



TIVETSHALL PARISH COUNCIL
Minutes of Tivetshall Parish Council Meeting
held at The Village Hall Tivetshall
on Thursday 11th May 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, Sandra l’Anson

Also Present: Delme Thomson District Councillor

1. To elect and chairman – Chairman to sign Acceptance of Office Form

Cllr Alleguen-Porter commented that he is still willing to stand and was duly elected

Cllr Alleguen-Porter was elected as chair and all agreed

Proposed Cllr Brown Seconded Cllr Youngs

2. To elect a Vice Chairman

Cllr Read was nominated and commented that she was willing to stand and was duly elected

Cllr Read was elected as Vice-chairman and all agreed

Proposed Cllr Youngs Seconded Cllr Alleguen-Porter

3. Apologies for absence

District Councillors Clayton Hudson and County Councillor Alison Thomas (stand in County Councillor) sent their apologies. All agreed to accept

4. 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.
All agreed to accept

5. Minutes

3.1 Minutes of the Meeting Held on 13th April 2023

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

Proposed Cllr l’Anson Seconded Cllr Alleguen-Porter

3.2 Matters arising 13th April meeting (information only)

None.

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

No reports submitted from councillors Wilby or Hudson and stand in County Councillor Thomas report was read out at the Annual Meeting of the Parish

New district councillor Delme Thomson introduced himself to the meeting and detailed the diverse mix that make up the new council. Delme was a parish councillor in Suffolk and decided to get involved this year-round and is hoping to play a positive aspect to all councils he serves and gave a commitment to give straight answers at all times and will look at utilising his members ward grant to help where possible. A question was asked on the possibility of a disabled swing was asked regarding the members ward grant

7. To adopt the General Power of Competence

The Clerk took the meeting through the reasons why we should adopt this power as we now meet the criteria and it was agreed to adopt The General Power of Competence from this date

Proposed Cllr Alleguen-Porter Seconded Cllr Read

8. Finance

8.1 To receive the balance of accounts and bank reconciliations for May 2023 attached as [Appendix 1](#)

8.2 Receipts since the last meeting – HMRC £444.93 Vat Refund
SNDC £10377.50 Precept payment

8.3 To note payments made since the last meeting – £39.24 Credit Card payment

8.4 To approve the following payments:

All payments listed below

Alan Arber	Salary – April	£488.78
Nick Sharp	Salary – April	£41.86
BHIB	Parish Insurance	£516.15
HMRC	Tax and NI March	£125.80
NPTS	Annual Subscription	£167.80
S Blythe	Internal Audit	£95.00
Lloyds Bank	Credit Card payment	£96.95

Proposed Cllr Read Seconded Cllr l'Anson

The balance on the account at 1st May 2023 and at year end 2023 was £26086.83

The balance after payments made at this meeting is £24554.49

8.5. To agree any payments that came in after the agenda was posted

None

8.6. To receive the Parish insurance and agree all correct

The Clerk commented that he had checked this and all was in order

BHIB would continue to be our insurers on a 3 – year Long Term agreement

8.7. To receive the Internal Audit report

The Clerk took the council through the report and the actions required had all been dealt with

New standing orders would be adopted along with other policies in June Meeting

The new regulations on Public Contracts had been added to our standing orders as requested

Asset Checks would be carried out before year end by the Clerk and handyman to ensure all are safe and no hazards or problems with them

Cllr Read Cllr Alleguen-Porter

Reports from the Clerk and Councillors

9. Reports from Clerk and councillors

9.1 The Clerks report was read out at the Annual Meeting of the Parish.

9.2 To review and Update the Community Plan –

This has been reviewed and updated with actions to be done

9.3 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 go ahead with this and the Clerk **to action this ASAP**

Dudley's Report as below

Dudley had sent his report from school road and is attached as **Appendix 2**

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

No information received yet by the Clerk

9.5. Coronation event Report

The bookmarks were handed out to all that came and we have around 21 left with 2 spare it seems. Coronation event with 2 walks one on the accessible route and one a more difficult route around the village and went an awful long way and was very challenging with a lack of signs and a dodgy stile which will be reported under highways on the agenda

FOTS ran a stand and some crafters were in with extra volunteers on the day and the set up was the day before and 40 lunches were served with lots of cake left over. Donations of cakes were also received from parishioners. The Clerk will complete the grant evaluation asap

The chair thanked everyone for their help on the day including the leaders of the walks.

9.6. Take off agenda

9.7. To instruct the Clerk to update all policies for adoption at June Meeting.

10. Village Hall report -

Village hall report read out at Annual meeting of The Parish.

We need to change our nominations on the village hall trustees committee and a decision was need from councillors for the next meeting.

11. Planning

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

Planning application 2023/1106 Meets neighbourhood plan and happy to support

Planning application 2023/1220 Refuse and object the application on the following reasons.

Concerns about extra HGV using the area

Worries on the whole issue of safety for parishioners

Retrospective planning applied for again with no consultation in the first instance with parishioners and or the Parish Council

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

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

The Clerk will work with councillor west on the issues from the walks and other issues

13. Training – The Clerk asked if the council would support him again as last year in attending the Clerks national SLCC conference

14. 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

Precept payment received

NPTS training information received

Nalc training email received

Internal Audit completed

Phone call From Clayton Hudson sending his apologies

Email from new councillor Delme to say he would arrive as soon as he could

Bookmarks received

Website updated

Planning Applications received as detailed earlier in the meeting

Councillors Acceptance of Office forms received
Councillors Register of Interests forms emailed round as they need to be completed online and then emailed to the Clerk
SAM report from Dudley received
Insurance costs received
Nomination forms sent in
Various reports for Annual meeting of the parish received
Various Highways issues noted and reported and awaiting completion
Play Inspection report received and will be discussed at next meeting
Coronation Grant report paperwork received and will be completed asap.
Cllr I'Anson Register of Interests received

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

Photo
Policies Updated
Nominations for village hall agenda
Footway between old ram exit to Semer Lane
Hedge Cutting
Play Park report

16. Date of Next Meeting

Thursday 8th June 7pm

Meeting closed at 20.40 pm