



TIVESHALL PARISH COUNCIL

Minutes of Tivetshall Inaugural and Annual Parish Council Meeting: 7:30 pm, Wednesday 15th May 2019, Tivetshall Village Hall

Present: Rita Land, Alyson Read, John Powell, Rob Alleguen-Porter and Ros Hill (Clerk).
Martin Wilby (District Councillor) and Cllr Bev Spratt, County Councillor.
Apologies: Clayton Hudson (District Councillor)
1 member of the public in attendance

Cllr Martin Wilby opened the meeting and welcomed everyone. It was explained that as Tivetshall is a new Parish Council the first item on the agenda was to appoint a chairman, it was explained that he would conduct the election of the Chairman.

1. TO ELECT THE CHAIRMAN

Cllr Martin Wilby asked for a nomination for the position of chairman, Cllr Read nominated Cllr Rita Land to be chairman. Cllr Wilby asked for a seconder, Cllr Powell seconded the nomination. In the absence of any other nominations Cllr Wilby declared Cllr Land as Chair of Tivetshall Parish Council.

Cllr Land signed the Acceptance of Office form as Chair. Cllr Land then took the Chair for the remainder of the meeting.

2. TO CONSIDER ELECTION OF VICE-CHAIR

Consideration was given to the election of a vice-chair. Councillor Alyson Read was nominated by Cllr Land and Cllr Alleguen-Porter seconded. Cllr Read was duly elected as Vice-Chair.

3. TO CONSIDER ACCEPTANCE OF APOLOGIES FOR ABSENCE

There were none.

4. TO ADOPT A CODE OF CONDUCT

Councillors unanimously agreed to adopt the Code of Conduct previously circulated by the Clerk.

5. TO RECEIVE DECLARATIONS OF INTEREST ON ITEMS ON THE AGENDA AND CONSIDER REQUESTS FOR DISPENSATIONS

Cllrs Read and Alleguen-Porter declared a non-pecuniary interest in Item 18.

6. TO NOTE RECEIPT OF DECLARATION OF ACCEPTANCE OF OFFICE FORMS FROM COUNCILLORS

The Clerk reported that Declaration of Acceptance of Office Forms had been completed and received from all Councillors following their election to Council.

7. MINUTES

7.1 To receive the approved minutes of the 13th March Parish Council meeting

The minutes were signed by the Chairman of the old Council following circulation to all councillors of the old Council, giving them an opportunity to respond within seven days. With no comments received the meeting is therefore duly confirmed.

7.2 Matters arising from the 13th March minutes

Frequency of litter picks to be a future agenda item.

8. TO ADOPT STANDING ORDERS

The Clerk confirmed that the Standing Orders had been reviewed for the new Council and no material changes to the content were needed. Councillors unanimously agreed to adopt the Standing Orders previously circulated by the Clerk.

9. TO ADOPT FINANCIAL REGULATIONS

The Clerk confirmed that the Financial Regulations had been reviewed for the new Council and no material changes to the content were needed. Councillors unanimously agreed to adopt the Financial Regulations previously circulated by the Clerk.

10. TO ADOPT GENERAL DATA PROTECTION REGULATIONS POLICY

The Clerk confirmed that the General Data Protection Policy and associated documents had been reviewed for the new Council and no material changes to the content were needed. Councillors unanimously agreed to adopt the documents previously circulated by the Clerk.

11. ANNUAL PARISH MEETING TO BE HELD ON 22ND MAY 2019

11.1 To ratify agenda of Annual Parish Meeting

To meet the requirement to publish the agenda seven clear working days before the APM the Clerk had published the agenda on behalf of the PC as the date and time had been agreed earlier in the year. The Clerk had circulated the agenda to councillors for comment prior to publication and no comments were received. The agenda was ratified and signed by Cllr Land (Chair). Clerk to publish the ratified agenda.

11.2 To agree arrangements for refreshments

It was agreed that Cllr Read would provide drinks and Cllr Land would make homemade sausage rolls. Cllr Land suggested the PC purchase cakes from the pop-up café on the morning of 22nd May as this would also support the village hall. This was unanimously agreed. Cllr Land to purchase cakes.

12. PUBLIC PARTICIPATION – 15 MINUTES ALLOCATED FOR PARISHIONERS FORUM

12.1 Reports from District and County Councillors

Cllr Bev Spratt (County Councillor) informed councillors about changes to the organisation of Norfolk County Council to a cabinet system. Cllr Spratt outlined that the future of recycling waste disposal for Norfolk is being considered, he also spoke about the construction of Hempnall crossroads and how B4RN was an exciting project which will benefit the community.

