



TIVETSHALL PARISH COUNCIL
Minutes of Tivetshall Parish Council Meeting
held at The Village Hall Tivetshall
on Thursday 8th June 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, Carole Youngs, Sandra l’Anson

Also Present: No one else present

1. Apologies for absence

District Councillors Delme Thompson and Clayton Hudson sent their apologies. Cllr Steve West also sent his apologies. All agreed to accept Rob Alleguen-Porter arrived

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

Cllrs 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 11th May 2023

It was agreed by all to approve the minutes of the meeting held on 9th March 2023

Proposed Cllr l’Anson Seconded Cllr Brown

3.2 Matters arising 11th May 2023 meeting (information only)

None.

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

Councillor Clayton Hudson sent no report

Delme Thompson sent the attached report Appendix 1

Comments were made on the 2 new grants Pride in Place and Community Ownership Fund and these would be discussed at the July meeting

5. Finance

5.1 To receive the balance of accounts and bank reconciliations for June 2023 attached as Appendix 2

5.2 Receipts since the last meeting – None

5.3 To note payments made since the last meeting – None

5.4 To approve the following payments:

5.5 All payments listed below

Alan Arber	Salary – May	£488.78
Nick Sharp	Salary – May	£41.86
HMRC	Tax and NI March	£125.80
SLCC	Annual Subscription	£72.75
Lloyds Bank	Credit Card Charge	£3.00
CTS	Maintenance Items	£36.64
Norfolk County Council	Parish Partnership 50% payment	£3989.75

Proposed Cllr Alleguen-Porter Seconded Cllr Read

The balance on the account at 1st June was £24,554.49

The balance after payments made at this meeting is £19,795.91

6. Reports from The Clerk and Councillors

6.1 The Clerk sent his report to all councillors all agreed to accept Appendix 3.

6.2 To review and Update the Community Plan –

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 commented that the letter from Highways had been received and we have been allocated a grant on a 50/50 basis to install the 20 mph signs near the school and The Clerk was instructed to start the procedure. The council had been awarded £3989.75 from The Parish partnership Scheme. It was agreed to pay this ASAP

Proposed: Cllr Read

Seconded: Cllr Alleguen-Porter

It was agreed to request the white line is painted on the Street and Rectory Road junction

Dudley's Report as below

Dudley had sent his report from school road and is attached as Appendix 4 It was agreed to get a £50 voucher from amazon as a thank you to Dudley

Proposed: Cllr Alleguen-Porter Seconded: Cllr l'Anson

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

No information received yet by The Clerk

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

The hedge has been cut but as yet no reply regarding the new footway from Highways with the feasibility study is in hand but it must be on The Old Ram side of the Road as the other side is Pulham Parish Council and they would need to be contacted if it is that side. The chair commented that the bus stops light flickers all through the night.

The clerk had contacted Highways on both requests but no reply had been received from Highways

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.

6.7 To receive the play area report

The report has not yet been received

6.8 To receive the notification of all policies updated

The clerk commented that he had updated all the parish policies including the Standing Orders, Financial Regs and the new LGA code of conduct and the attached policies sheets, given to all councillors, shows when this need updating again. The clerk was thanked for his work on this Appendix 5

7. Village Hall report –

TTJ ongoing, pick ladies tractor run hopes to hit £1 million this year, Plastic chairs were lent out to aid the tractor run, Blinds and Insect killers need installing. The Hall will host the upcoming By - election for county councillor's, new treasurer is Roy Aubrey. Rob will hand over his keys when he formally leaves his role. A new group have come in and are very impressed with the hall and it is hoped they will make further bookings.

8. Planning

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

Planning applications 2023/1461 it was agreed to make the following comments that this looks like a second house not an annexe and not attached to the main house. It was also requested that we are told the make up of the new building and is not in keeping with our neighbourhood plan and should be required to meet these requirements as detailed.

b. The council received a report from Cllrs Read and l'Anson on their recent zoom meeting with South Norfolk Council planners on our neighbourhood plan Appendix 6

Actions were detailed as councillors and neighbourhood plan consultees to attend Zoom meeting

c. Planning Enforcement issues – These were noted by the council

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

a) Trimming of the Hedge adjacent to the village hall

No further reply has been forthcoming from Hastoe Housing and the parishioner had been informed that it was now in the hands of the Landowner Hastoe Housing

b), Village sign repairs

The chair commented that this had been dealt with earlier.

