



## TIVETSHALL PARISH COUNCIL

### Minutes of Tivetshall Parish Council Meeting: 7:30 pm, Wednesday 17th January 2018, Tivetshall Village Hall

Present: Rita Land (Chair), Tony Jollans, Robert Alleguen-Porter, Chris Miller, Alyson Read and Ros Hill (Clerk).  
2 members of the public.  
Cllr Martin Wilby (part-time)

The Chair opened the meeting and acknowledged receipt of a letter of resignation from Cllr Chris Sadler who has regrettably resigned due to his current work commitment, she thanked him for the great contribution he has made during his time as a councillor. The Chair said she would be considering who to appoint as vice-chair. It was noted that once the 14 day notice of casual vacancy has expired Council will need to take steps to co-opt at least one new councillor. The vice-chair and co-option matters are to be discussed at February's meeting.

#### 1. APOLOGIES AND APPROVALS OF ABSENCE

Apologies were received and accepted from Cllr Bev Spratt.

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

There were none (to vacant councillor post already advertised).

It was noted that once the 14 day notice of the casual vacancy has expired Council will need to take steps to co-opt at least one new councillor.

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

Cllr Tony Jollans declared an interest in item 11

Cllrs Rob Alleguen-Porter, Alyson Read and Chris Miller declared an interest in Item 16

#### 4. MINUTES

4.1 The minutes of the 8th November 2017 Council meeting were reviewed and signed as accurate.

#### 5. PUBLIC PARTICIPATION

##### 5.1 Report from District & County Councillors

Cllr Martin Wilby reported that he has had conversations with colleagues and South Norfolk Council and has committed to resolving the fly-tipping issue off Star Lane. The Chair expressed thanks to Cllr Wilby for his assistance with this matter.

Emerging Greater Norwich Development Plan – Cllr Wilby gave an overview and emphasised the importance of a representative from the PC attending a roadshow and of the PC contributing to the consultation.

Cllr Wilby reported that the Community Champions Awards would be running again this year.

South Norfolk Council Budget – Cllr Wilby reported that this was to be set in February and it is proposed that there will be a £5 increase for a Band D property.

Cllr Wilby reported that South Norfolk Council's Big Litter Pick campaign would be launching soon, encouraging community organisations to arrange a litter pick between 1<sup>st</sup> February and the end of May. Communities taking part will receive £20 for their local community and be placed in a draw with a possibility of winning £200 for their community,

##### 5.2 Parishioners Forum

Parishioner reported that the footbridge alongside Rectory Road has been completely refurbished, and expressed thanks to the Clerk and Chris Sadler for their efforts on this matter.

Broadband Update given – thanks to the efforts of volunteers (mainly from Tivetshall) a cabinet has been installed in Scole and cabling has started to be laid. It is planned that on the 5<sup>th</sup> February the road crossing at Billingford will take place which will enable 35 properties in Scole to be connected and the Community Centre will become a community hub. This will enable the public will be able to connect and try it out. It is hoped that Tivetshall will be connected within a year. Training to be offered for building a network which includes

health and safety considerations. Public Right of Way (PROW) issues being discussed with PROW Officer to try and cut red tape.

## **6. REPORTS FROM CLERK AND COUNCILLORS**

### **6.1 Update on Parish Partnership Application**

The Clerk reported that the application for Parish Partnership funding for a SAM2 machine, to be shared with Burston and Shimpling PC, was submitted by the deadline and an acknowledgement from NCC received, stating that a decision would be made about the allocation of funding by the end of March 2018. If funding is approved the PC will need have a memorandum of understanding in place with Burston & Shimpling PC, the Highways' Engineer has advised he will assist with compiling the memorandum of understanding.

### **6.2 Update on Highways and PROW Matters**

The Clerk reported that the railings by The Old Ram have now been repaired and some work has been done on repairing the road surface at the junction of Primrose Hill Farm and Ram Lane following damage during the summer.

The Clerk reported that a new road sign for Green Lane has been ordered. A list of tasks for the Highways Rangers has been submitted by the Clerk which include drainage on Ram Lane by The Old Ram and straightening of road signs (Star Lane, speed limit on A140, and Green Lane fingerpost).

It was noted that the verge on Stony Road by the church has been broken down by a large vehicle also resulting in a large amount of mud on the road. Cllr Tony Jollans stated this happens every year but Cllr Alyson Read felt that the state of the road was such that work was needed to build the verge back up. Clerk to report to Highways Engineer.

