



TIVETSHALL PARISH COUNCIL
Minutes of Tivetshall Parish Council Meeting
held at The Village Hall Tivetshall
on Thursday 9th February 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, Steve West. Alyson Read. Carole Youngs

Also Present:

1. Apologies for absence

County Councillor Barry Duffin, District Councillor Martin Wilby and Parish Councillor Sandra I’Anson also 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. Plus, Cllrs Brown and Alleguen-Porter for an item under planning when they will leave the room.
All agreed to accept

3. Minutes

3.1 Minutes of the Meeting Held on 12th January 2023

It was agreed by all to approve the minutes of the meeting held on 12 January 2023

Proposed Councillor Read Seconded Councillor Alleguen-Porter

3.2 Matters arising 12th January 2023 meeting (information only)

None.

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

Barry Duffin gave the following report

County Council is now heavily into budgets more of which I shall be able to give you next time

The (in principle) County deal is slowly progressing to which end a new panel is being put together at County to advise on progress etc. I will let you know who is on the panel when next we meet.

You will recall I had an enquiry about temporary road signs which officers apparently failed to answer, I can confirm a comprehensive reply has now been given.

5. Finance

5.1 To receive the balance of accounts and bank reconciliations for February attached as Appendix 1

5.2 Receipts since the last meeting – None

5.3 To note payments made since the last meeting –

Cockrow N H Plan Printing	£100
Unity Trust Multi card fee	£50.00
ICO annual charge	£35.00

5.4 To approve the following payments:

5.5 All payments listed below

Alan Arber	Salary – Jan	£757.25
Nick Sharp	Salary – Jan	£37.32
HMRC	Tax and NI Jan	£193.00
GLS	Pond project	£11856.00

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Signed (Chair): _____ Date: _____

J M Crerar	Grass Cutting	£772.00
A Read	Litter Pick Expenses	£7.32
CTS	Maintenance Item	£37.44

Proposed Cllr Alleguen-Porter

Seconded Cllr Brown

The balance on the account at 1st February 2023 was £31,286.74

5.6 To agree any payments after the agenda was posted. NONE

5.7 The clerk reported that he had contacted Sonya Blythe who is clerk to Cringleford Town Council and a very competent Internal auditor and Sonya had agreed to complete our internal audit

Proposed: Cllr Alleguen-Porter

Seconded: Cllr Youngs

6. Reports from the Clerk and Councillors

6.1 The Clerk sent his report to all councillors all agreed to accept Appendix 2.

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 reported that he had received a holding email from Highways but it did detail the new highways scheme of funding for the school area that we will be applying for as soon as it is time.

Dudley's Report as below

Dudley had sent his report from school road and is attached as Appendix 3

6.4 To adopt the new policies

The clerk had worked on the new policies since the GDPR training as requested by the chairman and had emailed them to all councillors.

Information Audit

Audit of Personal Data Policy

Retention of records policy

GDPR General Privacy Policy

Cllr Read will work with the clerk to tidy these up asap

A discussion was then had on personal email addresses and it was agreed that we would stay with our current system for the next month. The clerk commented that there may be .org scheme with Norfolk ALC that he will look at.

6.5 To agree the handover of the Parish website to The Parish Council

The chair took the meeting through the need to hand over the website to the parish council. It was agreed that this would be done asap.

Proposed: Cllr Read

Seconded: Cllr Brown

7. **Village Hall report -**

The Village Hall reports for February was emailed to all councillors by Councillor Read and attached as Appendix 4 All accepted

8. **Neighbourhood Plan Reports – The final neighbourhood plan report for February was emailed to all councillors by Councillor Read and attached as Appendix 5 All accepted**

9. Planning

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

Planning applications 2023/0132

The council made no comment on these applications

The clerk had been sent a letter from the Banqueting Hire Company requesting the council's support

Regarding a strip of land, they had purchased for new parking for staff. They will also install new hedging and trees and a new ditch for water issues. They will also install a new fence that will be taken over by the hedging in future.

