



**TIVETSHALL PARISH COUNCIL**  
**Minutes of Tivetshall Parish Council Meeting**  
**held at The Village Hall Tivetshall**  
**on Thursday 6<sup>th</sup> October 2022 at 7.00 pm**

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

**Present:** Councillors – Rob Alleguen-Porter (Chair), Sandra l’Anson, Julie Brown, Carole Youngs. Alyson Read.

**Also Present:** Steve West

**1. Apologies for absence**

Councillor Sandra l’Anson arrived late for personal reasons, District Councillors Clayton Hudson, Martin Wilby and County Councillor Barry Duffin all sent their apologies All agreed to accept

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

Cllrs Brown, Alleguen-Porter and Read declared themselves as Trustees of the Village Hall.  
Cllr Read for a payment  
All agreed to accept

**3. Minutes**

3.1 Minutes of the Meeting Held on 14<sup>th</sup> July 2022

**It was agreed by all to approve the minutes of the meeting held on 9<sup>th</sup> June 2022**

**Proposed Councillor Youngs      Seconded Councillor Read**

3.2 Matters arising 14<sup>th</sup> July 2022 meeting (information only)

None.

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

District Councillor Martin Wilby sent his report that the clerk read out and is attached as Appendix 1

County Councillor Barry Duffin also sent his report and is attached as Appendix 2

**5. Finance**

5.1 To receive the balance of accounts and bank reconciliations attached as Appendix 3,4,5 and 6

5.2 Receipts since the last meeting – SNDC Precept                      **£10,377.50**

Groundwork N H Plan Grant                      **£1859.00**

5.3 To note payments made since the last meeting -None

5.4 To approve the following payments:

All payments listed on attached Financial reports detailed above July, Aug, Sept and Oct

**Proposed Cllr Alleguen-Porter                      Seconded Cllr Brown**

The balance on the account at 30<sup>th</sup> September was £27,096.42

The clerk reported that he had submitted a VAT refund for £836.17 and this should come in by the start of the next meeting

5.5 To agree any payment received after agenda posted:

None

5.6 To discuss the option to opt out of the SAAA External auditor arrangement for years 2022-2023 to 2026 – 2027

It was agreed not to opt out of the arrangements on the advice of The Clerk and RFO

5.7. To receive the External audit, note any comments and required actions

The clerk reported that the council had received a clean bill of health with no required actions noted

5.8 To appoint an Internal control Officer

Sandra l'Anson was appointed the Internal control Officer for the ongoing year and had completed her first Internal control report which was adopted by the council

**Proposed Councillor Youngs      Seconded Councillor Read**

## 6. Reports from the Clerk and Councillors

6.1 The Clerk sent his report to all councillors Appendix 7.

The chair reported that the handyman is doing a great job on the benches but one is totally not repairable and new benches are being sourced. Street Licence for the new bench on Rectory Road

6.2 To review and Update the Community Plan – The clerk to update actions on the plan and to work with the chair on the emergency plan

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. Dudley's Report as below

The police actually phoned me this morning to talk about this - it was an unusually high speed, but generally they are happy with the overall stats because the 85<sup>th</sup> percentile of speed breaking was still a low speed of just over the limit. This suggests most people do drop to the right speed and most speed breaking is merely down to people not slowing down quick enough before they see the flashing sign.

We've agreed that we will keep an eye on those top speeds and discuss further if they crop up regularly.

This month I have moved the SAM to one of the new locations (entering the village via school road) so it will be interesting to see the results there.

By the way - collecting the data is so much easier using my mobile phone so thanks to the parish council for upgrading the SAM!

6.4 –To receive a report regarding the St Margaret's Church Meeting

The clerk commented that we had now paid the £300 grant to Tivetshall PCC and had received a letter asking for help with the flooding issues but he reported to the council we had no power to do this so we will need to look at the churchyard maintenance grant only. Councillor Youngs gave her report and agreed with this issue. Councillor Read then commented that she had spoken with the PCC treasurer on the issues and the parishioner reported that a lady is moving back to the area who is aware of grants for the church and it's hoped she will undertake this. Frana Dack is our main contact moving forward and the clerk will contact Frana to ask her to conform this.

