



## TIVETSHALL PARISH COUNCIL

**Minutes of Tivetshall Parish Council Meeting:  
7:30 pm, Wednesday 9<sup>th</sup> October 2019, Tivetshall Village Hall**

**Present:** Rita Land (Chair), Alyson Read, John Powell, Rob Alleguen-Porter and Ros Hill (Clerk).

Cllr Clayton Hudson (District Councillor), Cllr Martin Wilby (District Councillor), Cllr Bev Spratt (County Councillor)

**Apologies:** There were none

1 member of the public in attendance

**1. TO CONSIDER ACCEPTANCE OF APOLOGIES FOR ABSENCE**

There were none.

**2. TO CONSIDER ANY APPLICATIONS FOR CO-OPTION**

There were none.

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

There were none.

**4. MINUTES**

**4.1 To approve the minutes of the 18<sup>th</sup> September Parish Council meeting**

The minutes were accepted and signed as accurate.

**4.2 Matters arising from the 18<sup>th</sup> September minutes**

There were none.

**5. PUBLIC PARTICIPATION – 15 MINUTES ALLOCATED FOR PARISHIONERS FORUM**

**5.1 Reports from District and County Councillors**

Cllr Wilby reported the Pub of the Year competition, winners were Bawburgh King's Head. Cllr Wilby stated that the sites put forward under the Greater Norwich Local Plan (GNLP) under Regulation 18 are likely not to be published until January 2020 now. It was also reported that funding for Ping is still open. The Council expressed an interest in following this up, Clerk to look into. Cllr Wilby reported on the progress with Hempnall roundabout and explained that Long Stratton bypass funding was progressing with building likely to start in 2022. Autumn Link magazine to be published soon with more information.

Cllr Read asked about the trigger point for work to commence on the bypass. Cllr Wilby said this was yet to be confirmed but there may be scope to bring the start date forward.

Cllr Hudson explained that GNLP is pushing for all small villages to get an allocation of 3-5 houses within the development period, these would be outside of the current planning area. Preferred sites to be published in Jan 2020.

Parishioner asked if school closure would impact on the status of the village as a service village, it was thought to be unlikely.

County and District Councillors left the meeting.

**5.2 Parishioners Forum**

Representative from B4RN said that a meeting had been held with a resident adjacent to the village hall and agreement has been reached to a proposal to put 3 4x4 posts just onto PC land, with an overlap of fence panels to screen the cabinet. It was explained to councillors that the intention is that B4RN will pay for all materials and undertake maintenance of the fence, screened planting to take place by B4RN with plants donated by a member of B4RN team.

Council questioned the long-term arrangements for ownership and clarified that Council did not want to have any responsibility for maintaining the fence should it be situated on PC land and it was suggested that it might

be better for the screen to be just on the resident's side of the boundary. It was agreed that the B4RN representative would discuss with the resident to agree the location of the screen and ensure location and ownership is documented for future reference. It was agreed that B4RN would aim to get the fence on the boundary, with plants to be planted on resident's side and maintained by parishioner.

**6. REPORTS FROM CLERK AND COUNCILLOR**

Councillors received the Clerk's Report which had previously been circulated. There were no questions

**7. TO CONSIDER MATTERS RELATING TO B4RN PROJECT**

**7.1 To consider Wayleave for B4RN to cross the Village Green**

B4RN employee updated on progress to access Thwaites Oak Close. Proposal is at a point opposite number 11 to go under the unmade private road, then up onto The Green and across The Green to number 16. It was clarified that there would be no disturbance to the unmade section of Thwaites Oak Close. Council confirmed agreement with the proposal and agreed that B4RN should produce a plan and Wayleave Agreement for Council to approve. Council agreed for the Clerk to sign the Wayleave on behalf of Council. The Clerk informed councillors that she would circulate the agreement once received as it was their responsibility to check the wording of the wayleave agreement and to be satisfied that they agreed with the wording.

**7.2 To consider writing to landowner regarding benefits of B4RN to parishioners**

It was noted that the Clerk had prepared a draft letter outlining the importance of the B4RN hyperfast broadband for the community, which had been circulated to Council before the meeting. Councillors approved the draft for the Clerk to sign and send to B4RN for it to be sent to the landowner.

**8. TO RECEIVE UPDATE ON TRO RELATING TO BOAT36, BACK LANE, OFF MOOR ROAD**

It was noted that the email from Burston and Shimpling PC had been received and the monitors shows moderate usage of the footbridge by walkers off Moor Road into Back Lane.