Councillors Alleguen-Porter and Brown left the room

It was agreed to support the proposal and the clerk was tasked with sending a letter in to SNDC Planning to state this. Councillor I'Anson sent her vote in by email to support the proposal

Councillors Alleguen-Porter and Brown returned to the room

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

c. To note the parish council's response to the Village Clusters Allocation Reg 19

The main points raised is that it does not meet the linear look of the village as agreed in our neighbour plan. The point of the extra cars was a main worry. It was also noted that they must not overlook other dwellings. The Old Ram is not nearby which is incorrect and the public transport issue is a problem. There is no space for a footpath to aid walkers and parishioners and is very unsafe to get anywhere. Our full reply will be submitted by the end of February when all councillors will agree the points before submitted.

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

Both the following actions had been reported on 2/2/23

Mud on Gissing Road making it slippery to drive along

Road Surface on Gissing Road is breaking up due to the heavy lorries creating a break up of the tracks their tyres run in causing the road surface to buckle and create a mound through the middle of the road causing damage to the underside of cars using the road

11. Training – The clerk has booked for the Essential Seminar in March and had also booked himself onto Word and Excel training to increase his knowledge in these platforms

12. Woodland Trust initiative

We missed the date for the getting the free trees and it was hoped that councillors can look at how we map our trees moving forward.

13 Correspondence

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

WebNOS Done on the defib

Clusters Seminar attended

Pond work Bill received and work checked

Request to get the trees at the side of the play area by No 1 Thwaites Oak Close trimmed back

Planning applications 2023/0132

Village Clusters information received and on website

Parish council elections paperwork received and emailed to all councillors

Dudley speed report

Multi-pay card received and details logged and card approved to use

Clusters maps and information obtained

ICO details changed

Payroll done

New Policies sent round to councillors

Clerks report forwarded to councillors

Email from Highways on New funding for South Norfolk as detailed earlier in the meeting

4 Representations sent in today from parishioners on Clusters allocation

Website updated

Information sent to Councillor Read on Neighbourhood Plan funding as requested

Letter from Banqueting Hire Company Received as detailed under planning and reply ready to go back to SNDC Planners

Pylons Newsletter received and posted on the website

New Code of Conduct received

Emails from Eleanor Henson on the litter Pick but no Photos yet received

Email from Sonya Blythe agreeing to become our Internal auditor for the foreseeable future

Emails sent to all neighbourhood consultants as requested to thank them.

All items brought up with Highways at the last meeting sent to highways on Highways reporting portal

Email from carol on SAM devices and duly answered asap.

Risk assessment for litter picking and list of areas except dangerous roads.

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

Coronation events

Newsletter

Photo

Village sign

Litter Picking from Eleanor

14. Date of Next Meeting

Thursday 9th March 2023 7.00 pm, Tivetshall Village Hall

Meeting closed at 20.20 pm

DRAFT

Summary of Financial Position

Bank Reconciliation @ 1st February 2023

Bank balance - Unity	£31,286.74
Less unrepresented cheques	
Total	

Cash book £31,286.74

Payments made at the last meeting 2,560.37

Payments made since the last meeting	Cockrow	N H Plan article Printing	£100.00
	Unity Trust Bank	Multiplay card Fee	£50.00
	ICO	Annual Charge	£35.00
	Total		£185.00

Receipts since the last meeting

Payments to be agreed at this meeting

01/02/2023 Nick Sharp	Handymans salary and expenses Nov	Bacs	37.32			
01/02/2023 Alan Arber	Clerks salary and expenses Nov	Bacs	757.25			
01/02/2023 HMRC	Tax and NI	Bacs	193.00			
01/02/2023 GLS	Pond Work	Bacs	11,586.00			
01/02/2023 J M Crerar	Grass Cutting	Bacs	772.00			
01/02/2023 A read	Litter Pick expenses	Bacs	7.32			
01/02/2023 CTS	Maintenace Items	bacs	37.44			
			13,390.33	£31,286.74	20,068.56	£2,172.15

Represented as:

Neighbourhood Plan - Locality	-	45.02
Neighbourhood Plan - SNC		5,384.40
Covid Grant		149.79
CIL		238.17
General Reserves		25,559.40
VAT reclaimed		249.83
Vat to be reclaimed		2,175.15
Grants		£ 9,100.00

Tivetshall Parish Council

Clerks Report

With our budget and precept request submitted and completed I write this thinking that its going to get quieter but no up pops the clusters Reg 19 allocation to take up lots of my time.