6.5 To agree to adopt the Civility and Respect Pledge

It was agreed to adopt this pledge

6.6 To discuss the CPRE donation

It was agreed to donate £30.00 as a one-off donation

**Proposed Councillor Read      Seconded Councillor Alleguen-Porter**

6.7 To agree which councillors would attend the remembrance services at each Church

It was agreed that the following councillors would lay a wreath at St Marys Church would be Councillor Youngs

It was agreed that the following councillor would lay a wreath at St Margaret's Church would be Councillor Alleguen-Porter

**6.8 To agree the purchase of the Christmas Tree for this year's celebrations.**

It was agreed to get the clerk to purchase Xmas tree for the usual supplier but new Xmas lights may be needed.

**6.9 To discuss the purchase of new benches with one being in the memory of Queen Elizabeth 11**

The clerk reported that he had spoken to a gentleman in Wacton who could make us picnic tables for around £200 with one remembering the Queen and one for the Kings coronation. The clerk to action.

**7. Village Hall report -**

The Village Hall reports for September and October was emailed to all councillors by Councillor Read and attached as Appendix 8 and 9

**7.1 Neighbourhood Plan Reports – Reports for Sept and October emailed to all councillors by Councillor Read and attached as Appendix 10 and 11**

**a. Finance**

The grant application from groundwork has been received to complete the plan and it totalled £1859.00 and Councillor Read and the steering group were thanked for their work on this.

**8. Planning**

8.1 To hear any Planning applications received and any after agenda was posted

**8.2. Planning Application received**

2022/1779. Homefields Grove Road Tivetshall St Margaret Norfolk NR15 2BE  
Erection of timber framed cart lodge with garden room and pump room.  
No comments from The Parish council

8.3. Planning applications determined by SNDC since last meeting - No applications received

8.4 Planning Enforcement issues – These were noted by the council

**9. Highways Spreadsheet – Spreadsheet was reviewed of outstanding issues and issues with two locations for the rangers to attend too and the clerk to report asap**

**10. Training – The clerk has booked GDPR training for all the council as requested and this is booked for Thursday 24<sup>th</sup> November to be held at Tivetshall Village Hall. Other councils have been invited to make it cost effective for all councils involved. New Councillor Training will need to be looked at.**

**11. Correspondence**

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

Over 50 Emails on the Queens passing  
Planning application 2022/1779  
Emails submitting the parish Partnership  
External Audit Received  
Webnos Done on the defib  
3 Year agreement on the grass cutting  
Neighbourhood plan date of going to council  
Speed machine data from Dudley  
2<sup>nd</sup> Precept payment received  
C A F application submitted  
Request for co-option  
Emails regarding place check invoice  
Collected free toys from SNDC

Grants information to the chairman and the provision of a Community Hotspot grant  
Letter from the church requesting help with the Rainwater issues

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

Budget

Woodland Trust

Picture

**13. Date of Next Meeting**

Thursday 10<sup>th</sup> November 7.00 pm, Tivetshall Village Hall

Meeting closed at 20.25 pm

**From the Chairman of Norfolk County Council, Councillor Karen Vincent**

**“Norfolk County Council joins in the nation's mourning for Her Majesty The Queen.**

**Her Majesty served our Nation and the Commonwealth with great distinction. Throughout her remarkable reign, spanning more than seven decades, she was a constant and unifying figure during a time of great change. The Queen, her late husband Prince Philip and their family spent long and happy periods of residence in our county and we will always hold a special place for Her Majesty in our hearts. This is a time to mourn, but also to reflect and be grateful for Her Majesty's unwavering commitment and selfless service. On behalf of the people of Norfolk I shall be sending a letter expressing our sincere condolences”.**

**A dedicated email address for condolences is in place [condolences@norfolk.gov.uk](mailto:condolences@norfolk.gov.uk)**

Norfolk Schools buck the national trend with 'best ever' GCSE results.

The class of 2022 was the first ever GCSE cohort to have completed their entire studies with some form of Covid disruption – having started their courses after the pandemic hit. The group were also the first to sit traditional exams since 2019 - with experts predicting ahead of time that fewer pupils would come away with the very top grades. It was also predicted that results would eclipse those of 2019, but overall would be lower than 2021. But in Norfolk and Waveney some schools boasted their “best ever” results, bucking this national trend. A special mention to all of the pupils and staff at the Harleston Sancroft Academy on their outstanding results.

This year Norfolk County Council are offering subsidised tree packs to everyone in Norfolk through the Jubilee Trees for Norfolk scheme [www.norfolk.gov.uk/jubileetrees](http://www.norfolk.gov.uk/jubileetrees) .

