



**TIVETSHALL PARISH COUNCIL**  
**Minutes of Tivetshall Parish Council Meeting**  
**held at The Village Hall Tivetshall**  
**on Thursday 14<sup>th</sup> September 2023 at 7.00 pm**

*These are draft minutes and will be approved at the next meeting*

**Present:** Councillors – Rob Alleguen-Porter (Chair), Julie Brown, Alyson Read, Sandra l’Anson and Steve West

**Also Present:** District Cllrs Clayton Hudson, Delme Thompson and county councillor Catherine Rowett

2 parishioners

**1. Apologies for absence**

Apologies received by Carole Youngs. All agreed to accept

**2. Declarations of interest on items on the agenda and consideration of requests for dispensations**

Cllr Brown and Cllr Read declared themselves as Trustees of the Village Hall.

All agreed to accept

**3. Minutes**

**3.1 Minutes of the Meeting Held on 26<sup>th</sup> July 2023**

**It was agreed by all to approve the minutes of the meeting held on 26<sup>th</sup> July 2023**

**Proposed Cllr Read Seconded Cllr l’Anson**

**3.2 Matters arising 26<sup>th</sup> July 2023 meeting (information only)**

None.

**4. Public Participation (including reports from District and County Councillors)**

District Cllr Delme Thompson sent the attached report Appendix 1

Councillor Clayton Hudson gave the following report

Residents and other organisation are able to apply for grants for this and also expressions of interest that does not mean you have to purchase. It is hoped that by bulk buying it’s going to be cheaper for everyone involved.

Pride in place grants applications have finished for this round of funding but there is still plenty of options to apply for grants through this.

There is a Parish clerk and councillor forum on 9<sup>th</sup> November and it was asked if a councillor would attend with The Clerk.

Finally, Norfolk Environmental Credits Ltd seems to have popped up with each household seemingly paying £25 towards this scheme which will help offset Nutrient Neutrality apparently.

Councillor Catherine Rowett gave the following detailed report Appendix 2

The parish council was thanked by Tony Jollans for the card they sent to him after his wife’s sad death.

A parishioner brought up about the B4RN Service and how brilliant the B4RN system is as a real asset to the village. Over 70% of the village is connected and the last part by the Maltings should be connected shortly. Delay was due to having to cross the railway line. Meaning the whole village is now covered by B4RN which is great news.

Many over 55-year-old parishioners are worried about online services now and the difficulty in accessing these online services via their mobile phones and of course online pharmacy problems in using online services. Telephone calls are taking too long at GP surgeries and this is a worry. Pulham

Market no longer accepts telephone calls for prescriptions and you have to do on line or drive there to get this done. A question was asked would the council support a training day at the village hall to assist parishioners on these problems. They are not looking for funding just a place to run this workshop.

The District Council Link magazine display's QR codes to access further information. Many parishioners do not understand what the QR codes are or the long web addresses this causes difficulty.

A parishioner commented that not everyone can use a mobile phone and this is a major problem and a huge worry.

It was commented that the Parish Council would look to utilise the village hall and maybe a community newsletter to help with publicising this issue and the workshops. A question was asked on who would fund this. The Chairman asked for the information to be given to the Clerk.

## 5. Finance

5.1 To receive the balance of accounts and bank reconciliations for July and August 2023 attached as Appendix 3

### 5.2 Receipts since the last meeting – None

SNDC	Litter Pick Award	£20.00
HMRC	VAT refund	£359.47

### 5.3 To note payments made since the last meeting

Alan Arber	Salary July	£488.78
Nick Sharp	Salary July	£70.64
HMRC	Tax and NI	£133.80
NPTS	Cllr Training	£48.00
SLCC	Clerks National Conference	£141.70
Lloyds Bank	Credit Card Charge July	£3.00