Cllr Read asked Cllr Spratt about the future of the Mobile Library Service. Cllr Spratt responded that the Mobile Library service may not visit as frequently as before and that a community hub would operate in certain areas as well as the mobile library.

Cllr Martin Wilby (District Councillor) congratulated Cllr Land on her election as Chair and spoke about matters relating to the area, including that a 30mph speed limit is to be in place at Hempnall crossroads whilst work on the roundabout is undertaken.

Cllr Wilby explained that following the District Council Elections on 2nd May, there were now two councillors for Beck Vale, Dickleburgh & Scole and that Cllr Martin Wilby and Cllr Clayton Hudson had been elected. Both councillors may attend PC meetings. Cllr Wilby thanked everyone for their support. SNC AGM would be taking place next week for the election of councillors to positions within SNC.

12.2 Parishioners Forum

Tony Jollans expressed his willingness to continue to help the PC with IT matters, including the transfer of data from the old website to the new one.

Thanks were expressed to Mr Jollans for his support for the PC over many years, including several years as Chair. Cllr Read proposed a vote of thanks, which was unanimously agreed.

13. REPORTS FROM CLERK AND COUNCILLORS

Councillors received the clerk's report which had previously been circulated, the clerk asked if there were any questions or comments. This will be published along with the minutes on the PC website.

An update was given on the data downloaded from the SAM machine, whilst situated in The Street. To be discussed in full at the June meeting.

14. TO APPROVE ASSET REGISTER

Councillors reviewed the asset register, which had previously been circulated. The Clerk brought to their attention that the speed awareness monitoring equipment and cctv equipment had been added to the register and all other items owned by the previous PC had transferred to the new PC. Councillors approved the asset register subject to the addition of brackets to be included with the SAM machine. Clerk to amend.

15. TO REVIEW AND APPROVE THE RISK ASSESSMENT

Councillors reviewed the previously circulated risk assessment. The Clerk highlighted the increased risk relating to Council being unable to operate due to having fewer councillors and the increased risk of loss of data. Councillors approved the Risk Assessment subject to amending the risk to the Maintenance of Assets to medium as the handyman job is now vacant. Clerk to amend.

16. TO CONSIDER WHETHER TO ADOPT DECISION OF PREVIOUS PC REGARDING MEMBERSHIP OF NALC

The Clerk put it to Councillors that given the change in councillors following the election process and the increased risk to loss of data from the website, alongside the risk of no administration support for the website in the event of technical issues, that it would be prudent to reconsider the decision made by the previous PC as membership is now due for renewal. Council agreed to renew NALC membership for the 2019/20 year.

17. TO CONSIDER THE PROCESS FOR THE CO-OPTION OF COUNCILLORS FOR THE VACANCIES ARISING FROM THE ELECTION PROCESS

It was noted that the PC had three vacancies to fill and efforts needed to be made to recruit more councillors to ensure Council was able to operate. Cllr Land pointed out that recruiting more councillors is to be given a priority. The Clerk suggested that a personal piece in Grapevine stating why the role was fulfilling might help attract interest. Councillors agreed to this. Advert to be placed on noticeboards and online. Cllr Powell to design an advert.

18. TO CONSIDER THE APPOINTMENT OF COUNCILLORS TO THE VILLAGE HALL MANAGEMENT COMMITTEE

Due to the formation of the new PC councillors need to consider whether Cllr Read and Cllr Alleguen-Porter should continue as PC appointed trustees on the VHMC. Both councillors indicated their willingness to continue to in that capacity. A vote was taken and it was unanimously agreed to appoint Cllr Read and Alleguen-Porter.

19. TO AGREE AREAS OF RESPONSIBILITY FOR COUNCILLORS

It was agreed that councillors would have the following areas of responsibility:

Cllr Alleguen-Porter – Speed Awareness

Cllr Powell – Planning and CCTV

Cllr Read – Planning

Cllr Land – Liaison with neighbouring Chairs of PCs, playing field lease and liaison with The Clerk on day to day matters

It was agreed to review the Community Plan and consider responsibility for certain areas at the June meeting.