People applying for these packs can be individuals, landowners, or businesses which shows that this scheme is invaluable to applicants who can't show community benefit for their planting. These people can't usually access tree offers, so tree packs and tree guards with up to 50% reduction is a great opportunity for them. A range of native tree packs including hedges and orchard packs are available through our website. Also we are offering to Parish and Town Councils and community groups carefully selected heritage orchard packs through this Jubilee scheme which are slightly more expensive than the other packs at £200 (these saplings are larger in size). We are keen to see more community orchards spring up around the county, as these are a wonderful haven and resource for wildlife and people - a legacy for future generations.

Homes for Ukraine update

So far, we have welcomed 880 Ukrainians to Norfolk through the Homes for Ukraine scheme, which is over two-thirds of the 1200 guests that we are currently expecting in the county. We are grateful to all our hosts and communities for offering such a warm welcome to our new arrivals. The processes for the Hosts safeguarding and housing checks, and for welcoming new arrivals are now well established, as is the information and support available to hosts and guests on our website and through regular emailed updates to hosts. If you have any questions relating to support for hosts and guest under the Homes for Ukraine scheme, please contact [ncchomesforukraine@norfolk.gov.uk](mailto:ncchomesforukraine@norfolk.gov.uk)

The Stars of Norfolk and Waveney Awards have officially launched for 2022 and are ready to receive your nominations. To mark a decade of recognising the great and good, new categories have been introduced to extend the net of recognition. The annual celebration highlights those often unseen acts of kindness, bravery and selflessness that make our communities special. To nominate and to see the categories visit [starsofnorfolk.co.uk](http://starsofnorfolk.co.uk). Entries will close on 16<sup>th</sup> October 2022. finalists will be announced on 19<sup>th</sup> November 2022 and the winners will be revealed at the awards ceremony at Norwich Cathedral on 1<sup>st</sup> December 2022.

A reminder about the Household Hazardous Waste Day being held at Norwich South Recycling Centre on the 15<sup>th</sup> and 16<sup>th</sup> of October 9am – 4pm where you can dispose for free such items as:

Aerosols, Household Chemicals and cleaners, Fire Extinguishers, Garden pesticides and fertilizers, Paint, Photographic chemicals and Wood preservatives. [www.norfolk.gov.uk/hazardouswaste](http://www.norfolk.gov.uk/hazardouswaste)

Also a reminder that the road between the Pulham's and Harleston is closed for repair work to Starston Bridge from 12<sup>th</sup> September to 3<sup>rd</sup> of October with appropriate diversions in place.

Best Wishes  
Martin



# Norfolk County Council

## Latest Information, Advice, Useful Links and Service Updates

Updated 29 September 2022

This weekly briefing is intended as a resource to keep you up to date with the latest information and advice.

### COVID-19 Trusted sources of information

The most recent **verified data on cases in the UK and Norfolk** is available from [Public Health England](#) and [Norfolk Insights](#).

Everyone has a key role in promoting [www.nhs.uk/coronavirus](http://www.nhs.uk/coronavirus) and [www.gov.uk/coronavirus](http://www.gov.uk/coronavirus) as trusted sources of information to the public. It is important to ensure people go to the right sources of information and keep up to date with how to look after themselves.

**Keep up to date:** We have a [dedicated webpage for coronavirus updates](#) in Norfolk and impact on Norfolk County Council services. This is updated regularly so please do re-visit this page.

**Service updates:** The most up to date information on council services can be found at [Norfolk County Council services disruptions](#)

## Norfolk and Waveney Integrated Care System

### COVID 19 Autumn Boosters

NHS chiefs are urging people to get vaccinated without delay ahead of a potential 'twindemic' of Covid-19 and flu this winter.

COVID 19 autumn boosters are via booked appointments only across sites in Norfolk and Waveney.

People aged 65+, carers and pregnant women can book an appointment online to have their autumn booster or call 119 (as long as it's been three months since their last dose).

Around 26 million people across England will be eligible for an autumn booster in line with guidance set out by the Joint Committee on Vaccination and Immunisation (JCVI).

The autumn booster can be booked online for anyone who is:

- aged 65 or over
- pregnant
- aged 5 and over and at high risk due to a health condition
- aged 5 and over and at high risk because of a weakened immune system
- aged 16 and over and lives with someone who has a weakened immune system
- aged 16 and over and is a carer, either paid or unpaid
- a frontline health and social care worker

People aged 50 to 64 years old who are not in any of these groups will be able to get a seasonal booster (autumn booster) later in autumn 2022 through to December 2022.