c). The following issues need reporting

Pot Holes on Primrose Hill

10. Training – No training agreed.

11. Woodland Trust initiative

An email will be sent to the woodland trust on this asap

12 Correspondence

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

WebNOS annual defib report completed and submitted

Policies updated

NPTS training information received

Nalc training email received

Delme Thompson Report received

Phone call From Clayton Hudson sending his apologies

Email from a Parishioner regarding footway on the A140 and that the hedges have been cut back

Year-end works completed and submitted to PKF Littlejohn

Website updated

Parish partnership grant letter grant offer received for 20 mph zig zags and a total of £3989.75 had been received

Planning Application received as detailed earlier in the meeting

Councillors Register of Interest forms sent to Elections

SAM report from Dudley received

Adopter payment completed and emailed to recycling

Report of the meeting with SNDC regarding the neighbourhood plan and how it is moving forward

Email on the costs of a Disabled Bucket seat received

2 new grant funding opportunities from Delme received

Notification that Cllr West was unwell

Email to say Play Area Inspection will be carried out in June

Notification the Highway Rangers are visiting Tivetshall soon and workbook for jobs for the rangers submitted

Email sent to CCTV suppliers to come and clean cameras asap

It was proposed that we order the Disabled seat to be installed asap at a cost of £1057.82 including Vat

Proposed: Cllr Alleguen-Porter Seconded Cllr Read Clerk to order ASAP

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

Photo if possible

Play area Report

14. Date of Next Meeting

Thursday 27th July Parish Meeting 2023 7.00 pm, Tivetshall Village Hall

Meeting closed at 20.30 pm

Cllr Delme Thompson
Report for Tivetshall Parish Council
7 June 2023.

Firstly, it was a pleasure to join members of the team at the litter pick on Sunday 4 June and to visit the pop up café on Wednesday 7th. Thank you for the warm welcome on both occasions and I look forward to getting to know the team better as we work on projects together going forward.

Council AGM 24 May and new Committee Structures.

- Following approval at the Council AGM on 24 May, the structure and member contact details for each committee are now available on the website <https://southnorfolkandbroadland.moderngov.co.uk/ieDocHome.aspx?bcr=1&Categories=13171>
- I will be serving as Vice Chair of Development Management (planning), Vice Chair of Finance, as a member of the Scrutiny committee and a member of Licensing.
- All meetings that are open to the public are live streamed via YouTube, and available for viewing afterwards, here: [South Norfolk and Broadland - YouTube](#)

Update on service access following office move:

Following some concerns raised ahead of the move to Broadland business park, (completed on 26 May) , I requested an update on visitor engagement at the new facility in Diss Vs previous engagement at Long Stratton. I received the following information:

- Post Covid, the vast majority of engagement with residents has been either online or by telephone.
- South Norfolk Council received an average of 5 visitors a day in Long Stratton – predominantly taxi license renewals, as these need to be made in person.
- In the 32 working days of April and May 2023, the Diss office received 181 visitors, averaging 6 a day.
- I also received assurances from a member of Cabinet that should a member of the public wish to book an appointment to meet with a council officer in Diss rather than travelling to Broadland, such appointments can be requested by calling 01508 533701 in the first instance.

If members of the Parish Council receive any feedback regarding responses to such requests and/or wider service levels, I would be very interested to hear.

Town & Parish Council Forum and Grants Update

An email was circulated to all Parish Clerks on Monday 5 June regarding a Town & Parish Council Forum call, to be held on Wednesday 7th. The agenda included updates on:

- Nutrient Neutrality and introduction to Tom Sayer, Norfolk Environmental Credits, General Manager
- Pride in Place Community Grants
- Community Ownership Fund

I have asked whether the call was recorded for those unable to attend, and will if so, I will circulate the recording ASAP. In the meantime, I am forwarding the info sheets on the Pride in Place Community Grant and Community Ownership Fund for the Parish Council's review.

I would like to draw your attention to two aspects in particular:

1) Pride in Place - Capital funding:

There is a limited amount (a total of £35,520) in round 2, but a further funding round will open in November 2023, for 2024-2025 funding.

Grants are available to cover 50% of the total cost of a project, up to £25,000. Funding is available towards the cost of new or improved community facilities – such as:

- o Funding towards the Improvement work to an existing village hall.
- o Funding towards a new community sports pitch.
- o Funding towards a green infrastructure project.

