



TIVETSHALL PARISH COUNCIL
Minutes of Tivetshall Parish Council Meeting
held at The Village Hall Tivetshall
on Thursday 15th July 2021 at 7.30pm

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

Present: Councillors - Rob Alleguen-Porter (Chair), John Powell, Julie Brown, Sandra l'Anson (joined after item 3). David Parsons (joined after item 3)

Also Present: Alan Arber (Clerk)

1 Apologies for absence

Councillor Read. Barry Duffin - County Councillor Martin Wilby – District Councillor and Clayton Hudson – District Councillor had sent their apologies.

All agreed to accept

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

None.

3 To consider the Co-option of two new councillors

Sandra l'Anson and David Parsons introduced themselves to the council and were duly co-opted onto the council

4. New Councillors to sign the acceptance of Office forms (witnessed by the Clerk) and register of interests forms and joined the meeting

Declaration of Office and register of Interests form signed and witnessed by The Clerk and both new councillors joined the meeting.

5. To appoint a Footpath warden

Karen Collier-Smith was appointed the Footpath warden and all councillors were urged to report any issues to Karen who would then forward the details to the clerk for him to report to the correct agency.

6. Minutes

6.1 Minutes of the Meeting Held on 10th June 2021

It was agreed by all to approve the minutes of the meeting held on 10th June 2021.

6.2 Matters Arising from the 10th June meeting (information only)

None.

7. Public Participation

County Councillor Martin Wilby sent his report and this was sent to all councillors as Appendix 1

8. Finance

8.1 To receive the balance of accounts and bank reconciliation

8.2 Receipts Since the Last Meeting

SNDC

Litter Pick

£220.00

8.3 Payments Made Since the Last Meeting

None

8.4 The clerk produced the financial report that was accepted by all councillors and this showed the cheques to be signed and paid out and is attached as appendix 2.

8.5 Online Banking

The Unity Trust Bank account is now open and being used. The Clerk is awaiting his log in details to enable his access to the account to input payments.

9. Reports from Clerk and Councillors

- 9.1 To receive the clerks report including the handyman's report
Sent to all councillors as appendix 3
- 9.2 To hear an update on the renewal of the playing field lease
Councillor Alleguen- Porter gave an update on the playing field as the lease is up on the 6th April 2022. As yet the meeting is still awaiting to happen and Councillor Alleguen-Porter hopes this will take place soon.
- 9.3 To hear an update on the SAM 2 speed device and to consider any necessary action.
Dudley Adshead sent the data and report to the clerk and Councillor Powell has sent the email address for Dudley Adshead to submit the data to the police. The latest data showed the average speed around the SAM 2 machine was 28 mph.
- 9.4 To hear an update on the signage for the play area
All installed by handyman Gareth Hill
- 9.5 To hear an update on the request for additional TPOs (Tree Preservation Orders)
Councillor Read has been working on this and a pack on the guidance has been received by The Clerk and it was thought that the council would now work on looking at trees that need TPOs put on them.
- 9.6 To agree the Community Plan
Clerk has updated the plan and this is a working document and each meeting an update on the issues will be reported to the council.
- 9.7 To Look at the possibility of putting a google drive account in place for correspondence
Clerk Still working on this and hopes to have this working soon.
- 9.8 To adopt all the new policies sent to all councillors by email from The Clerk
All agreed to adopt

10. Village Hall Report

Attached as appendix 3

11. Development of the Neighbourhood Plan - Update

- 11.1 Progress to date
Attached as appendix 4
- 11.2 Finance to date
Locality grant has been reapplied for, for the coming year £9922 has still not been received yet
The Clerk to contact Councillor Read on this item.

12. Planning

- 12.1 To consider a response to planning application 2021/1315
Planning application approved
- 12.2 To consider a response to planning application 2021/1446
Planning application approved
- 12.3 Concerns were raised on Planning application 2021/1478
The Malting's Moulton Road and the certificate of lawful use(proposed) for the installation of 22 galvanised steel silos with associated grain handling equipment. The clerk was to forward the details of this for all councillors to make comments for the clerk to send to Planning ASAP
- 12.4 To hear a report on planning applications determined by South Norfolk District since last meeting
2021/1090 approved with delegated conditions
2021/1042 approved with delegated conditions

- 12.4 To discuss the village clusters and formulate parish council and parishioner's responses
Chair Alleguen- Porter gave an update on the clusters for the new councillors and gave an insight onto the proposed sites. Concern was raised on the issue that it could go to 40 houses on 3 sites. Neighbourhood plan details that style of house, Green space front and behind the properties. Steering group along with the parishioners do agree that we need more development such as family houses and starter homes. The parish is worried that unless the extra houses are provided we could lose many services and even our school. The council would be looking at a minimum of 12 houses so we could get affordable housing to encourage new villagers etc. A detailed discussion ensued asking that maybe 12 are built of Mill lane and not the 25 proposed. On school road it was hoped to push to 12 also. 5 on The Street Tivetshall. Housing must be in keeping with the area. It was agreed that The Clerk would work with Councillor Read to formulate the Parish Council response asap.
- 12.5 To hear an update on Planning enforcement issues
Simpsons Malt no more information forthcoming
Bonds Road still under enforcement.