The appointment dates you'll be offered will start from 3 months (91 days) after your previous dose.

To book your COVID-19 booster visit: [Book or manage a coronavirus \(COVID-19\) vaccination – NHS \(www.nhs.uk\)](#)

## Energy Support Scheme

The Energy Price Guarantee will reduce the unit cost of electricity and gas so that a typical household in Great Britain pays, on average, around £2,500 a year on their energy bill, for the next 2 years, from 1 October 2022.

£150 of this £1,000 a year saving will be delivered by temporarily suspending environmental and social costs (including green levies) from being passed onto consumer bills. These costs will be transferred to the government, while customers still benefit from the low-carbon electricity generation. Payment of the Warm Home Discount will be unaffected.

This is in addition to the £400 Energy Bills Support Scheme, which will be paid in 6 monthly instalments from October.

The most vulnerable UK households will also continue to receive £1,200 of support provided in instalments over the year, through discounts to Council Tax and Cost of Living payments for those in receipt of certain benefits.

You do not need to apply, and there's no need to contact your energy supplier.

**The discount is automatic. If you get a message telling you that you need to apply, or asking for your bank or credit card details, this could be a scam.**

You can report messages you think are suspicious [here](#)

## Government's Growth Plan 2022

### Infrastructure projects

The Chancellor presented a Growth Plan 2022 to parliament on 23 September 2022.

This included a list of infrastructure projects which government say will be accelerated as fast as possible, aiming to get the vast majority starting construction by the end of 2023.

In Norfolk, the A140 Long Stratton Bypass and the Norwich Western Link are listed as infrastructure projects that will help to meet the Government's ambitions for unlocking housing and economic growth.

Government says these projects may benefit from acceleration through planning reform, regulatory reform, improved processes or other options to speed up their development and construction, including through development consent processes.

More information [here](#)





## **Investment Zones**

Norfolk, along with neighbouring Suffolk, is among 38 areas across England to have been invited by government to form an Investment Zone.

The government says that Investment Zone areas will accelerate the housing and infrastructure the UK needs to drive economic growth by relaxing planning rules and lowering taxes lowered in a specific geographic area.

Further information about Investment Zones [here](#)

## **A47 - A11 Thickthorn Junction –extended decision date**

Highways England have said that given the National Mourning Period, the original decision date of 20 September 2022, relating to changes to Thickthorn roundabout, has been extended until 14 October 2022.

## **Cabinet to consider further savings to address budget gap**

In July 2022 Norfolk county council announced the first £13 million of savings to meet a £60 million budget gap next year. Further proposals will be considered by cabinet in October.

A report for Cabinet says the council has identified further savings, which take the total to £32.5 million.

The same meeting will consider an update on a strategic review of the council, to improve the way it operates and save between £15 million and £20 million. Once detailed proposals are developed and checked, they will be added to the budget.

Cabinet will consider the report when it meets at 10am on Monday, October 3rd.

Cabinet report [here](#)

## **Norfolk Schools - new specialist education places proposed**

A total of 86 new specialist education places are being proposed at six mainstream schools in Norfolk thanks to the county council's £120 million SEND transformation programme.

Six consultations have opened for the views of parents, professionals, and residents. If agreed, the proposals would see three brand new Specialist Resource Base (SRB) classrooms built on three school sites and existing SRBs at a further three schools increasing their capacity for more children and young people.

The new places, which will be for primary and secondary age children and young people, are in addition to 30 new places agreed earlier this year – bringing the total number of new SRB places provided by the council's transformation programme to 116 this year.

Further information [here](#)

## **Adult Social Services**

**Norfolk adults with learning disabilities or autism are to receive dedicated employment support as part of a new government backed scheme.**

Norfolk County Council's successful bid to the Department for Work and Pensions means that it is one of 24 local authorities in England and Wales to take part in the Local Supported Employment (LSE) initiative.

Norfolk will receive £210,000 to implement the scheme, recruiting three job coaches to support those seeking work, with help on and off the job.

The scheme will include employer engagement and vocational profiling and use the internationally recognised Place, Train and Maintain model, supporting the employee at each stage.

The LSE initiative is a 29-month project and will be managed through the council's Adult Social Service's Preparing for Adult Life (PfAL) and Employment Service, working closely with colleagues in Children's Services.

It is aimed at people supported by Adult Social Services, as well as young people who are Not In Employment Education or Training (NEET) and those with Special Education Needs Disabilities (SEND).

Those taking part must be known to the local authority, be 18 or over, have a learning disability, or autism, or both and not be in employment.