APPENDIX 2

Summary of Financial Position

Bank Reconciliation @ 1st June 2022

Bank balance - Unity £24,554.49

Less unrepresented cheques

Total

Cash book £24,554.49

Payments made at the last meeting £ 1,532.34

Payments made since the last meeting

Receipts since the last meeting Total £ -

Payments to be agreed at this meeting Total £ -

08/06/2023	Nick Sharp	Handyman Salary and expenses May	Bacs	41.86			
08/06/2023	Alan Arber	Clerks salary and expenses May	Bacs	488.78			
08/06/2023	HMRC	Tax and NI	Bacs	125.80			
08/06/2023	SLCC	Annual Subscription	Bacs	72.75			
08/06/2023	CTS	Play Area maintenance Materials	Bacs	36.64			
				765.83	£23,788.66	23,788.66	0.00

Represented as:

Neighbourhood Plan - Locality	-	45.02
Neighbourhood Plan - SNC		5,384.40
Covid Grant		149.79
CIL		133.83
General Reserves		18,165.66
VAT yet to be reclaimed		28.10

Tivetshall Parish Council

Clerks Report

With the new clerk year starting with the elections and other important tasks such as updating all the parish policies, Grant funding reports to write and finally the year end paperwork to submit yet again it has been quite a busy month for me.

It is great that all councillors were re-elected and will stand for another 4 years with Chairman Rob Alleguen-Porter continuing as our brilliant Chairman and the hardworking Alyson read continuing as Vice-Chairman and the other councillors continuing their great work in your parish you will see that we only work for the good of the Parish and will continue to do so.

It is sad to receive the news that Steve West was recently admitted to hospital and we all wish Steve the best as he receives the best care and we hope he is home soon. Steve brings a wealth of local knowledge to the council and this will be missed whilst he gets well.

The Kings Coronation event went well with many parishioners and their children attending the wonderful event and without all the volunteers that put these events on we would not have such a thriving local community. Thanks to you all that volunteered to help and you are too many to name so I do not forget anyone.

The Village Hall continues to thrive with lots of local events and TTJ just goes from strength to strength and I really enjoy seeing you all there.

The Highway Rangers are soon to visit the parish and they will carry out various tasks that have been identified by parishioners and councillors and hopefully this will be done soon.

I cannot finish this report without mentioning the Parish Handyman Nick Sharpe who works diligently around the parish doing various important jobs that are vital to keep the parish looking nice. He really is a gem

Finally, it has been a pleasure to serve the council and you all as parishioners and to see everyone at TTJ and I am pleased to say lots of people have engaged on these days to report issues on a whole range of subjects from highways issues to Dog mess and the obvious one of speeding.

I look forward to the coming year and hope to see many of you at TTJ but if you have any issues email me on the email address below and I will deal with this asap.

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 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 is currently undertaking 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 4

For Project: Tivetshall
 Project Notes:
 Location/Name: Incoming
 Report Generated: 02/06/2023 19:00:31
 Speed Intervals: 5 MPH
 Time Intervals: Instant
 Traffic Report From: 01/05/2023 00:00:00 through 27/05/2023
 85th Percentile Speed: 27.9 MPH
 85th Percentile Vehicles: 7940
 Max Speed: 45 MPH on 09/05/2023 15:20:00
 Total Vehicles: 9341
 AADT: 355

Volumes - weekly counts

Time	5 Day	7 Day
Average Daily	380	338
AM Peak 02:00	120	120
PM Peak 15:00	33	27

Speed

Speed Limit: 30
 85th Percentile Speed: 27.9
 50th Percentile Speed: 19.2
 10 MPH Pace Interval: 5.0 MPH to 15.0 MPH
 Average Speed: 17.57

	Monday	Tuesday	Wednesday	Thursday	Friday
Count over limit	56	101	101	107	8
% over limit	7.5	3.6	9.6	9.1	4
Avg Speeder	33.2	33.2	33.6	33.3	3
Avg Speed	18.1	7.3	18.7	17.0	9

Incoming Summary
 Tivetshall

from Mon-May-01-2023-12-00-AM to Sat-May-27-2023-05-59

Day/Time Ending	85th pctl (MPH)	85th pctl cnts	Total Cnts	Max Speed
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Tivetshall Parish Council - Policies and Procedures

