training which had been circulated councillors earlier.

Cllr Tony Jollans had met with councillors from neighbouring parishes and discussed ideas for future projects. There was a brief discussion about speed signs as the next PC project and it was agreed that Cllr Rob Alleguen-Porter should make contact with Burston PC to explore the feasibility of speeding initiatives as a joint venture.

## 7. HIGHWAYS & MAINTENANCE MATTERS

### 7.1 To consider next steps regarding the bus shelter on A140

It was noted that all dealings over the past few months have been with B&C Shelter Solutions, as per the minutes in June and agreed in September and a number of email communications. There has been no contact from Shelter Solutions whatsoever since they submitted a quote in November 2016. The cost of going with B&C Shelters is £2380 plus VAT, the same as Shelter Solutions, as they offer a price match guarantee. This is well within the amount of the Parish Partnership funding and Norfolk County Council have confirmed agreement with TPC using B&C Shelters for the works. It was proposed by Cllr Alyson Read to use B&C Shelters. This was agreed by Council. Colour of shelter confirmed as green.

## 8. RESPONSE TO RECOMMENDATIONS OF SNDC GOVERNANCE REVIEW

The Clerk reported that a draft response confirming Council's agreement to the recommendations has been drafted in readiness to send pending any additional comments as a result of feedback from parishioners. There have been none received by Council. Clerk to send response agreed in September.

## 9. PLANNING

### 9.1 Planning Application 2017/2082, The Old Exchange, Ipswich Road, Tivetshall St Mary

The Clerk reported that a response of no comment had been sent on behalf of Council as no comments had been received from councillors prior to the deadline for comments.

## 10. TO CONSIDER PLAYING FIELD LEASE

The Chair reported that the current playing field lease of 25 years is due to come to an end in April 2022. The PC therefore needs to start to think about the process to be followed. Informal face to face meeting might be the best way to start. Plus TPC needs to start planning for financial burden on the parish. Proposal to set up a working group to move this forward and hold discussions with landowners. It was agreed that the working group would consist of Cllr Rita Land (Chair), Cllr Chris Sadler (Vice- Chair) and the Clerk to take this matter forward.

## 11. TO CONSIDER PROJECT FOR PARISH PARTNERSHIP FUNDING

Councillors considered submitting an application to NCC for Parish Partnership funding for a project by the closing date of 11<sup>th</sup> December 2017. It was agreed that proposal of SAMS signs to be looked into further. It was noted that prospective projects would need to meet NCC criteria for Parish Partnership funding. Cllr Rob Alleguen-Porter to investigate further and put forward a cost to Council in November for consideration as part of budget planning for next year.

## 12. TO CONSIDER PROJECT FOR SNC MEMBER'S GRANT

The Chair reported that Martin Wilby is keen for parish councils to apply and open to any 'sensible' suggestions for using the £250 grant. The Chair asked if this was something the PC wanted to apply for. Cllr Rob Alleguen-Porter proposed this could be used for the refurbishment of the village sign on the Village Green. This was agreed by Council. Clerk to complete form and send to SNDC.



**13. TO CONSIDER ESSENTIAL MAINTENANCE OF THE DEFIBRILLATOR**

The Chair reported that she had been informed that the pads need replacing as the use by date on them is approaching. The Clerk has been in contact with Community Heartbeat and council has 28 days from the end of October to replace the pads – two sets at approx. £40.00 each. It was agreed that the pads should be ordered to ensure this important facility remains in a useable state. Clerk to action.

**14. UPDATE ON BROADBAND PROJECT**

Covered under item 5.2

**15. TO CONSIDER ACTIONS REQUIRED RELATING TO PENSION SCHEME IN READINESS FOR STAGING DATE**

The Clerk reported that a communication from the Pensions Regulator had been received, this identified that with effect from 1<sup>st</sup> November the PC must provide a pension scheme for employees, even if they are not eligible to be put in a scheme under auto-enrolment. Agreed that TPC will offer the NEST scheme but not make any employers contributions at this time.

**16. TO CONSIDER DONATIONS TO ROYAL BRITISH LEGION FOR WREATHS**

Arrangements have changed this year for the supply of Remembrance Day wreaths as a new representative has now taken over. It was proposed to give a donation of £75 for the wreaths (Section 137). Clerk to make contact with new supplier and make necessary arrangements. Cllr Rita Land (Chair) to attend service and lay wreath on behalf of PC at St Mary's church ruin on 11<sup>th</sup> November. Cllr Tony Jollans to lay the wreath at St Margaret's church on 12<sup>th</sup> November.