The county council has just started recruiting for job coaches. You can find more information [here](#)

## **Norfolk Fire and Rescue Service (NFRS)**

### **Multi-agency water rescue training exercise proves great success**

During the weekend of 3 and 4 September, NFRS crews took part in three water rescue training exercises in west Norfolk.

The exercises were attended by King's Lynn watches, Dereham USAR team, Sandringham Drone team, Hunstanton RNLi, Hunstanton Coastguard team, and Watersafe UK Search and Rescue team from Nottingham, who are a DEFRA standard national water rescue team.

The weekend was successful and provided an insight into the various agencies' procedures and equipment, whilst working together to resolve various rescue scenarios including a large scale water search, rescues from mud and rescue boat operations.

Norfolk's crews performed exceptionally well and the partner agencies left some shining feedback alongside the key learning. NFRS said they always strive to improve as they aim to keep Norfolk safe.

## **Public information notice**

### **Appeal from the Norfolk Coroner's Service for help tracing next-of-kin**

The Norfolk Coroner's Service are appealing for help to trace the next-of-kin of a 95-year-old man who has died in Great Yarmouth.

Donald Green, died at his home address Great Yarmouth, Norfolk.

There were no suspicious circumstances.

Despite carrying out enquiries, officers have been unable to trace any next-of-kin.

Anyone with information relating to Donald should contact the Coroner's Office in Norwich on 01603 774773.

Append - x )

**Summary of Financial Position**

**Bank Reconciliation @ 1st July 2022**

Bank balance - Unity					£20,738.61	
Less unrepresented cheques						
<b>Total</b>						
<b>Cash book</b>					£20,738.61	
<b>Payments made at the last meeting</b>					£ 718.12	
<b>Payments made since the last meeting</b>						
	Ground Work	Return of Funding			£ 2,347.30	
	Unity Trust	Quarterly Bank Charges			£ 18.00	
	<b>Total</b>				£ 2,365.30	
<b>Receipts since the last meeting</b>						
	Burston and Shimpling	SAM Payment			£ 859.75	
	<b>Total</b>				£ 859.75	
<b>Payments to be agreed at this meeting</b>						
	14/07/2022 Nick Sharp	Handyman Salary and expenses June	Bacs	54.77		
	14/07/2022 Alan Arber	Clerks salary and expenses March	Bacs	432.05		
	14/07/2022 NPTS	Planning training	Bacs	88.00		
	14/07/2022 HMRC	Tax and NI	Bacs	113.00		
	14/07/2022 Alyson Read	Councillor expenses	Bacs	51.35		
	14/07/2022 Tharston and Hapton PC	Clerks shared training conference costs	Bacs	125.00		
	14/07/2022 Play safety Company	Play Area Inspection	Bacs	117.60		
	14/07/2022 Westcotec	New Sam machine and Posts	Bacs	4,372.80		
	14/07/2022 J M Crerar	Grass Cutting	Bacs	772.50		
				6,127.07	£14,611.54	25,932.90
<b>Represented as:</b>						
	Neighbourhood Plan - Locality				1,859.00	
	Neighbourhood Plan - SNC				5,384.40	
	Covid Grant				149.79	
	CIL				104.34	
	General Reserves				7,114.01	
	VAT yet to be reclaimed				1,047.66	

**Summary of Financial Position**

**Bank Reconciliation @ 1st August 2022**

Bank balance - Unity	£16,433.54
Less unrepresented cheques	
<b>Total</b>	

Cash book	£16,433.54
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Payments made at the last meeting	£ 6,127.07
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Payments made since the last meeting	
<b>Total</b>	£ -

Receipts since the last meeting			
	Norfolk County Council	Parish Partnership Payment	£ 1,575.00
	Norfolk County Council	Parish Partnership Payment	£ 247.00
	<b>Total</b>		£ 1,822.00

**Payments to be agreed at this meeting**

02/08/2022 Nick Sharp	Handyman Salary and expenses July	Bacs	121.82	
02/08/2022 Alan Arber	Clerks salary and expenses July	Bacs	452.75	
02/08/2022 CTS	Maintenance Items	Bacs	40.53	
02/08/2022 HMRC	Tax and NI	Bacs	128.80	
02/08/2022 Excite Solutions	Grass Cutting May/June/July	Bacs	582.12	
			<b>1,326.02</b>	<b>£15,107.52 25,932.90</b>