13. To hear an update on Flooding Mitigation for properties and Highways

- 13.1 To consider any outstanding and new Highway issue and to consider any necessary action
New Flood leaflet with the detailed flood line with has been circulated to all homes in the parish and the Chair urged everyone to use the number to report any issues on flooding via this number.

14. Village Gateways

The contract and the Parish Council's contribution had been sent to Norfolk County Council. The gates have yet to be delivered to Norfolk Highways and they will inform once they arrive and schedule the work

15. To hear an update on the action re the Moor Road BOAT (byway open to all traffic) 36

It was reported that this is moving forward and is being led by Burston Parish council and it is hoped that the legal case will soon be undertaken to keep it as a restricted byway.

16. Training

Clerk has had his website training and new councillor training needs booking for Councillor I'Anson and Councillor Parsons. This will be booked online.

17. Community Emergency Plan

Chair Alleguen- Porter gave an overview on this for the new councillors and the Clerk has got the letter printed and Councillor Alleguen-Porter asked for assistance on delivering the letter. All councillors agreed to help and were thanked by Councillor Alleguen- Porter

18. Tivetshall Car Scheme

The clerk had contacted other local parish councils to see if we can piggy back onto their schemes but no local councils run these schemes within our area.

19. Definitive Map Application for Church Lane

Norfolk County Council told the council to add this to the map 2 years ago but by doing that the area returns to an Ancient Byway meaning it can be used by Horse riders, Pedestrians and cars.

20. Correspondence

The following correspondence was received and noted

Quote for the work on the pond area received and it was hoped we could access financial support for this from County Councillor Barry Duffin through his member's ward grant

Thomas Broadbent; regarding the wayleave payment for Electricity Pylon. Clerk investigated but had been told it only applies to private houses not Parish Councils.

Parish Partnership paperwork received and all councillors asked to look into this to see if they had any schemes in their minds to use this.

Play Area report has been received from Play safe and forwarded onto the handyman for his attention to see what areas he can repair.

Parish road signs are still awaiting delivery as they are out of stock at Highways and The clerk would continue to work on this
Rangers would be visiting the area soon and the councillors again were asked for any jobs they knew that could be undertaken by the rangers and to inform the clerk asap.
Various footpath issues have been reported.

21 Urgent Items and Items for the Next Agenda

Parish partnership
Pond area grant
2 x Wreaths for remembrance Sunday RBL
Car parking on Village hall

22. Date of Next Meeting

Thursday 9th September 2021, 7.00 pm, Tivetshall Village Hall –

Meeting closed at 9.30pm

Summary of Financial Position

Bank Reconciliation @ 12 June 2021

Bank balance - Barclays	£14,157.15
Bank balance - Unity	£500.00
Less unrepresented cheques	£ 2,385.50

Total

Cash book	12,271.65
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Payments made at the last meeting

None

Payments made since the last meeting

Receipts since the last meeting

South Norfolk District Council	Litter Pick	220.00
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Payments to be agreed at this meeting

15/07/2021	Gareth Hill	Handyman Salary and expenses May	96.54	
15/07/2021	Alan Arber	Clerks salary and expenses May	359.72	
15/07/2021	Norwich Print Solutions	Emergency Plan letter	117.60	
15/07/2021	J M Crerar	Grounds Maintenance	702.50	
15/07/2021	CTS	Play Area materials	6.94	
15/07/2021	S Jackman	Clerks Website training	90.00	
15/07/2021	A Read	Notice Board Work	10.92	
15/07/2021	Excite Solutions	Grounds Maintenance	259.20	
15/07/2021	HMRC	2 Months tax and NI	218.60	
15/07/2021	Rospa	Annual Play Inspection	115.80	
		Total	1,977.82	10,293.83

Represented as:

Neighbourhood Plan - Locality	2,366.30
Neighbourhood Plan - SNC	5,592.45
Covid Grant	149.79
CIL	344.42
General Reserves	1,840.87