



TIVETSHALL PARISH COUNCIL
Minutes of Tivetshall Parish Council Meeting
held at The Village Hall Tivetshall
on Thursday 13 April 2023 at 7.00 pm

Due to the sad passing of County Councillor Barry Duffin a minute's silence was held before the meeting started in remembrance of Barry's Life.

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: No one else present

1. Apologies for absence

District Councillors Martin Wilby and Clayton Hudson 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.
All agreed to accept

3. Minutes

3.1 Minutes of the Meeting Held on 9th March 2023

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

Proposed Cllr Read Seconded Cllr l'Anson

3.2 Matters arising 9th March meeting (information only)

None.

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

Martin Wilby sent the following report

I am pleased to say that South Norfolk Council has approved the Long Stratton Bypass scheme along with connected plans to build 1,875 homes and a new school. Construction will start in 2024.

Nominations for the South Norfolk Community Awards are open, all the details and information is available on the SNC website.

I am not standing in the district elections.

I have just heard some very sad news that Cllr Barry Duffin has passed away over the weekend.

5. Finance

5.1 To receive the balance of accounts and bank reconciliations for April 2023 attached as Appendix 1

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 – March	£773.19
Nick Sharp	Salary – March	£37.32
HMRC	Tax and NI March	£193.27

East Point Sports
Proposed Cllr Alleguen-Porter

Hi Viz Bibs
Seconded Cllr l'Anson

£38.00

The balance on the account at 1st April and at year end 2023 was £16449.50

The balance after payments made at this meeting is £15407.72

5.6 To agree the year end accounts Appendix 2

The clerk took the council through the year end accounts and all agreed it was correct

Proposed Cllr Alleguen-Porter Seconded Cllr l'Anson

5.7 To receive the budget from 2022-2023 showing receipts v Expenditure Appendix 3

The clerk took the council through the document and all agreed it was correct

5.8 To Receive and approve Section 1 of the AGAR Annual Governance Statements

The clerk took the council through the statements and all agreed it was correct

Proposed Cllr Alleguen-Porter Seconded Cllr l'Anson

5.9 To Receive and approve section 2 of the AGAR Accounting Statements

The clerk took the council through the statements and all agreed it was correct

Proposed Cllr Alleguen-Porter Seconded Cllr l'Anson

6. Reports from the Clerk and Councillors

6.1 The Clerk sent his report to all councillors all agreed to accept Appendix 4.

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 Dudley's Report as below

Dudley had sent his report from school road and is attached as Appendix 5

A question was asked if we could have a line in the middle of the road on the corner of Gissing road/the street and rectory road and the clerk was tasked with asking this question

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

No information received yet by the clerk

6.5. To discuss the Coronation event

The clerk reported the bench had arrived along with the Plaque and these were with the handyman to start the installation asap at a location to be agreed.

TTJ café and historical walks around the village on the Sunday of the coronation. FOTS want to get involved to raise valuable funds, a quiz will also be held.

6.6 To discuss the purchase of coronation mugs for the local children for the coronation.

The clerk commented that he had received a request for the children to be given mugs as at previous events such as a coronation/Jubilee. The clerk reported that he had looked at the ones currently being provided by the companies that keep emailing him and these were around £7.50 each. He had spoken to another company that will provide basic mugs for £108 for 36 printed mugs in boxes. A discussion ensued on this and it was and leather bookmarks were discussed and it was agreed the clerk would purchase these at £89 for 100 including vat

Proposed Cllr Alleguen-Porter Seconded Cllr Read

7. Village Hall report -

There was no Village Hall report but the following was noted

New Cleaner and a party night was recently held along with other local village clubs but we could do with more. Also, open gardens and craft event to be held in October

Financially the accounts are sound and in a good place and financially sound with the hall being on target to hit their budget for the year.

8. Planning

- a. To hear any Planning applications received and any after agenda was posted
Planning applications 2023/0688 it was agreed to make No comment
- b. 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.