### 5.4. To approve the following payments

Alan Arber	Salary – Aug	£488.78
Nick Sharp	Salary – Aug	£119.14
HMRC	Tax and NI June	£145.00
Lloyds Bank	Credit Card Charge August	£3.00
Excite Solutions	Grass cutting	£422.98
SNDC	Annual Dog Bin Charge	£1337.80
S Green	Bus shelter Cleaning	£15.00
PKF Littlejohn	External Audit Charge	£252.00
CTS	maintenance items	£5.95
Wix	Annual Website charge	£158.40

### **Proposed Cllr Alleguen-Porter      Seconded Cllr I'Anson**

### 5.5 To note any payments after the agenda posted

Alyson Read	Litter Pick expenses	£4.63
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The balance on the account at 1<sup>st</sup> September was £15,055.49

The Chair signed the bank statement as a true record of the balance of the account at 1<sup>st</sup> September

The balance after payments made at this meeting is £12,102.81

### 5.6 To receive the external Auditors report and note any actions

The Clerk commented that the external auditor had given the council a clean bill of health with no issues reported which was pleasing and the clerk was thanked for his good work on this.

### 5.7. To discuss the proposition for the Clerk to be enrolled asap in the local government pension scheme

The Clerk had produced the rough figures for enrolling in the pension scheme. It was agreed to enrol the Clerk on the pension scheme

The following resolution was passed

*Tivetshall Parish Council resolves under Regulation 3(1) of the Local Government Pension Scheme Regulations 2013 that Alan Arber PSLCC our Parish Clerk and RFO should be designated as being eligible for membership of the LGPS with effect from 1<sup>st</sup> October 2023*

**Proposed Cllr Read**

**Seconded Cllr I'Anson**

## **6. Reports from The Clerk and Councillors**

6.1 The Clerk sent his report to all Councillors all agreed to accept Appendix 4.

6.2 To review and Update the Community Plan – Appendix 5

This has been reviewed and updated with actions to be done

6.3 To receive Update on this Council's request to reduce speed limits on Station Road and the area around Tivetshall Primary School Village Hall and The Green.

The Clerk reported that 20 mph flashing signs were now in position and working well

Dudley Adshead's Report as below Appendix 6

Dudley's report had been emailed to all Councillors and it was noted that the speed in the village was down. However, there is still one speeder well over the speed limit and the data had been sent to the police from the report for them to monitor

6.4. To receive details of Litter Picking on the Duke of Edinburgh Scheme

No information received yet by The Clerk on this but still ongoing

6.5. To receive a reply on the request for a footway on the A140

The Clerk had contacted Highways regarding a footway but no reply had been received.

6.6 To agree the nominations for the village hall from the Parish Council

Cllr Read and Cllr Brown will continue to be the representatives for the village hall.

The secretary role will become vacant at the end of the year. This is a valuable and important role. More volunteers and Trustees are always being sought.

6.7 To receive the play area report

The report has been received. It was sent to Nick to look at regarding scheduling any works. No major issues were found and Nick was scheduling the works. As yet no schedule had been received by the Clerk.

6.8 To discuss the Parish Partnership application for 2024-2025

The Clerk commented that we could use this to get another 20-mph flashing sign at the end of School Road

6.9 To discuss the purchase of 2 wreaths for remembrance project

These have been ordered and The Clerk will collect asap

## **7. Village Hall report –**

Cllr Read gave a verbal report noting: It was agreed to accept the report.

The café will not run on 20<sup>th</sup> September due to staffing numbers

DBS checks being done on all trustees

Quiz night was very popular and a great success

Bookings for parties are down but a funeral next week

Other groups are still meeting with the bowls picking up with bookings.

Grants notified for increasing the energy sustainability with outside power points and double glazing on the front door and extra lights in the toilets with the grant going in by 21<sup>st</sup> September

Food and Craft fayre 7<sup>th</sup> October and volunteers are required to assist and we have over 30 stalls on the day booked.