	Date Adopted	Review Frequency	Legislation Act	Next Review Date
Asset Register	8/6/2023	Annual	Accounts and Audit Regulations 2015	01/06/2024
New LGA Code of Conduct	8/6/2023	Annual	Localism Act 2011	01/06/2024
Complaints Procedure	8/6/2023	3 years	FOI Act 2000	01/06/2026
Data Protection Registration	8/6/2023	Annual	FOI Act 2000	01/06/2024
Disciplinary procedure	8/6/2023	Annual	Employment code of Practice order 2009	01/06/2024
Equality Policy	8/6/2023	3 years	Equality Act 2010	01/06/2026
Financial Regulations	8/6/2023	Annual	Accounts and Audit Regulations 2015	01/06/2024
FOI publications scheme / core classes and documents	8/6/2023	Annual	FOI Act 2000	01/06/2024
Grant Awarding Policy	8/6/2023	3 years	Accounts and Audit Regulations 2015	01/06/2026
General Risk Assessment policy	8/6/2023	Annual	Health and Safety at work act 1974	01/06/2024
Grievance Policy	8/6/2023	3 years	Employment Act 2008	01/06/2026
Lone Worker Policy	8/6/2023	3 years	Management of Health and Safety at work Regs 1992 (amended 1999)	01/06/2026
Social Media Policy	8/6/2023	3 Years	FOI Act 2000	01/06/2026
Pension Policy	8/6/2023	3 years	Pensions Act 2014	01/06/2026

Risk Assessments – General	8/6/2023	Annual	LG Act 1972	01/06/2024
Sickness Absence Policy	8/6/2023	3 years	HSW Act 1974	01/06/2026
Health and Safety Policy	8/6/2023	3 Years	H & S Act 2008	01/06/2026
Standing Orders	8/6/2023	Annual	LG Act 1972	01/06/2024
Training Policy	8/6/2023	3 years	Best Practice	01/06/2026
Co-option Policy	8/6/2023	Annual	LG Act 1972	01/06/2024
GDPR Policy	8/6/2023	Annual	Data Protection Act 2019	01/06/2024
Model Publication Scheme	8/6/2023	3 Years	Public Sector Information Regulations 2015	01/06/2026
Operation London bridge	8/6/2023	Annual	Death of a Royal	1/6/2024
Data Retention Policy	8/6/2023	Annual	FOI Act 2000	1/6/2024
Information Audit Policy	8/6/2024	Annual	FOI Act 2000	1/6/2024
Personal data Policy	8/6/2024	Annual	FOI Act 2000	1/6/2024

Zoom meeting 16th May 2023 10amUsing the Tivetshalls Neighbourhood Plan

Present:

Richard Squires – Senior Community Planning Officer. South Norfolk Council

Vicky West – Community Planning Officer. South Norfolk Council

Chris Watts – Development Officer. West Team of South Norfolk & Broadlands/Planner & Urban Designer.

Alyson Read – Vice Chair TPC

Sandra l'Anson – TP Councillor

Background

The Tivetshall NP underwent a successful referendum and has been subsequently adopted by SNC. Since then, the plan has become a part of the statutory development plan for South Norfolk, meaning that it has the same weight as SNC's Local Plan documents in the determination of planning applications within the parish.

A meeting of the above was held with the relevant SNC officers to discuss any questions that the Parish Council may have. For example, how is our NP being used in the planning process, how can the Plan be monitored, what the process is for undertaking any future updates, etc.

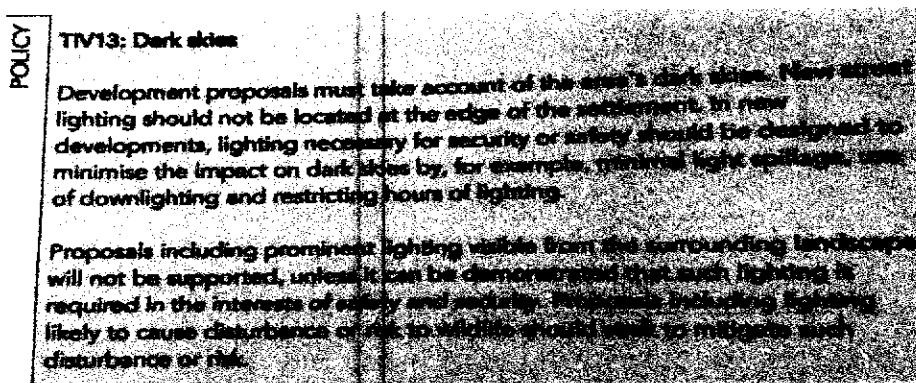
Points raised

- Alyson gave a brief recap regarding the village in relation to the Neighbourhood Plan. (Indicating that the proposed site was not in the pattern of a linear village).
- The Officers indicated that if a planning application is rejected by the PC on the basis that it does not conform with the NP, it may be a good idea to emphasise to the SNC where it **does** fall within the Neighbourhood Plan as well as where it doesn't. Important to identify where we referred to NP in these cases.

