



TIVETSHALL PARISH COUNCIL

Minutes of Tivetshall Parish Council Meeting
held at The Village Hall Tivetshall
on Thursday 9th September at 7pm

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 David Parsons, Alyson Read.

Also Present: Alan Arber (Clerk) Barry Duffin County Councillor

1 Apologies for absence

District Councillor Martin Wilby, had sent his apologies. District Councillor Clayton Hudson did not send apologies and concerns were raised that we had heard nothing from the Councillor since lockdowns began at the start of the pandemic

All agreed to accept

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

Councillor Alleguen-Porter informed that he had now changed employers and was now working for Banqueting Hire Service, Julie Brown also has started working at Banqueting Hire Service which is based in the parish. The clerk will email new Register of Interests form to both councillors to complete and bring to the next meeting signed for submission to South Norfolk District Council due to their change of employment.

3. Minutes

3.1 Minutes of the Meeting Held on 15th July 2021

It was agreed by all to approve the minutes of the meeting held on 15th July 2021.

Proposed John Powell Seconded Julie Brown

3.2 Matters Arising from the 15th July meeting (information only)

None.

4. Public Participation

County Councillor Barry Duffin commented that the Free Trees project was oversubscribed at present and once the next round was in place he would contact the clerk to inform him so The Clerk can apply asap. The Long Stratton bypass has been allocated £26.2 million from Government funding with the rest of the funding made up from developers. Final total was expected as £37.44 million. The planned start is in mid-2023 and finish is expected late in 2024. Councillor Read asked a question on the housing allocations and Barry commented that he would continue to monitor this and report back to the next meeting.

5. Finance

5.1 To receive the balance of accounts and bank reconciliation

5.2 Receipts Since the Last Meeting

SNDC CIL Monies	£192.10
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5.3 Payments Made Since the Last Meeting

Clerks Salary	£346.22
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Alyson Read	£10.92
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5.4 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 1.

5.5 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. The clerk will also look to get the forms for adding councillors on the account asap

6. Reports from Clerk and Councillors

6.1 To receive the clerks report including the handyman's report

Sent to all councillors as appendix 2.

6.2 To an update on the request for additional TPOs (Tree Preservation Orders).

The chair asked that councillors take note of any trees within the parish that we should be obtaining a TPO to be raised and safeguard the trees moving forward.

6.3 To Review and update the Community Plan

The plan was updated and will continue to be worked on with councillors moving forward appendix 3. Plan updates agreed.

6.4 To discuss car parking at The Village Hall

The chair outlined the need for Parish Council approval for parking on the Playing field for the Village Hall organised Family Fun Day on 18th September.

Proposed Alyson Read Seconded Rob Alleguen-Porter

6.5 To discuss the Parish Partnership

Councillors were asked to think of projects regarding the Parish Partnership to be agreed by the next meeting for submission. The clerk to contact Burston regarding the current arrangements to share the SAM (Speed Awareness Machine) to see if both parishes would like their own one moving forward,

6.6 To discuss the pond area grant

A discussion ensued on the pond area and comments were made on the new deck as to whether we should have one or not. The quote for the works was passed to County Councillor Barry Duffin for his consideration of providing funding for the project asap.

6.7 To hear an update on the SAM 2 speed device and to consider any necessary action

Dudley Adshead had sent the information to the clerk and it was disappointing to not that one speeded was clocked at 60mph on the 16th August at 22.33pm The clerk was asked to ensure all information was submitted to the council at future meetings. The clerk has also submitted the data to The Police.

6.8 To hear an update on the renewal of the playing field lease

The chair reported that at present, there was no update but an email will be sent to The Clerk soon outlining any proposals from the landowners. The lease runs out on 6th April 2022

7. Village Hall Report

Attached as appendix 4. Report accepted

8. Development of the Neighbourhood Plan - Update

8.1 Progress to date

Attached as appendix 5 and also the clerk is sending out the letters to Non-Designated heritage assets and local green space landowners straight away. Report Accepted

8.2 Finance to date

Locality grant has been reapplied for, for the coming year £9922 has still not been received yet

9. Planning

9.1 To hear a report on planning applications determined by South Norfolk District since last meeting

No Planning application received.