## **8. Planning**

a. To hear any Planning applications received and any after agenda was posted

2023/2636 The Parish Council supports this application.

b. To hear an update from the recent neighbourhood plan meeting with South Norfolk District Council

No attendance as everyone was busy

9 Planning Enforcement issues – These were noted by the council

10 **Highways Spreadsheet** – Spreadsheet was reviewed of outstanding issues and The Clerk had reported all items on the spreadsheet and the unfinished works were ongoing

b), Village sign repairs

The Chair commented that this had been dealt with earlier.

c). The following issues need reporting

Handrail

11. **Training –**

The Clerk is looking to undertake a Finance degree called FILCA with the costs shared between his councils at a cost of £30 per council to improve his finance knowledge

**Proposed Cllr Alleguen-Porter**

**Seconded Cllr l'Anson**

10. **Woodland Trust initiative**

Cllr Read reported on this to the meeting and gave all councillors an example sheet and it was felt this was a great idea and give people a start and finish area with local maps. The example would be to plot the size of the trees with a worry how we could get people to report and where to place their reports. It is also about identifying hedging as well.

It was agreed to do a trial run on one area to see if the system works.

12 **Correspondence**

The following correspondence was received and noted and had been sent to all councillors in advance of the meeting.

WebNOS defib report completed and submitted for both July and August

External audit Received back

NPTS training information received

Nalc training email received

Email sent to Playing field landowners with no reply received

Website updated

Email sent to Highways on the 20-mph zone discussed many months ago from the funding available

Note to say we had been awarded £20 for the litter picking day recently

SAM report from Dudley Adshead received and emailed to all councillors due to meeting date being late this month

Highways work carried out

CCTV will be cleaned and installed on parish Laptop at next TTJ

CCTV added to the Parish Laptop but log in needs sharing

Cock Crow report submitted

Pension Information received

Email regarding earth works at The Maltings

Planning application 2023/2636 received

Conical Rope roundabout report received and it is now fixed

Village Green bench fixed/varnished and back in place

GLS sponsorship beds installed

Emails on electric charging points exchanged.

Unity Trust Financial Eligibility form returned as required every 6 months

Emails sent to companies regarding valuing the field and best quote back was over £1000

A question was asked when we will pay the church grant and The Clerk commented when they apply for it.

13. **To receive any urgent items for information and to consider items for the next agenda**

Digital workshop

Tivetshall tree Register  
Parish partnership  
Newsletter  
20 MPH zone funding.  
Budget

**14. Date of Next Meeting**

Thursday 19<sup>th</sup> October Parish Meeting 2023 7.00 pm, Tivetshall Village Hall

Meeting closed at 20.45 pm



Appendix 1

**Cllr Delme Thompson**  
**Report for Tivetshall Parish Council September 2023.**

**Funding for Community Projects**

Applications for **Community Action Fund** close on 22 September.  
Application window for next season TBC.

**Town and Parish Forums**

Zoom held this afternoon Thursday, 14 Sept at 2pm.

In-person Town and Parish Summit at The Horizon Centre, **November 9th from 9:30am – 12:30pm.**

**Ukrainian & Afghan Families Scheme**

Central Government has provided 1.4 million pounds towards purchasing up to 10 new homes for the purposes of housing Afghan and Ukrainian families. That money provides 40% of the total cost, with 60% coming from council finances. But after purchase we will own 100% of the properties that have been bought. The proposal is to buy a small number of properties in a number of different locations.

**Installation of electric car charging at village hall.**

As recently communicated to the Chair, and clerk. I have confirmed with SNDC that the village hall is confirmed as a designated site for the district roll out, and have asked for an update to be issued re current project status and timelines. I will continue to monitor this for further clarification.

**Pylon Consultation**

SNDC have lodged formal objections as part of the recent consultation, and will continue to fight the current plans.

Kind Regards  
**Cllr Delme Thompson**

## Councillor report, August 2023, from Catherine Rowett

September 7<sup>th</sup> 2023

August was a quiet time at the County Council, with no routine committee or Council meetings, but things have now started up again in September.