20. TO NOTE ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) AND RELEVANT DATES

Councillors received the flowchart and AGAR forms, which had been previously circulated. It was noted that the Council is likely to be in the exempt category as income and expenditure is under £25K. This will be confirmed by the internal audit on 3rd June. Clerk to complete the relevant paperwork and bring to next meeting for approval. It was noted that the suggested date for the Exercise of Public Rights is Monday 17th June to Friday 26th July, which ties in with the date of the next PC meeting, when the AGAR will be brought for approval by Council.

21. TO RECEIVE NOTIFICATION OF ANNUAL ROSPA INSPECTION OF PLAY EQUIPMENT

Councillors noted that the annual ROSPA inspection is due to be undertaken during June by Playsafety Ltd. Councillors considered whether a representative of the PC should be present for an additional fee of £42.00 + VAT. It was agreed that there was little value in a councillor being present and therefore the PC would not have a representative present.

22. TO CONSIDER QUOTES FOR CLEANING OF BUS SHELTER

Quotes from two companies were considered by councillors. It was agreed to proceed and engage Green Clean Windows to undertake the work. Clerk to contact Steve Green and ask for copy of his public liability insurance.

23. TO DETERMINE CONTENT FOR NEXT ISSUE OF THE GRAPEVINE

Consideration was given to the publication of the reports received from parish organisations and councillors. It was agreed to publish reports on the PC website and make hard copies available in the Post Office with a summary of the meeting to be published in The Grapevine. The Clerk commented that requests to promote

Open Farm Sunday and Norfolk on Show had been received, it was agreed to mention these in Grapevine as many residents attend these events. Clerk to coordinate approval of content prior to the publication going to print.

24. TO NOTE CORRESPONDENCE RECEIVED

- 24.1 Correspondence received from a parishioner relating to The Green and Thwaites Oak Close was noted. No further action to be taken. Clerk to respond.
- 24.2 Correspondence from parishioner relating to future of The Grapevine was noted. Clerk to follow up and ask for costs.
- 24.3 Correspondence from Came & Company relating to a change of ownership was noted. This has no impact on the PC insurance.
- 24.4 Correspondence from Broadland DC re Community Land Trusts was noted and decided not relevant to TPC.
- 24.5 Information about Open Farm Sunday was noted under item 23.

25. FINANCE

- 25.1 The unaudited end of year statement of accounts was received and approved.
- 25.2 The balance of accounts and bank reconciliations for April and May were received and approved.
- 25.3 Confirmation of payments received into bank were received.
- 25.4 The Clerk reported on payments made since 1st April 2019, these included the Clerk's April salary cheque, payment of the first quarter maintenance invoice for J Crerar, PC share of Community Car Scheme and invoice from The Primrose Press.
- 25.5 The Clerk presented the completed CIL reports for 2018/19, which detailed the spending of CIL money on CCTV installation and the purchase of the Speed Wareness Machine. The Clerk explained that any remaining CIL money would transfer to the new PC. The CIL reports were approved by Council.
The Clerk presented the CIL Report form 2018/19 showing CIL funds spent on the CCTV and Speed Awareness Monitoring equipment. The remaining CIL funds will transfer to the new PC. The CIL report was approved. Clerk to publish on website and return to SNC.
- 25.6 The Chair explained that a third councillor was needed as signatory for the bank account. It was proposed and agreed that Cllr Powell should be a third signatory. Clerk to action.
- 25.7 The following payments were approved:
 - 25.7.1 Clerk's monthly gross salary for period 01/05/19 to 31/05/19 of £269.53
 - 25.7.2 Councillor's Mileage Expenses (A Read) - £27.64
 - 25.7.3 HMRC (PAYE for April) - £53.20
 - 25.7.4 Came and Company, Insurance Renewal for 2019/20 - £526.55
 - 25.7.5 Tivetshall Village Hall hire charges - £99.25
 - 25.7.6 Norfolk Association of Local Councils subscription for 19/20 - £146.52

26 STAFFING MATTERS (CONSIDER EXCLUDING THE PUBLIC)

It was agreed that Cllr Land would undertake the Clerk's performance appraisal and bring a recommendation regarding the salary review to the next meeting.

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

It was agreed that the following items should be included on the June agenda; the handyperson vacancy, future litter picks, and the future of Grapevine beyond August 2019.

28 TO AGREE THE FREQUENCY, DATES AND TIMES OF FUTURE PARISH COUNCIL MEETINGS AND SET THE DATE AND TIME OF THE NEXT PARISH COUNCIL MEETING

It was agreed to adopt the frequency, date and times of the previous Council. The next meeting was agreed as Wednesday, 12th June 2019 at 7.30pm

Meeting finished at 9.20pm