Reminding us that the NP gives us that accountability and is used to 'inform'.

Why review the NP?

- 1) If the wording in the NP does not coordinate with what its objective is.
- 2) If the policies are not innovative? For example, the Dark Skies Policy page 68 of the Plan. See extract below.



In this regard, we gave an example of the Simpsons Malt recent planning application. Apparently, we are still able to pass a comment regarding the lights. This is even though the comments have been submitted, or have been subject of any previous application. We were advised to email the Case Officer, and open a dialogue with SNC and the applicant regarding our concern, relating it to the NP.

The Case Officer is: -

It was also noted, re the Maltings (by Richard), that maybe we could look at the above as part of the ecology of the site.

See Tivetshall Parish Council Comments below agreed at the PC meeting 11th May 2023

Comment Details Commenter Type: Parish Council Stance: Customer objects to the Planning Application Comment Reasons: Comment: The parish council objects to this planning application on the following grounds. 1. The extra HGV Traffic in the area using the site as it gets larger 2. The light pollution from the site 3. Worries on the site getting larger and the danger to the local residents. 4. Retrospective planning applied for again for this expansion with no consultation with the parish council or parishioners in the first instance

- 3) The NP may need reviewing if the national planning affects it. For example, levelling up. This may be the case in the next few months. Therefore, we would need to look at the national planning policies as and when they are published.
- 4) Maybe our policies are out-of-date or could be enhanced, based on new evidence/best-practice precedents existing elsewhere.
- 5) We were asked about our Community Action Projects. Page 77 in our NP document. Were they progressing?

See below from the NP

Community action projects

Investigate the potential for the following:

- A community woodland, within easy reach of the village centre.
- Accessible children's play equipment.
- An extension to the Village Hall.
- Safer improved design of the pond at the village green.
- Secure long-term use of the playing field.
- Traffic calming measures.
- More community activities within the parish.
- Improve public transport through the parish.
- Enhance the parish's Public Rights of Way network.

Alyson went through all the above points. We mentioned all the points,

Community Woodland – No action to date. Attempt to obtain TPOs were not approved by NCC officer. aging the trees in the village and that it was something that we were proposing to start.

Accessible children's Play equipment – discussion raised at May PC meeting – ongoing issue.

Extension to Village Hall – currently no funding

Village Pond – Project Completed.

Playing Field – Issue of ongoing contact sought with owners.

Traffic Calming – Approved for parish partnership project.

Community Activities within Parish – Jubilee event 2022 and Coronation event 2023. Village Hall continues to carryout café and increased with walks on special events.

Public Transport is still non-existent in the parish.

Public rights of way -

on the recent village walk some of the footpaths were not maintained and some signage was missing.

Alyson also mentioned

Richard Squires pointed out that we should link the above 'Community action projects' to our Community Plan: To make a direct correlation. *Alyson will email Rob regarding this.*
We were informed that if we needed any assistance with any of our projects, we could contact the infrastructure delivery team at SNC. (Joel Pailes).

Further points

- 1) A reminder that we cannot 'lift' a policy out of the NP, unless it is justified.
- 2) It may be the case that in the future there could be a stronger focus on the design of the NP (this was not elaborated on).
- 3) SNC will be reviewing their plan and it was said that the Clusters Plan would be adopted in the next 2 years.

NB After the meeting today, Vicky forwarded us an email regarding further help as follows:

I have also just spoken to our colleagues that Richard referred to in our discussion this morning regarding potential support that the Council might be able to offer with projects. Andy Sexton, who is our newly appointed Place in Place Relationship Manager and Joel Pailes, who is our Community Infrastructure Officer.

Both have said that they would be more than happy to have a chat with you regarding any potential projects that the parish council might want to pursue, and potentially how the authority might be able to assist with those.

You can reach them as follows;

andy.sexton@southnorfolkandbroadland.gov.uk or on 01508 535348

joel.pailes@southnorfolkandbroadland.gov.uk or on 01508 533782

Also, Vicky sent us this email after the meeting today, regarding a Neighbourhood Network meeting on **Weds 28 June 6.30pm**. The purpose of the meeting is to share with you the process and options for reviewing a Neighbourhood Plan, including when a review might trigger more significant modifications. There will be a guest speaker from the Mendlesham Neighbourhood Plan group, who have themselves recently gone through the review process. He will share his thoughts on the triggers that brought about the review, the path this took and any tips for undertaking such a review. **Action – Nominate Cllrs to attend.**

Sandra l'Anson and Alyson Read