Norwich to Tilbury Pylons: I was invited to add some additional input to the response that the council had already prepared to submit to the consultation by National Grid. I was largely in agreement with the overall content of the response, with its preference for an offshore alternative (with a proper distribution system for all future offshore wind on the East Coast) instead of the proposed onshore route, and a preference for underground over the overhead cables that have been proposed. The finished response, including my input in appendix 2, can now be found in the public domain, since it formed the business of a meeting of the Planning and Highways Delegations Committee on Friday 8<sup>th</sup> September 2023 at 10 a.m. Residents and Parish Councillors might wish to watch the video of this meeting, which can be accessed on the Norfolk County Council Youtube feed. **Details of the meeting and papers can be found here:** [CMIS > Calendar of Meetings](#)

Highways and road safety: in early August I went to the Highways depot in Hethersett for a briefing on options in relation to improvements we can make to highways, cycle paths, pavements etc. Options for funding schemes include the Parish Partnership scheme, with up to £25,000 contributed by NCC providing the Parish Council finds the funding to contribute half the costs. This scheme is for works that don't involve changes to any legal traffic order. But we also currently have access to the Road Safety Community Fund which is currently open to applications from this part of Norfolk, and does allow us to apply to change Traffic Regulation Orders if our proposal meets the relevant criteria. Any schemes hoping to access this fund need to be prepared during September if possible.

Long Stratton Bypass: I have been given a place on the Working Group and attended a meeting on 17<sup>th</sup> August. There are still a number of hurdles to pass before the road gets approved. I would be interested to hear the views of West Depwade residents and parish councils.

### Committee work

I have been given a place on the Infrastructure and Development Committee. The next meeting is on the morning of Wednesday 13<sup>th</sup> September, and business includes (among other things) the first tranche of Norfolk County Council's Climate Action Plan, and the new Walking, wheeling and cycling strategy (which is good in general, but fails completely to address the issue of speed limits and other measures to make walking and cycling safe in the country lanes). I will also get to attend as a substitute on other committees where we have a Green councillor, if the business includes something that particularly affects the interests of this Division. On Friday 15<sup>th</sup> September I shall be substituting for a colleague on the People and Communities Select Committee.

### Contact me

You can contact me on [Catherine.rowett.cllr@norfolk.gov.uk](mailto:Catherine.rowett.cllr@norfolk.gov.uk) for Council-related business, and I look forward to helping with a range of issues that people have already brought to my attention, including the anaerobic digester issue in Bressingham and the pylons, but also dangerous roads and other issues.

I also have a facebook page which will include updates on what I am working on, posts about events and opportunities relevant to residents, and a place where you can comment and leave your views

on things I want to ask you about. The link is here:

<https://www.facebook.com/profile.php?id=100095138285501>

Other County Council news

A few items to mention from the County Council more generally:

Midlife MOT

The Department of Work and Pensions is providing funding to offer what they call a Midlife MOT. It's designed to help people aged between 45-55 to make the best of their lives, covering work, your personal finances (including planning for being able to retire), and your health.

**Work** - Build your confidence, learn new skills, and assess your internal progression options.

**Wealth** - Better understand the financial implications of retirement, get help from the Money and Pensions Advice Service and make plans for how to maximise the value of your remaining years of employment.

**Wellbeing** – Improve your health for later life, with free support to stop smoking, be more active, maintain a healthy weight and manage your mental wellbeing.

It's completely free and government funded! Find out more here:

<https://intranet.norfolk.gov.uk/tasks/people/news/2023/midlife-mot>

Pension Awareness week 11<sup>th</sup>-15<sup>th</sup> September

Pension Awareness 2023 will host an entire week of live online expert shows about pensions and money. We'll be covering everything from combining pots, the State Pension, withdrawing your money, tax or budgeting...you name it, Pension Awareness has got it. There are few better ways of looking after your financial future than with focused 45-minute sessions where you can chat to other savers and feel like you're getting to grips with your future like never before. Find out more here: [5 reasons not to miss Pension Awareness 2023 - Pension Awareness Day](#)

Norfolk Bus Service Improvement Plan

Norfolk has received £30.9m of capital funding and £18.6m of revenue funding for improved bus services, to fund plans that include 17 new measures to give buses priority on the roads. These include new bus lanes in Norwich, King's Lynn and Great Yarmouth and redesigned junctions across the county.