It was noted that the issue of excess water on the roads could be improved by ensuring regular clearing and maintenance of ditches. It was agreed for the Clerk to write to landowners and ask that they clear and dig out ditches where there are known problems with excess water on the road.

A report of a dangerously situated bird scarer on Sheckford Lane had been received from a member of the public, this had been reported to NCC by the Clerk who had contacted the landowner and asked for it be removed immediately. Clerk to contact residents living nearby to see if it has been removed.

A parishioner has offered to cut the oak planted on the village green so it has a leading branch, as at present it will not grow into a tree. Councillors agreed for the work to be done. The Clerk to inform the parishioners concerned.

The Chair reported that the finger post sign from Lodge Road/Station Road junction has been removed for repair by Chris Sadler. A quote has been obtained of £60-£80 plus VAT to sandblast the sign. Councillors agreed to the cost and that Chris Sadler could proceed with this work.

### **6.3 Update on Data Protection**

Council considered the communication received from NPTS relating to the new roles and responsibilities required under the changes to legislation. Council needs to decide whether The Clerk should attend a training event to get a better understanding of requirements of the various roles. It was agreed that more information was needed to make a decision and it was agreed the Clerk should attend the training event planned for either 23<sup>rd</sup> or 24<sup>th</sup> January. A decision to be deferred to next month to determine roles and responsibilities.

### **6.4 Update on Handyman Role and consideration of future task list**

The Clerk shared the findings from recent playground inspections and it was noted by councillors how clean and tidy the play equipment and the playing field in general looked. It was reported that the weekly playground inspections had identified the need for the timber areas to be cleaned a repainted, this was noted by councillors. The task list for the next month was deferred and it was agreed this could be determined via email – Clerk to circulate to councillors for comment.

## **7. HIGHWAYS & MAINTENANCE MATTERS**

### **7.1 To determine grounds maintenance contracts for 2018/19**

The Norse contract for gang-mowing the playing field was considered. Norse have confirmed that if a 3 or 5 year contract is entered into there would be a fixed increase in cost of 5% each year and no reduction for entering into a longer term arrangement.

J Crerar has verbally confirmed that his charge for grounds maintenance would be the same as the current year if the PC wanted him to continue next year. He does not offer any reduction in fees for signing up to a longer contract. James confirmed he no longer strims/clears vegetation from around the base of play equipment due to damage to wooden structures - there would be no reduction in cost.

An interest had been received from a parishioner for one of the contracts and an estimate submitted for maintaining the areas not covered by the gang-mowing contract.

The Clerk read out the areas to be maintained under the maintenance contract so councillors could be certain they were comparing like for like in considering the quotes.

Council discussed the estimates and it was unanimously agreed to award the contract to Dean Forbes for the 2018/19 season on a self-employed basis (separate to his role as Handyman) as this was a more cost effective option. Clerk to confirm. Clerk to check level of Public Liability Insurance required by the PC insurers for self-employed workers and inform Dean Forbes.

The Clerk to write to James Crerar and thank him for his work over the past year and acknowledge the improvement in the look of the areas he has maintained.

Gang-mowing of playing field contact – awarded to Norse for 1 year. The Clerk to confirm and to ask Norse to ensure they go right up to the edge of the playing field to reduce the growth of brambles into the field. Proposed that the brambles are cut back before the gang-mowing starts. To be discussed at a future meeting. Handyman to provide estimate of time and cost to clear the brambles prior to the growing season.

**7.2 Consideration of Repairs to Playing Field Fence**

The estimates of time and cost of materials to make good the playing field fence, submitted by Dean Forbes (Handyman), were considered. Cllr Read thought the idea of not having concreted posts was a good idea and allows flexibility for the future. Council considered whether this should be undertaken on a self-employed basis or as part of the handyman role. It was unanimously agreed for Dean Forbes to be asked to carry out this task on a self-employed basis.

**7.3 Consideration of maintenance and remedial repairs to play equipment**

The estimate of time and cost of materials submitted by the Handyman were considered for repairing the wooden edge around the adventure play area and the kick wall. Repairs to kick wall and replacement of all the wooden edging agreed. Handyman to carry out repairs before the Easter break.

**7.4 Overhanging trees between the village hall/playing field and neighbouring properties**

The Clerk reported that James Crerar had inspected the trees and spoken to one of the residents. James advised the PC should check where the boundary is as it could be the trees are not on PC land. The Clerk circulated photographs to councillors showing that the trees are on the resident's side of the ditch, which forms the boundary. Council agreed the trees were not on PC land and therefore they are not the responsibility of the PC, therefore the resident is free to trim them back. Clerk to write to the resident.