**Represented as:**

Neighbourhood Plan - Locality	1,859.00
Neighbourhood Plan - SNC	5,384.40
Covid Grant	149.79
CIL	104.34
General Reserves	7,609.99
VAT yet to be reclaimed	249.83

**Summary of Financial Position**

**Bank Reconciliation @ 1st September 2022**

Bank balance - Unity	£17,802.69
Less unrepresented cheques	
<b>Total</b>	

Cash book £17,802.69

Payments made at the last meeting £ 1,326.02

Payments made since the last meeting £ -

Receipts since the last meeting			
	HMRC	Vat Refund	£ 836.17
	Ground work Grant	Neighbourhood Plan Grant	£ 1,859.00
	<b>Total</b>		<b>£ 2,695.17</b>

**Payments to be agreed at this meeting**

08/09/2022 Nick Sharp	Handyman Salary and expenses Aug	Bacs	33.92
08/09/2022 Alan Arber	Clerks salary and expenses Aug	Bacs	432.25
08/09/2022 Royal British legion	Poppy wreaths ( Sect 137)	Bacs	35.00
08/09/2022 HMRC	Tax and NI	Bacs	109.80
08/09/2022 R Alleguen Porter	Website domain	Bacs	154.80
08/09/2022 Tivetshall Pcc	Churchyard Grant	Bacs	300.00
30/09/2022 Unity Trust Bank	Quarterly Charges	Bacs	£ 18.00

1,083.77    £16,718.92    25,932.90

**Represented as:**

Neighbourhood Plan - Locality	1,859.00
Neighbourhood Plan - SNC	5,384.40
Covid Grant	149.79
CIL	104.34
General Reserves	9,221.39
VAT yet to be reclaimed	249.83

**Summary of Financial Position**

Bank Reconciliation @ 1st October 2022

			£27,096.42	
Bank balance - Unity				
Less unrepresented cheques				
<b>Total</b>				
Cash book			£27,096.42	
Payments made at the last meeting				1,083.77
Payments made since the last meeting	<b>Total</b>			
Receipts since the last meeting				
	<b>Total</b>	<b>Parish Precept</b>		£10,377.50
Payments to be agreed at this meeting				
06/10/2022 Nick Sharp	Handyman Salary and expenses Aug	Bacs	51.18	
06/10/2022 Alan Arber	Clerks salary and expenses Aug	Bacs	484.00	
06/10/2022 HMRC	Tax and NI	Bacs	126.80	
06/10/2022 Excite Solutions	Grass Cutting	Bacs	194.04	
06/10/2022 PKF Littlejohn LLP	External Audit	Bacs	240.00	
06/10/2022 A Read	Printing	Bacs	57.50	
06/10/2022 S J Rix	Peppercom Rent	Bacs	£ 10.00	
			1,163.52	£25,932.90
				25,932.90 £ 0.00
<b>Represented as:</b>				
Neighbourhood Plan - Locality			1,859.00	
Neighbourhood Plan - SNC			5,384.40	
Covid Grant			149.79	
CIL			104.34	
General Reserves			18,435.37	
VAT yet to be reclaimed			249.83	



## Tivetshall Parish Council

### Clerks Report

It has been a very busy month in September due to the sad death of the Queen and the extra work that it entailed for us clerks with the protocol detailed in Operation London Bridge meaning many hours of updating the website with the various information received almost hourly. One thing I did note was how brilliantly we as a nation do the pageantry around the wonderful send off the queen was given.

We now have our own Speed Awareness machine making it easier to get monthly data to send to the police when we have downloaded the data and we are also looking at 2 new spots to collate the data too. Dudley is doing a great job on this. It is worrying that the latest figures showed a speeding motorist on The Street on the 21/9 at 11.00 am doing 65 mph and we have sent the figures to The Police who will be attending the area to look and these issues and hopefully do some speed traps too. I urge all parishioners to ensure they drive safely and in the speed limits and report to me any speeding issues they encounter. We recently were made aware of an issue around the school by a parishioner and as such have relocated the SAM machine in that area to capture the data from that area. I hope it makes interesting reading.

We are now happy to report that we have been awarded a grant of £2500 from the McCreath Trust to allow us to start the works on the pond area and we await a decision on the rest of the funding from the Community Action Fund run by South Norfolk District Council and a decision is anticipated within the next couple of weeks.

I am still attending the Tea Junction and am pleased to answer any questions parishioners have and to show them how we report things and how we check many things. I am also assisted by Councillor Sandra l'Anson at the event.