New or improved travel hubs are proposed for Sheringham, Cromer, Diss and Hunstanton. These will provide better waiting areas with real-time information to help to give passengers a better experience. They will also be integrated with walking and cycling facilities.

There will also be a county-wide review of bus stops with upgrades to improve access for people with disabilities, to provide more real-time information and a programme of works to reduce delays to buses.

Preventing floods

Small, simple steps that ensure water can drain away from your home can cut down the likelihood of flooding: e.g. keeping drains, ditches, and watercourses clear. Many ditches and watercourses will benefit from clearing branches, and cutting back new undergrowth. Early autumn is a good moment for property owners to put in a little work to keep their properties safe.



A build-up of flood water with nowhere to drain can quickly turn a minor incident into a disaster for the home. By starting off small, and checking drains for any blockages such as mud, leaves and stones, residents can take the first step towards mitigating the impact of flooding.

Outside the home, if residents spot any blocked or broken drains on Norfolk's highways, they can report it via [www.norfolk.gov.uk/flooding](http://www.norfolk.gov.uk/flooding), allowing Norfolk's Highways Team to clear them and keep our roads open.

More information [here](#).

*Catherine Rowett*

*8<sup>th</sup> September 2023*

### Summary of Financial Position

#### Bank Reconciliation @ 1st August 2023

Bank balance - Unity	£15,564.94
Less unrepresented cheques	
<b>Total</b>	

Cash book	£15,564.94
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Payments made at the last meeting	£ 4,140.97
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Payments made since the last meeting		
<b>Total</b>	<b>Credit card Charge</b>	<b>£ 3.00</b>

Receipts since the last meeting

<b>Total</b>	
Payments to be agreed at this meeting	

02/08/2023 Nick Sharp	Handyman Salary and expenses July	Bacs	70.64
02/08/2023 Alan Arber	Clerks salary and expenses July	Bacs	488.78
02/08/2023 SLCC	Clerks national Conference	Bacs	141.70
02/08/2023 HMRC	Tax and NI	Bacs	133.80
02/08/2023 NPTS	Sandra Training	Bacs	48.00

882.92	12,102.81	14,679.02
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#### Represented as:

Neighbourhood Plan - Locality	-	45.02
Neighbourhood Plan - SNC		1,613.65
Covid Grant		149.79
CIL		133.83
General Reserves		10,250.56
VAT reclaimed 31/7/2023		359.47

## Summary of Financial Position

### Bank Reconciliation @ 1st September 2023

Bank balance - Unity	£15,055.49
Less unrepresented cheques	
<b>Total</b>	

Cash book	£15,055.49
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Payments made at the last meeting	£ 882.92
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Payments made since the last meeting	
<b>Total</b>	£ -

Receipts since the last meeting			
	HMRC		£ 359.47
	SNDC	Vat Refund	£ 20.00
	<b>Total</b>	Litter Pick Award	£ 379.47

### Payments to be agreed at this meeting

12/09/2023	Nick Sharp	Handyman Salary and expenses Aug	Bacs	119.14	
12/09/2023	Alan Arber	Clerks salary and expenses Aug	Bacs	488.78	
12/09/2023	S Green	Bus shelter Cleaning	Bacs	15.00	
12/09/2023	HMRC	Tax and NI	Bacs	145.00	
12/09/2023	Excite Solutions	Grass Cutting	Bacs	422.98	
12/09/2023	SNDC	Annual Dog Bin Charge	Bacs	1,337.80	
12/09/2023	PKF Littlejohn	External audit	Bacs	£ 252.00	
12/09/2023	CTS	maintenance	Bacs	£ 5.95	
12/09/2023	Wix	Website Host Charge	Card	£ 158.40	
12/09/2023	Lloyds Bank	credit Charge Charge	Card	£ 3.00	
12/09/2023	A Read	Litter Pick expenses	bacs	£ 4.63	
				2,952.68	£12,102.81 12,102.81

### Represented as:

Neighbourhood Plan - Locality	- 45.02
Neighbourhood Plan - SNC	1,613.65
Covid Grant	149.79
CIL	133.83
General Reserves	10,250.56
VAT yet to be reclaimed	359.47

Tivetshall Parish Council

#### Clerks Report

With the council not meeting in August it has been a month that I get on with all the tasks required and contact councillors via email and at TTJ.