**7.5 Consideration of clearing waste at back of Pavilion**

The amount of waste from previous years' Christmas trees and other vegetation materials were discussed and how best to deal with it. One option is for the PC to hire a wood chipper and then use the chips to thicken the layer of wood chips under the adventure play equipment, this could be carried out by the Handyman. Alternatively, the PC could engage someone to come and take the waste away. It was agreed to defer until February meeting and in the meantime to investigate costs.

**7.6 To Consider Flooding Issue on B1134**

It was noted that letters from two parishioners had been received on this subject and it was agreed to consider that correspondence (17.3) as part of this item. It was noted that the Clerk reported the flooding to NCC highways via their online form and by separate email to the Highways Engineer on 4<sup>th</sup> January. Highways sent out a team to flush out the drains and clear the water. They have since sent an engineer out to inspect the drains and ditches, the result of which is that NCC will ask landowners to clear the ditches to help the outflow of water off the road. NCC will monitor on an ongoing basis.

**8. TO CONSIDER DONATION TO FOTS FOR SCHOOL PLAY EQUIPMENT**

Councillors noted the request, taking into account the earlier donation to FOTS and their letter of response (Item 17.1). Clerk to identify whether the PC has the power to make a donation to a school that has academy status. Decided to defer until February meeting.

**9. TO CONSIDER PLANNING APPLICATION 2017/2875 BLACKGATE BARN, RECTORY ROAD, TIVETSHALL ST MARY NR15 2DD**

The planning application for an extension was considered. Decision to approve.

A late planning application was received after the agenda had been published. The Clerk will circulate to Councillors for comment as the closing date is before the next meeting. Clerk to respond to SNC.

**10. TO CONSIDER RESPONSE TO GREATER NORWICH DEVELOPMENT PLAN CONSULTATION**

Decision about whether Council wishes to respond and if so what comments are to be communicated. Cllr Alyson Read had attended a meeting and gave an overview of proposals. 3200 houses needed, but developments under 5 houses are not counted towards the 3200. Cllr Alyson Read's view is that that Council should obtain a copy of The Plan. The Chair proposed Cllr Read to take the lead on this and work with the Chair by undertaking research and presenting recommendations for consideration at the next PC meeting where a decision can be made about a response. Clerk to request a copy of the Plan from SNC.

**11. UPDATE ON BROADBAND PROJECT**

A verbal update was provided by a representative from the project under item 5.2

**12. APPOINTMENT OF EXTERNAL AUDITOR FOR SMALLER AUTHORITIES IN 2018/19**

It was noted that PKF Littlejohn has been appointed as the external auditor for Norfolk. As there is no record in minutes of TPC making a decision whether to opt out of external audit the PC need to decide whether to continue with the external audit process or declare themselves exempt. Most smaller PCs are continuing to take part in the external audit. Even if the PC decided to declare exemption parishioners could still ask for an external audit, so a contingency would still need to be in place. Decision to declare PC exempt from the external audit as this still gives the option of an external audit should the PC so wish. Clerk to respond.

**13. TO CONSIDER FLYTIPPING OFF STAR LANE**

Covered under Item 5.1

**14. TO CONSIDER ONGOING NALC MEMBERSHIP AND HOSTING OF PC WEBSITE**

NALC membership is coming up for renewal. There is an increase of 1.93% this year plus an additional cost of £30 for hosting the PC website. It was suggested that now would be a good time for the PC to look into the options for changing the website host and updating to a more user friendly format for the website, along with changing the email address for the PC. It was felt this needed to be carried out over time and it was agreed to look to change the website so it could go live for April 2019. Clerk to investigate options and costs before the end of March 2018.

**15. TO CONSIDER VILLAGE WORLD WAR ONE CENTENARY CELEBRATIONS**

The Chair reported that initial discussions have taken place with TFAF about the possible format for the event and how to approach organisation of the event. Cllr Rob Alleguen-Porter outlined a proposal for a joint working group consisting of Village Hall trustees, TFAF trustees and Councillors to be set up to take the planning and organisation forward, including looking at funding options. Proposed that the Chair of the PC sets up first meeting and invite attendees from village organisations and chairs the meeting. Proposed date of 20<sup>th</sup> February at the village hall.