**17. TO CONSIDER ARRANGEMENTS FOR CHRISTMAS TREE ON THE GREEN**

The Chair reported that Tivetshall Families and Friends (TFAF) have indicated a willingness to take on the setting up and maintenance of the Christmas tree. The Chair proposed that the PC should still pay for the tree and any associated costs but handover the set up and removal of the tree to TFAF. Council agreed a cost of up to £100 for the tree and to purchase new lights if needed. Clerk to source the tree and make arrangements to have it delivered by 25<sup>th</sup> November. A parishioner has offered a tree from his garden but it was decided to decline his kind offer – Cllr Tony Jollans will respond.

**18. TO CONSIDER ANNUAL CHARITABLE DONATIONS**

The Chair reported that it appears that the PC donations to charities was overlooked earlier in the year as this coincided with the change of Clerk. It was proposed that this needs to be rectified.

The Clerk read out an email that had been received from Tivetshall PCC asking for the PC to consider increasing the amount of their donation.

Council considered the donations given in February 2016 to organisations/charities. The amounts to be given in donations was discussed and it was agreed to give Dickleburgh Sea Scouts (£120), Friends of Tivetshall School (£120) and Tivetshall PCC (£300). It was agreed to give these in lieu of the February 2107 donations now and then include on agenda again in Feb 2018. Consideration to be given to the amount of future donations as part of budget planning in November.

**19. TO NOTE CORRESPONDENCE RECEIVED**

**19.1 Norfolk Police – Community SOS Project**

Consideration was given to whether there was a community project Council could ask the police to assist with, or whether any other village organisations could benefit. Clerk to respond thanking them but say it was not for the PC this year as not enough notice but may be interested if the scheme runs next year. Clerk to indicate that a bit more notice would be helpful.

**19.2 Email suggesting improvements to the Village Hall**

It was noted that an email had been copied to the PC from a parishioner concerning suggested improvements to the village hall. It was agreed to defer this to such time that a new Village Hall Management Committee is in place.

**20. FINANCE**

**20.1 To Receive the Balance of Accounts and Bank Reconciliation**

The Clerk presented the balance of accounts and bank reconciliation as at 4<sup>th</sup> October 2017 plus the list of payments for authorisation in October.

The bank reconciliation was approved by Cllr Rita Land (Chair).

**20.2 To Approve the CIL Annual Report for 2016/17**

The Clerk presented the CIL Annual Report to Council, as no evidence of payments for projects from CIL money this showed no spend for 2016/17. The Clerk reminded councillors that CIL money has to be spent within a limited time. The report was agreed as correct by Council. Clerk to return to SNDC

### 20.3 The Following Payments were Authorised:

- 20.3.1 Clerk's expenses for mileage and office supplies - £38.75
- 20.3.2 Clerk's monthly gross salary for period 01/10/17 to 31/10/17 which includes 2.5 additional hours - £238.04
- 20.3.3 Cllr Alyson Read mileage expenses for attending training event - £22.95
- 20.3.4 Norse six monthly Invoice for grass-cutting - £610.91
- 20.3.5 Invoice from Dickleburgh & Rushall PC for Planning Training - £25.00
- 20.3.6 Community Car Scheme – £5.67
- 20.3.7 Primrose Press – invoice for October/November Grapevine - £112.00
- 20.3.8 Anglia Book-Keeping – payroll administration - £13.50

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

Extra-ordinary meeting to be called to discuss facilitation of setting up of a new village hall management committee following the resignation of all trustees. Wednesday 18<sup>th</sup> October 7.30 at Tivetshall Village Hall.

Chair thanked the VHMC for giving a month to get things in place.

Clerk to make arrangements for meeting and publish on PC website, notice boards, PC Facebook page and TFAF website asking for interested parties to come along.

It was agreed to suspend Standing Order 3W to allow the meeting to exceed 2 hours.

### 21. STAFFING MATTERS

Members of the public had already left the meeting so there was no need to exclude the public. Confidential minutes are held separately for this item.

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

Proposed as Wednesday 8th November, 2017 at 7.30pm

Cllr Alyson Read submitted her apologies for the November meeting.

Meeting finished at 10.05 pm