Cllr Read recapped on the recent site meeting which had been held with various interested parties. It was noted that the matter is now with the Norfolk County Council legal team for consideration of next steps. It was agreed that the Clerk should investigate the process for obtaining tree protection orders on trees within the Tivetshall parish boundary on Back Lane and report back to Council.

**9. CONSIDER REPLACEMENT OF WASTE BINS AND PURCHASE OF NEW BINS**

The Clerk presented details of Glasdon bins (South Norfolk Council's) preferred supplier. The Clerk asked Council to note that SNC provide the general waste bin emptying service without additional charge to parishes. However, SNC do ask that waste bins are black for consistency with the colour used for general waste wheelie bins within the SNC area, this also makes the job easier for their workers to identify bins to be emptied. It was noted that post mounted bins are not recommended for wooden posts as these can become unstable and given the state of the wooden fence by the playing field it was agreed these would not be advisable. Council could consider replacing the existing bins with two free standing bins on the playing field, these would need to be cemented into the ground. Council also considered the placement of new rubbish bins by the bus shelter on the A140 and by St Mary's churchyard.

Council agreed to try and buy the Topsy 2000 bins on clearance price with Glasdon and have two free standing bins on the playing field, one by the bus shelter and one by St Marys churchyard. Clerk to get costs and bring to November meeting, plus send to SNC for approval. Clerk to identify whether the handyman would be able to undertake the work to cement these into the ground.

**10. TO CONSIDER REQUEST FROM RUNNING GROUP TO USE PLAYING FIELD REGULARLY FOR TRAINING**

The Clerk explained that correspondence had been received from the leader of a local running group requesting the use of the playing field on a monthly basis for practice sessions. He had made it known that he would be willing to make a donation to the village hall for allowing use of the field. Councillors agreed for a donation to be made to the village hall. It was agreed the Clerk should ask the leader of the group to notify Council of dates and times they intend to use the field. Agreed for time being subject to requests from other groups within the parish.

**11. TO DETERMINE ARRANGEMENTS FOR REMEMBRANCE DAY AND DONATION FOR WREATHS**

It was noted that Remembrance Day is on 10<sup>th</sup> November and it is anticipated that the service at St Mary's ruin will be on Monday 11<sup>th</sup> at 10.50am. Cllrs to attend Sunday and Monday services to lay wreaths. Cllr

Land to attend the St Mary's service, Cllrs Read or Powell to attend St Margaret's service and lay the PC wreaths. Donation to Royal British Legion agreed £100 for 2 wreaths and a cross to go in the ground approx. 12 inches.

**12. TO CONSIDER RESPONSE REGARDING PCC COMMENTS RELATING TO DONATION FROM PC**

The Clerk asked councillors whether they wished to follow up on the comments made during the Parishioners Forum at the September meeting about Council's perceived unwillingness to increase the donation amount. It was noted that when the request was received in May that The Clerk had replied requesting further details of the additional expenditure incurred by the Parochial Church Council to maintain the churchyard, so that Council could give the request further consideration at the July PC meeting. The requested information was not received from the PCC. Council agreed that the Clerk should send the email to the PCC again reiterating Council's position and that donation amounts would be considered in November as part of the budget planning for 2020/21.

**13. HIGHWAYS, FOOTPATHS AND MAINTENANCE MATTERS**

Church Lane footbridge and steps. It was reported that the Clerk has chased this work again with NCC and asked for urgent attention due to a resident slipping whilst using the footbridge and steps.

Cllr Land reported that parishioners had asked for their thanks to be expressed for Council arranging the cutting back of the hedge by the footpath on the East side of a140

The Clerk reported that a resident had complained that the footpath off Rectory Road had an obstruction in the field near the footbridge. The Clerk is looking into.

The Clerk asked Council to consider asking Highways to take action to replace the rusted road signs as there are several which are rusted through and at risk of coming down in high winds or if knocked by a vehicle. Cllr Powell offered to get evidence of rusted signs in the parish and send to the Clerk, who will then raise with Highways.

Cllr Land asked Council to consider replacing the key padlock with a combination padlock for the pavilion to save loss of keys and assist with access if key holders are unavailable. Council agreed that Cllr Land should obtain the lock and give to the Clerk for the handyman to fit.

**14. TO CONSIDER RE-POINTING OF VILLAGE SIGN**

Cllr Alleguen-Porter reported that there is now a large crack on the brickwork around the village sign which is in need of urgent repair. Council agreed this needed attending do and asked the Clerk to obtain quote and timescale to undertake repair from local builders.