Good news on the Neighbourhood plan is we have managed to secure another grant to complete this from Groundwork of £1859.00 which really is a help and we thanks Councillor Alyson Read for her work on this.

I have also sent our details for the new Electric Vehicle charging points at the village hall via the new SNDC scheme and we hope to be successful.

Finally, we have reported many issues to highways and we hope they will be fixed by the time we meet again.

### **Handyman's Report**

Our new handyman Nick is currently undertaking many of the jobs around the Parish and has also attended his play area training along with fixing up the parish benches and other jobs around the parish that you will notice the work is of a very high standard.

**Tivetshall Village Hall Management Committee**  
**Report to Parish Council meeting on 8<sup>th</sup> September 2022**

**Additional Trustee:** We welcomed Mr Roy Aubrey who has joined the committee as a Trustee. A new resident to the village. His contribution at meetings has been very useful.

**TTJ (Tivetshall Tea Junction) Pop Up Café** – Continues to open 1<sup>st</sup> and 3<sup>rd</sup> Wednesday of each month 10-12.30pm. A very big thank you to the 6 Trustees and the large number of volunteers who help set up, bake, make the beverages, serve, wash up and clear up. during the school summer holiday the free drinks and snacks for children who accompanied a paying adult was very well received.

**Maintenance Work Provision**

**Hive Heating System and Outside Lighting:** Currently working OK. Agreed all Trustees will be provided with Ring link enabling access.

**B4RN Wifi** – We have agreed to go ahead. upgrading with a new router offering 2 x 2.4 and 5G. This was based on discussions between Rob Alleguen-Porter and David Evans (B4RN)

**Cleaning:** Vicki Eke has been engaged as the hall cleaner from 1<sup>st</sup> August 2022. She met all the criteria in the advertisement (self-employed, liability insured and experienced). In the interim the hall was kept up to a high standard of cleanliness by members of the Trustees Committee. It proved useful for Trustees to understand the cleaning needs at the building. A new cleaning requirements document has been written. It is a Cleaning Schedule and Checklist based on the Food Standard's Agency template for food premises. We will use the document also to ensure that hirers are clear on what is expected of them when they hire the hall.

It uses the food standards hygiene regulations for its basis. It details regular weekly, fortnightly and periodic deep cleaning responsibilities for our Cleaner, the Trustees and for Hirers. It will form part of Hirers booking contracts as well as showing the dates and signatures of the various activities being carried out.

**Councillor Funding:** We have taken up District Cllr Clayton Hudson's offer from last PC meeting of funding for the hall as a charitable group. We have received £500. This will be used to purchase door fly screen and UV insect killer and blinds for the external serving window. It will provide additional security in obscuring the final window, during hot weather enable the external bar door to be left open during cafes and improving the environment for the volunteers whilst maintaining hygiene standards..

**Projector and Screen** Additional risk of damage when used by hirers was discussed. We will be contacting other venues to see what additional or deposit costs they have. ONGOING.

**Annual General Meeting**

It was agreed to hold the AGM at 7pm on 27th September at the Village Hall. In 2 weeks time. Representatives of FOTS and BOWLS have been invited to attend to enable event(s) involvement to benefit all groups in the village.

**Events for 2022 –**

**September/early October** – The proposed Craft/Food Fayre is being postponed.

An event with another village organisation was under consideration. Limitation on numbers of Trustees available to take part on the day. Planning for a future joint event with FOTS and BOWLS.

**Indoor Xmas Craft Fayre** Saturday 19<sup>th</sup> November – £15 for a single table. 14 tables maximum inside. These are sold out. And we have a waiting list of stall holders wanting to attend. Despite being an indoor event we have some stalls booking for outside. Seeking Father Christmas availability and an assistant for the day.

**Safeguarding Training:** Arising from the previous item we discussed the need for the above. Also believe that FOTS committee members, as well as Parish Councillors and the Trustees untrained to date could benefit. \*\*\*Secretary has today heard back from Safe CIC. They are still delivering training online at present. The costs are per person. Therefore no benefit currently in the Village Hall offering training to other groups in the village.\*\*\*

**Next meeting – 7pm Tuesday 27<sup>th</sup> September 2022 AGM all residents welcome.**

Alyson Read

Chair - Tivetshall Village Hall Management Committee

**Tivetshall Village Hall Management Committee  
Report to Parish Council meeting on 6<sup>th</sup> October 2022**

**AGM**

Held on 27<sup>th</sup> September. The financial year for the Hall is 1<sup>st</sup> June to 31<sup>st</sup> May. End of financial year balance is £16 663.12.