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

The sad death of Barry Duffin received

NPTS training information received

Nalc training email received

Martin Wilby Report received

Phone call From Clayton Hudson sending his apologies

Email from a Parishioner regarding providing coronation mugs for the children

East Point sports invoice for Hi-Viz Bibs received

East Point sports Quote for Mugs received as detailed earlier

Year end works completed and will be submitted to Internal Auditor ASAP

Website updated

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

Planning Applications received as detailed earlier in the meeting

Notice of Uncontested Election received and put on website

End of warm space grant application submitted

SAM report from Dudley received

Asset Register updated to show pond work including new decking, Gates, and benches

Emails regarding the offer of a meeting with SNDC regarding the neighbourhood plan and how it is moving forward

Emails regarding the putting of posts outside their property to stop cars going over their grass reported to highways and notification that these need to be removed will be done by highways

Email regarding Traffic Lights on Ram Lane and information sent to highways to respond

Email showing the receipt of Coronation Grant of £200 and added to year-end figures

Invoices for Coronation Bench and Plaque received

Email from BHIB saying we are okay to run our coronation event and this relayed to the chairman as requested

Voter ID Details added to the website and Facebook

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

Photo

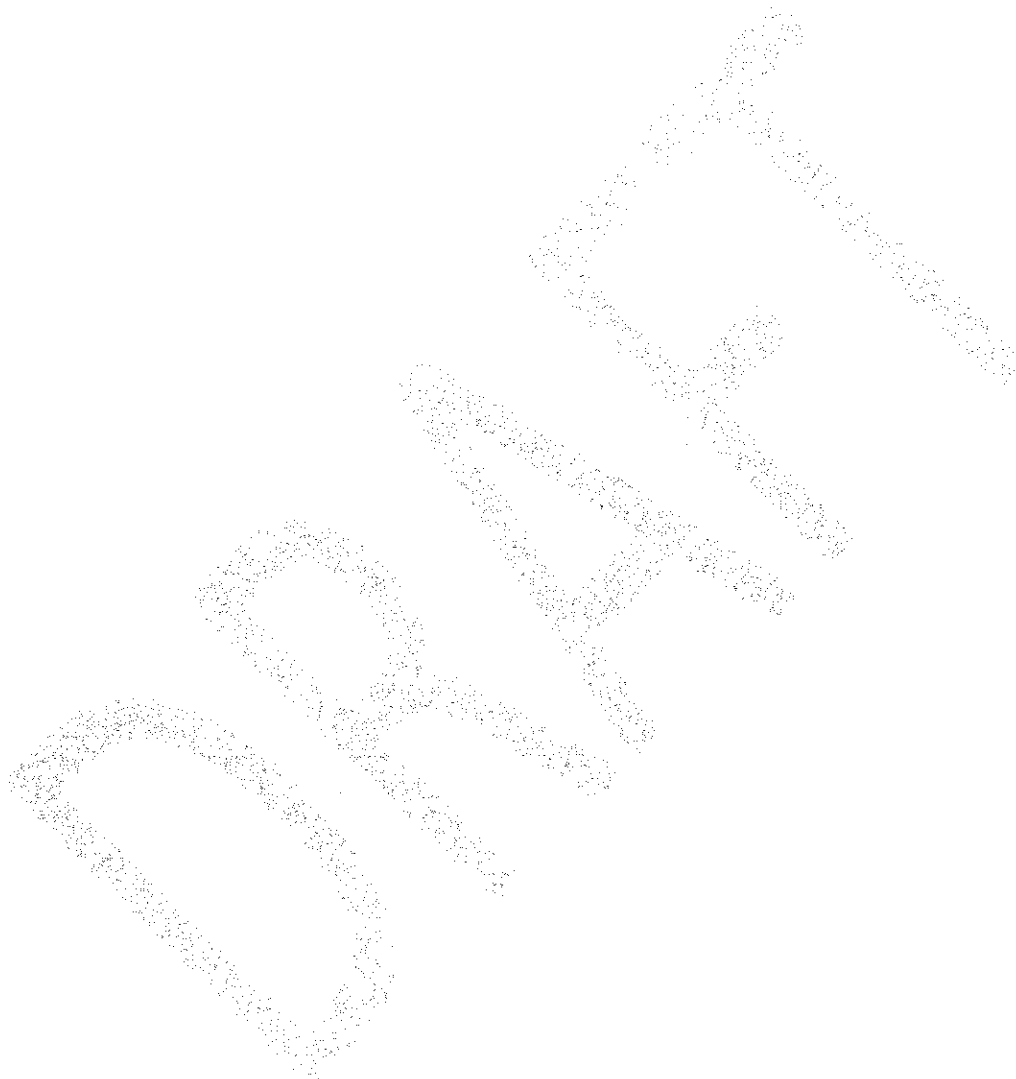
Pond sign

14. Date of Next Meeting

Thursday 11th May Annual Meeting of the Parish 2023 6.30pm Tivetshall Village Hall