**15. TO CONSIDER APPROACH TO MAINTENANCE OF PLAY EQUIPMENT AS PER ROSPA REPORT**

It was noted that there are a number of repairs to the play equipment that need addressing. Having considered the report Council agreed to the following:

- Clerk to obtain cost to replace wood edging around adventure play area and play bark. Handyman to be asked replace the wooden edge around the adventure play equipment and replenish play bark to recommended depth.
- Wooden tyre frame and monkey bars have been noted as becoming looser since the annual inspection in June, which recommended these needed close monitoring and to be put out of use if necessary. Council agreed advise should be taken from RoSPA on putting this piece of equipment out of use. Clerk to obtain advice from RoSPA.
- To remove middle swing in the three swing bay and check fixings. High risk score as not compliant with relevant standard. Clerk to take advice and obtain cost for repair and/or replacement of swings and ground protection.
- Missing central collar on the small roundabout. Clerk to order replacement.

Council asked the Clerk to write to the landowner regarding the lease of the playing field in relation to the play equipment and inform them that this is going to be discussed at the November meeting.

**16. TO CONSIDER CLERK'S ATTENDANCE AT NPTS AUTUMN SEMINAR**

Council agreed the seminar provided a good opportunity to be brought up to date with current requirements for PC websites and agreed to the Clerk attending. Clerk to book place.

**17. TO CONSIDER PC RESPONSE TO NCC DIVISION CONSULTATION**

Agreed to defer to November meeting

It was agreed to suspend Standing Order 3X as the meeting was going to exceed two hours.

**18. TO CONSIDER PC RESPONSE TO SAVING SWAINSTHORPE CAMPAIGN**

Council agreed to write lending support to campaign citing the following reasons - loss of agricultural land, increase in heavy vehicles on a140, under-utilised industrial units closer to Norwich, site location unsuitable, risk of loss of wildlife and fauna and flora, loss of rural landscape in Norfolk, changes the face of South Norfolk. Clerk to send response.

**19. TO CONSIDER APPROACH TO DEVELOPING A NEIGHBOURHOOD PLAN**

Cllr Powell has been in contact with Starston PC to identify how they approached their neighbourhood plan. It was started with an outline of neighbourhood plan by a steering group of parishioners, plus one parish councillor. A survey was delivered to parishioners and then collected to obtain parishioners views on what was important to them about where they lived. It was agreed that Tivetshall PC would need to ask for volunteers to help with forming a steering group, which would be led by a councillor. Cllr Powell resolved to draft a questionnaire with Starston PC and bring the draft questionnaire to the November PC meeting for consideration. It was proposed that the questionnaire would be distributed during December.

**20. NOTE CORRESPONDENCE RECEIVED**

**20.1 To note correspondence from Came and Company relating to changes to business**

The correspondence from Came and Co was noted. To be kept on file.

**20.2 To note correspondence from NALC**

Correspondence from NALC was noted. Cllr Read and Powell to attend on 29<sup>th</sup> October £50 for two places. Clerk to book.

**21. FINANCE**

21.1 The balance of accounts and bank reconciliation was received and approved.

21.2 It was noted that no payments had been received into the account but that notification had been received that the second payment of precept money was due at the end of September.

21.3 The Clerk reported that no payments had been made since those approved at the September meeting.

21.4 The following payments were approved by Council:

21.4.1. Clerk's monthly gross salary for period 01/09/19 to 30/09/19 of £321.75

21.4.2. Clerk's reimbursement of expenses (office supplies) - £7.32

21.4.3. Handyman's monthly gross salary for period 01/09/2019 to 30/09/19 of £87.99 plus additional hours of £24.50 for treating picnic table

21.4.4. Norse Eastern Ltd maintenance for second half of year - £610.91

21.4.5. Expenses reimbursement to Cllr Alleguen-Porter (registration of Wix website) – £110.16

21.4.6. Mr S Green - Green Clean (cleaning of bus shelter) - £15.00

21.4.7. Tivetshall Community Car Scheme - £9.35

**22. STAFFING MATTERS (CONSIDER EXCLUDING THE PUBLIC)**

No matters to be discussed

**23. TO RECEIVE ANY URGENT ITEMS FOR INFORMATION AND CARRY FORWARD TO THE NEXT MEETING**

Consultation on possible closure of Tivetshall Primary School to be on the agenda for November. Clerk to publish details on PC Facebook page and PC website so parishioners aware.

**24. TO AGREE THE DATE AND TIME OF THE NEXT PARISH COUNCIL MEETING**

The date of the next meeting was agreed as 13<sup>th</sup> November 2019, at 7.30pm.

Meeting closed 9.56 pm