Many people have noticed the poles been installed for the new 20 mph signs being installed around the school area. These will be flashing signs and be on at the start of school time and the end and can also be on for the lunch break should the school wish to go to the pond area for a lunch times.

As regards the pond area you will notice that Garden landscape Services have installed 2 planted beds at their cost and these have been sited to help with the safety of the area by the parts that had no safe area and people could have fallen in into the pond and it was felt this was the best location after many discussions with the contractor's the sites were agreed.

Our handyman Nick continues to work tirelessly and has completed the bench on the green and others and they are all looking fantastic and what an asset Nick is.

Nick will be starting the works on the play area that are required and will ensure that it's completed within a time frame to ensure the area is safe according to the play area inspection report we recently received.

We still are trying to get the owners of the playing field to meet to discuss the issue with the lease but no answers are forthcoming and it is very much a worry for me that despite the many emails they still refuse to reply.

I was made aware that there was an article in a SNDC magazine regarding the installation of an electric car charging point at the Village Hall and I am actively looking into this with our county and district councillors and once I have the information, I will inform you all of when this will happen.

Finally, I will be attending the TTJ as normal and look forward to seeing you all at this wonderful village event and cannot thank the volunteers that run this enough. It's such a delight

Finally, if you see any issues that need looking at or spot anything that is not right, please email me on [Parish.clerk@tivetshall.org.uk](mailto:Parish.clerk@tivetshall.org.uk) as this gets to me quicker than the website

See you all at TTJ

#### Handyman's Report

Nick is continuing to work around the village and has finished the upgrade of the parish benches and the works on the play area that are needed, other jobs are on the horizon for Nick and with the diligent manner he completes these tasks we are lucky to have him as our maintenance handyman.

Appendix 3

For Project: Tivetshall  
 Project Notes:  
 Location/Name: Incoming  
 Report Generated: 04/09/2023 15:17:08  
 Speed Intervals: 5 MPH  
 Time Intervals: Instant  
 Traffic Report From: 01/08/2023 12:00:00 through 29/08/2023 06:59:59  
 85th Percentile Speed: 31.1 MPH  
 85th Percentile Vehicles: 4996  
 Max Speed: 60 MPH on 11/08/2023 14:10:00  
 Total Vehicles: 5878  
 AADT: 211

**Volumes - weekly counts**

Time	5 Day	7 Day
Average Daily	199	204
AM Peak	17	17
PM Peak	19	19

**Speed**

Speed Limit: 30  
 85th Percentile Speed: 31.1  
 50th Percentile Speed: 25.1  
 10 MPH Pace Interval: 20.0 MPH to 30.0 MPH  
 Average Speed: 22.69

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Count over limit	166	146	159	180	168	130	106
% over limit	21.6	19.4	20.0	19.8	18.1	16.7	11.2
Avg Speeder	34.2	34.5	34.3	34.2	34.5	34.3	34.2
Avg Speed	21.0	20.5	20.6	18.9	17.7	19.1	12.5

For Project: Tivetshall  
 Project Notes:  
 Location/Name: Incoming  
 Report Generated: 04/09/2023 15:17:08  
 Speed Intervals: 5 MPH  
 Time Intervals: Instant  
 Traffic Report From: 01/08/2023 12:00:00 through 29/08/2023 06:59:59  
 85th Percentile Speed: 31.1 MPH  
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PM Peak 16:00	19	19

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% over limit	21.6	19.4	20.0	19.8	18.1	16.7	11.2
Avg Speeder	34.2	34.5	34.3	34.2	34.5	34.3	34.2
Avg Speed	21.0	20.5	20.6	18.9	17.7	19.1	12.5