I attended the seminar on this that was enlightening but very frustrating as they did say the would not look at specific parishes and only answer questions on the make up of the plans and how to make representations so it only took the hour designated for this to happen. I was hopeful I would get home at a decent time but my fears were heightened when 3 parish chairmen undertook to make the meeting all about their parishes and by 8.30pm they had no more time for any other parish questions. I did speak with Paul Harris and have obtained a copy of the plan that and the maps that I bring to TTJ and warm space to allow parishioners to look at them and also I will help them register their complaints.

It was also noted that Parishes with Neighbourhood plans that these would stand as the planning document for those areas such as Tivetshall. These were delivered to me on Tuesday 31st Jan at 10 pm by a councillor who lives near me meaning I was up will midnight looking at them ready for TTJ on Weds 1st to answer any question parishioners had. Only 4 people asked questions at that TTJ. But they were very happy that they could see the plans and will make their comments at either the next warm space or TTJ.

I am also in discussion with Norfolk Football association regarding the possibility of new goalposts for the playing field but this has hit a stumbling block on that we have no lease for this area so I will be contacting the sister's again to try and arrange a meeting or get a lease of some sort to help us.

It is great to see the pond area finished and looking great along with the may comments from parishioners at TTJ saying how great it looked. I have emailed Clayton Hudson, Barry Duffin and the McCreath trust to inform them it has been done and sent the pictures I took also.

The new code of conduct ahs been released and I am working on it at present to ensure its correct to allow us to adopt it at our Annual Parish Meeting when we adopt the main policies again such as Standing Orders and Financial Regulations amongst others.

The warm space is sparsely used but this resource has allowed us to get many items for the village hall moving forward and we recently passed our inspection by the Communities team to say we can continue. It also allows me to work extra hours that the parish council do not have to pay for and my core hours can be used on main tasks.

Finally, it has been a pleasure to be your clerk for the last 18 months and I have enjoyed it immensely and hope to carry on with the work I am doing for the benefit of the parishioners in the first instance.

Handyman's Report

Nick is continuing to work around the village and has installed the noticeboard near Tinker's Lane as agreed for parishioners to see what is on in the village and the agendas too. The Fence at the village hall is in need of replacement and repair and this is another job Nick along with any volunteers will undertake soon.

For Project: Tivetshall
 Project Notes:
 Location/Name: Incoming
 Report Generated: 02/02/2023 17:33
 Speed Intervals: 5 MPH
 Time Intervals: Instant
 Traffic Report From: 01/01/2023 00:00:00 through 27/01/2023 19:59:59
 85th Percentile Speed: 26.6 MPH
 85th Percentile Vehicles: 11943
 Max Speed: 50 MPH on 21/01/2023 00:45:00
 Total Vehicles: 14051
 AADT: 523

Volumes - weekly counts

Time	5 Day	7 Day
Average Daily	475	541
AM Peak 01:00	138	85
PM Peak 12:00	63	54

Speed

Speed Limit: 30
 85th Percentile Speed: 26.6
 50th Percentile Speed: 13.9
 10 MPH Pace Interval: 5.0 MPH to 15.0 MPH
 Average Speed: 16.18

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Count over limit	96	92	110	120	99	63	76
% over limit	11.6	2.0	9.0	6.6	8.9	1.9	6.3
Avg Speeder	33.1	32.9	33.0	33.2	33.4	33.5	33.1

**Tivetshall Village Hall Management Committee
Report to Parish Council meeting on 10th February 2022**

TTJ (Tivetshall Tea Junction) Pop Up Café – Re-opened 19th January. Two café's to-date this year. High attendance and sold a number of takeaways. Orders for takeaways were requested in advance where possible. Regular crafters still attending.

Outstanding painting - The main hall and the kitchen post refit – Second quote obtained and accepted. Work should start within 3 weeks. Both quotes were from parish-based painter/decorators.

Events for 2022 –

Craft/Food Fayre – 5th March Inside pitches all sold. Some availability for outside stalls - These supply their own gazebo and table. Posters are on display, ongoing advertising in Cockcrow and on Facebook. Issue arose of someone on Facebook attempting to fraudulently act as a member of our committee and asked via Messenger for a deposit. Fortunately brought to our attention promptly. Clarification that all bookings are dealt with purely by either Julie or Ros.