Annual Report noted that all planned work for the year had been achieved.

All the Trustees stood down and were prepared to stand again. In addition David Kerslake was voted onto the Trustees. Total Trustees 6.

AGM was followed by full committee meeting. Elected the relevant positions. Financial position is £4300.80 in current account and £12802.95 on Deposit. Cash in hand £500.

Agreed to create a Hire Folder containing Terms and conditions, hire agreement, cleaning schedule and opening and closing requirements.

**TJ (Tivetshall Tea Junction) Pop Up Café** – Continues to open 1<sup>st</sup> and 3<sup>rd</sup> Wednesday of each month 10-12.30pm. As always we rely heavily on volunteers on the café days. We are reviewing prices charged. Ingredients – dairy products have increased by up to 30%, others not as much.

**Indoor Xmas Craft Fayre** Saturday 19<sup>th</sup> November – £15 for a single table. Indoor tables sold out. And we have a waiting list of stall holders. We have some stalls booking for outside and more spaces.

**New Hirer** – Fitness Group by Tim Curridge. Booked 3 sessions per week. Big increase to our hire income.

**18<sup>th</sup> February 2023** – Music by ‘Sons of Mark’ duo and licenced bar. Tickets £5 and £6 on the day.

**Next meeting – 7pm Tuesday 25<sup>th</sup> October 2022**

**Alyson Read**

**Chair - Tivetshall Village Hall Management Committee**

## Neighbourhood Plan Report to Parish Council Meeting To be held at 7pm on 8<sup>th</sup> September 2022

### Grant Expenditure Application 2022/23

We applied and have been granted £1859.00. This should take us to the completion and adoption of the Neighbourhood Plan.

### Examiners Report

Mr Nigel McGurk sought clarification, via South Norfolk Planners, from the Steering Group on several issues. We were very pleased to receive this opportunity to communicate with him. The Steering Group met and discussed them in detail. All the policies except the last had been amended by the Examiner. The Group were pleased to note that the amendments were mostly restricted to rewording without losing the whole intent.

Green Spaces – School Field: In response to the Examiner's question we were able to clarify with the local landowner that it was in fact subject of a rental agreement between him and the school. After redrawing the boundary of this 'green space' by Rachel Leggett, the Examiner determined that as it had not been this specific area used in the consultation process it must be disregarded.

Boudicca Way Trail – the Examiner chose to accept NCC opinion that this was a new trail and did not meet the criteria of Non-Designated Heritage Assets.

### SNDC

The Planners are submitting our Neighbourhood Plan to the Cabinet meeting on 26<sup>th</sup> September for their consideration. We were invited to submit our comments in relation to acceptance of the report as amended by the Examiner or to oppose its adoption. The opinions of the Steering Group were that we knew that residents would smile when learning that Boudicca Way did not meet the criteria as a Non-Designated Heritage Asset when it is well known to be an Iceni/Roman route through our parish. We were not opposed to adoption of the plan as amended by Mr McGurk.

Residents are able to attend the Cabinet meeting on 26<sup>th</sup> September. If the Plan is adopted by SNDC there will be some further work carried out by Rachel Leggett Associates to reflect the Examiner amendments. Also the Steering Group will be writing and distributing a leaflet for each parish household promoting the amended Neighbourhood Plan and the dates of the Referendum.

The polling date is expected to be during the Autumn 2022

By the end of this year we should know if the residents have chosen to adopt it as part of the Planning Legislation or reject it.

Alyson Read - Steering Group

**Neighbourhood Plan Report to Parish Council Meeting  
To be held at 7pm on 6<sup>th</sup> October 2022**

SNDC

We have been notified by the Planning Department that the Cabinet Meeting of the South Norfolk District Council scheduled for 26<sup>th</sup> September has been postponed due to numbers of Councillor apologies submitted. Consequently, depending on the rescheduled date of the Cabinet meeting the proposed referendum date may have to be moved from Thursday 1<sup>st</sup> December.

If the Examiner's amendments are approved by the SNDC the Steering Group will prepare for the final phase. This will involve Rachel Leggett updating the NP documents in accordance with the Examiner's amendments. The Steering Group with Rachel will prepare an 'every household leaflet' and advertising material to notify residents of the forthcoming Referendum. SNDC staff will take responsibility for the Referendum – posting notice, running the polling station on the day and conducting the Count.

Alyson Read - Steering Group