9.2 To hear an update on Planning enforcement issues

Simpsons Malt no more information forthcoming

Bonds Road still under enforcement.

10. To consider outstanding and new Highway issues and to consider any necessary action

The clerk reported that there was some roadworks on Colegate End Road in Pulham market to start within the next 7 days and also that he will be working on all highways matters straight away that were still outstanding within the Parish

11. 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 the clerk reported that the works were programmed to start week commencing 6th September so it was hoping they would all be sited ASAP.

12. To discuss ideas for the Queens Platinum Jubilee

The chairman asked for ideas from councillor's regarding the Queens Platinum Jubilee next year and many ideas were discussed including the provision of new trees, Benches, Commemorative Mugs. The clerk will also be attending a conference soon where the subject of The Queens Platinum Jubilee is on the agenda and he will also look out for any grants that become available for this event.

13. 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. No further update

14. Training

Clerk is looking at Planning training with the cost met equally by his three parishes and will also look at evening chairmanship training for Councillor Alleguen-Porter along with the chairman of his other councils asap.

15. 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. This is ongoing

16. Correspondence

The following correspondence was received and noted and had been sent via the new google drive account set up by the clerk but there were issues on this and it was hoped the clerk could speak with Rachel Leggett at the next TTJ regarding making this better.

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

The Neighbourhood Plan Grant has still not been received but the documents have been submitted to Groundworks Now for the grant

Parish road signs are still awaiting delivery as they are out of stock at Highways and The clerk would continue to work on this

The Flooding Numbers have been added to the website for parishioners to access.

Flooding Number 0344 800 8013 Or if in Immediate danger 999

Wreaths have been ordered and will be delivered to the village hall at the next TTJ and will be paid for under section 137 at a total of £34.00

The Clerk has done the latest Article for The Cockrow.

The big Litter pick with South Norfolk has been arranged but as the parish do their own. I have submitted this to South Norfolk along with the payment for the bottle banks for the coming months
Various footpath issues have been reported.

21 Urgent Items and Items for the Next Agenda

- Parish partnership
- Pond area grant
- Xmas Tree
- Budget Preparation
- Highways spreadsheet
- Remembrance attendees

22. Date of Next Meeting

Thursday 7th October 2021, 7.00 pm, Tivetshall Village Hall –

Summary of Financial Position

Bank Reconciliation @ 31st July 2021

Bank balance - Unity	£10,925.55
Bank balance - Barclays	£-00
Less unrepresented cheques	£ 376.80
Total	
Cash book	10,548.75

Payments made at the last meeting

None

Payments made since the last meeting	Alan Arber	Clerks salary	£ 346.22	£ 346.22
	Alyson Read	Notice boards	£ 10.92	£ 10.92
	Total			£ 357.14

Receipts since the last meeting

South Norfolk District Council CIL Monies

Payments to be agreed at this meeting

09/09/2021	Gareth Hill	Handyman Salary Aug	33.36	
09/09/2021	Alan Arber	Clerks salary Aug	346.22	
09/09/2021	British legion	Wreaths	34.00	
09/09/2021	Hussey Knights	N H Plan Printing	130.80	
09/09/2021	Primrose Press	Printing of Minutes	6.00	
09/09/2021	NPTS	Training	80.00	
09/09/2021	Rob Alleguen-Porter	Wix yearly website payment	122.40	
09/09/2021	HMRC	2 Months tax and NI	181.60	
09/09/2021	PKF Littlejohn	External Audit	240.00	
		Total	1,174.38	£ 9,017.23

Represented as:

Neighbourhood Plan - Locality	2,366.30
Neighbourhood Plan - SNC	5,592.45
Covid Grant	149.79
CIL	344.42
General Reserves	564.27
VAT yet to be reclaimed	866.68