Jazz night (Saxophonist and Pianist Duo) 14th May

7.30pm start with a break half way through for refreshments; 80/20 split on tickets sold, so no risk to village hall; £10 per ticket, under 15s free. The advertising and tickets are done of the artists. We agreed a maximum of 100 people. Would like them to be seated at small tables but we don't have any! The village hall will run a bar to raise funds and start selling tickets at the Craft Market and at TTJ.

Queens' Platinum Jubilee potential for a village multi organisation event) 2nd-5th June

Steve Dalliston of FOTS joined for the meeting The Church PC is very small in number and unable as an organization to be a significant part.

Agreed **Sunday 5th June** community lunch day.

It is proposed that an afternoon tea for adults and children be held at the village hall, hopefully outside. Menu items will be home prepared. Costings being prepared by Julie and Ros. Tickets to be sold to identify catering numbers. The 'no charge' Bouncy Castles funded by the Parish Council at the September Family Day was hugely popular and well received by families. Only one required as the smaller children preferred to use the larger one with older siblings or a parent. We would ask the Parish Council if they would sponsor this activity. Jim's Ice Cream is fully booked out for the weekend. He is trying to source an ice cream trailer for us.

Steve had a FOTS meeting the following evening and would suggest they ask the school about the children making flags for the tables or bunting. He explained that he is stepping down as Chair but will hand over to the new Chair and inform the VHMC of his replacement. A fancy-dress competition for the children was suggested too. All the committee members will be on the hunt for the extra volunteers needed on the day.

Ros to arrange a meeting the second week of March, consisting of representatives from PC, VHMC, PCC and FOTS to plan out the event on 5th June in more detail.

July - It was agreed to look into holding a Psychic night.

September/early October - Craft/Food Fayre

Music Night - A response from Dave Thomas was reported, in which he stated that he might be free for a live music evening later in the year. To be discussed at a future meeting.

Film Night

Facilities:

Fire extinguishers checked by Tas Valley Fire 17th January

PAT testing carried out on 20th January - 2 sets of Xmas lights and the Bowls club kettle all failed and have been removed.

Boiler serviced 20th January

Aluminum Noticeboard – new backing board being sourced and notices to be tidied up.

Electrician to fix outside light and quote for Hive system to enable heating to be controlled remotely.

Pressure washing of paths and repainting of White edging to be completed before 5th March. Also, a garden tidied up.

To be discussed at Future Meeting

Small Meeting Room – Discussed consideration being given to set this out as a Parish Council 'office space' because the PC filing cabinet is currently taking up valuable space in the Left of Stage Storage cupboard. However, we need to keep it as a Hall facility. Also, the tables are currently stored in there.

Table Storage and Chair Trolleys; Projector Training

New Hand Driers It was agreed to accept the Parish Council's offer to use the remaining Covid Grant money towards more efficient hand driers.

Next meeting – 22nd February at 7pm on Zoom

Alyson Read

Chair - Tivetshall Village Hall Management Committee

**Neighbourhood Plan Steering Group FINAL Report
to The Tivetshalls Parish Council Meeting on 9th February 2023**

I am in the process of completing Grant Return to Groundworks. This is the organisation working on behalf of Government from whom I obtained £1859.

Consultant fees are therefore Compass (Andrea Long) £140 plus Rachel Leggett £960.00 TOTAL £1100.00

Printing Two invoices from John E Wright's £153.60 and £417.72 =- Totalling £571.32. Plus Copy Diss £57.50 TOTAL 628.82

4 page article in Cock Crow - £100.00

GRAND TOTAL £1828.82
Grant = £1859.00

Underspend was £30.18

The South Norfolk District Council grant for the Neighbourhood Plan covered the complete plan. (Locality grants were for each financial year.) The under spend amount will need to be returned to Groundwork.

All members of the Steering Group had their photographs and names shared on line and in hard copy throughout the preparation of the Plan. It is therefore not an issue with Data Protection for these to be shared.

Priorities: I checked with Rachel Leggett, our professional consultant. She confirmed that as The Tivetshalls Neighbourhood Plan was adopted in December 2022 it takes priority over the emerging Village Clusters proposed by South Norfolk District Council.

Alyson Read – Chair Steering Group