**16. UPDATE FROM VILLAGE HALL MANAGEMENT COMMITTEE**

A verbal update was received; it was planned that a spreadsheet of actions for the village hall would be circulated to the Parish Council. Cleaning contract being looked at as this is a pressing matter as there is no cleaner at present, expected that a decision will be made shortly. Fire risk assessment to be undertaken by an ex-fire officer who lives in the village. Bank account issues with Barclays are still proving problematic.

**17. TO NOTE CORRESPONDENCE RECEIVED**

**17.1 Letter from Friends of Tivetshall School (FOTS)**

It was noted that a letter had been received from FOTS thanking the PC for the donation of £120.00 which would be used for a special treat for the children.

**17.2 Traffic damage to the Village Green discussed and PC acknowledged that it is a pity drivers are not keeping to the roadway and that it looks unsightly. Councillors agreed to look at damage and discuss options at next meeting. Clerk to write to residents around the green asking them for evidence of actual damage being caused and inform them that the PC is considering appropriate action.**

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

**17.3 Flooding on B1134 – included in item 7.6**

**17.4 Request for Donation from Borderhoppa – agreed to defer to February**

**17.5 Norfolk Playing Fields Association**

A membership invitation was received and discussed, it was decided that membership was not necessary.

**17.6 Letter from Dickleburgh Sea Scouts**

It was noted that a letter had been received from Dickleburgh Sea Scouts thanking the PC for the donation of £120 which will be used to benefit local young people attending the group.

**17.7 Letter from Saffron Housing**

The Chair reported that land could be owned by the PC or privately owned. The letter identified the need for affordable housing in Tibenham and asked TPC to identify potential land within Tivetshall that might be suitable to meet this need, it was felt that this was not relevant to Tivetshall. The contents of the letter was noted and it was agreed the Clerk should respond to say that no land is known by the PC.

**18. FINANCE**

- 18.1 The Clerk presented the balance of accounts and bank reconciliation as at 9<sup>th</sup> January 2018 plus the list of payments for authorisation in January. The Clerk reported that Norfolk County Council's share of the cost of the bus shelter (£1190.00) has been paid into the PC bank account.
- 18.2 It was reported that additional lights for the Christmas tree were purchased by the Clerk on 3<sup>rd</sup> December, under emergency measures in consultation with councillors present, it was identified that although the replacement tree lights had the same number of lights as the previous ones the length of lead was not long enough to cover the tree. Total cost of £100.97 reimbursed to the Clerk. Under the same emergency measures the Clerk reported that the purchase of a weatherproof electric socket box was also required as the new style plugs would not fit into the box on the village sign. Cost of £19.99 to be reimbursed to Cllr Chris Miller.
- 18.3 The Clerk presented documents showing the forecast on spending for the remainder of the current year and a forecast budget for 2018/19. It was agreed to amend the budget forecast to include the repair of the playing field fence agreed under item 7.2.
- 18.4 To Determine the Parish Precept. PC has not increased the precept for the past two years, with more responsibilities being devolved to the PC and a lower grant from SNDC this coming year, it was decided to increase the precept to £9400, which equates to £43.11 for a Band D property, less than a 2% increase.
- 18.5 The following payments were authorised:
- 18.5.1 Clerk's expenses - £16.46 (office supplies) £4.05 (mileage)
  - 18.5.2 Clerk's monthly gross salary for period 01/01/18 to 31/01/18, £211.10
  - 18.5.3 Handyman's gross salary for hours claimed - £115.35
  - 18.5.4 J Crerar Invoice for grass-cutting and maintenance (4<sup>th</sup> quarter) - £705.50
  - 18.5.5 South Norfolk DC Dog Bin Annual Charge - £780.00
  - 18.5.6 Tivetshall Village Hall – PC Hire for period 1/4/17-31/3/18 – £365.50
  - 18.5.7 Community Heartbeat one set of replacement pads for defibrillator - £45.60
  - 18.5.8 The Primrose Press for Dec/Jan Grapevine printing - £112.00
  - 18.5.9 Information Commissioner's Office – Data Protection Registration - £35.00
  - 18.5.10 M P Stephenson & Sons for Village Christmas Tree - £96.00
  - 18.5.11 Norfolk Pest Control Services for mole management on playing field - £150

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

Cllr Alyson Read asked for the Litter Pick to be on the agenda for February.

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

Proposed as Wednesday 14<sup>th</sup> February 2018 at 7.30pm

Meeting finished at 10.15 pm