Thursday 11th May Annual Parish Meeting 2023 7.30 pm, Tivetshall Village Hall

Meeting closed at 20.10 pm



Summary of Financial Position

Bank Reconciliation @ 1st April 2022

Bank balance - Unity	£16,449.50
Less unpresented cheques	
Total	
Cash book	£16,449.50
Payments made at the last meeting	£ 3,835.82
Payments made since the last meeting	
Receipts since the last meeting	
Payments to be agreed at this meeting	

13/04/2023 Nick Sharp	Handyman Salary and expenses March	Bacs	37.32
13/04/2023 Alan Arber	Clerks salary and expenses March	Bacs	773.19
13/04/2023 HMRC	Tax and NI	Bacs	193.27
13/04/2023 East point Sports	Hi Viz Bibs	Bacs	38.00

1,041.78	£15,407.72	15,407.72	0.00
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Represented as:

Neighbourhood Plan - Locality	- 45.02
Neighbourhood Plan - SNC	5,384.40
Covid Grant	149.79
CIL	238.17
General Reserves	9,680.38
Vat Reclaimed but not yet Received	340.85
VAT yet to be reclaimed	6.33

Appendix 2

Balance per bank statements as at 31st March 2022

Unity Trust Account

£ 15,227.29

Total

£ 15,227.29

Cheques Not Cashed

Total of unrepresented cheques

£0.00

Total of both accounts minus unrepresented cheques

£15,227.29

Cashbook

Opening Balance at 1st April 2022

15,227.29

Add:

Receipts

40,835.56

Less:

Payments

39,613.35

Closing Balance 31st March 2023

£16,449.50

Tivetshall Parish Council
Accounts 2022-2023

2022/2023

2022-2023

Payments	2022/2023			Receipts	2022-2023		
	Budget	Actual	Over/ Under Spent		Actual	Budget	Over/Under Receipt
Administration							
Clerks Salary	5,830.00	6,874.39	-1,044.39	Precept	20,755.00	20,755.00	20,755.00
Payroll provider				VAT Refund	1,000.00	1,000.00	3,705.98
Insurance	455.00	478.69	-23.69	CIL			133.83
Audit Fees	400.00	295.00	105.00	Recycling Centre Grant	200.00	200.00	200.00
Website	110.00	129.00	-19.00	Neighbourhood Plan Grants			1,859.00
Subscriptions	170.00	152.55	17.45	Grants			13,122.00
Hire of Village Hall		157.50	-157.50	Wayleave Payment			
Zoom Subscription		-	0.00	Litter Pick Winning			
Office Expenses	200.00	71.69	128.31	SNC Payment			
Travelling Expenses	100.00	168.50	-68.50	Other Grants			1,059.75
Training Courses	300.00	393.00	-93.00				
Councillors Expenses		56.08	-56.08	Total	21,955.00		40,835.56
Newsletter	100.00	35.00	65.00				
Bank Charges	72.00	128.00	-56.00				
	7,737.00	8,939.40	- 1,202.40				
Maintenance							
Handyman Salary	600.00	575.11	24.89				
Handyman Expenses	200.00	168.78	31.22				
Play Area Inspection	100.00	98.00	2.00				
Play Area Maintenance	400.00	98.17	301.83				
Gang Mowing	4,581.89	4,140.55	441.34				
Grass Cutting		-	0.00				
Dog Bin Emptying	2,000.00	995.40	1,004.60				
Bus Shelter Cleaner	15.00	30.00	-15.00				
Peppercorn Rent	5.00	10.00	-5.00				
	7,901.89	6,116.01	1,785.88				
Activities							
Grapevine							
Christmas Tree	130.00	130.00	0.00	Opening Balance @ 1st April 2022			15,227.29
Defibrillator							
S 137	35.00	35.00	0.00	Total Income			40,835.56
Donations	600.00	300.00	300.00	Total Expenditure			39,613.35
Community Car Scheme		-	0.00	Closing Balance @			16,449.50
	765.00	465.00	300.00	Represented by:			16,449.50
Neighbourhood Plan				Unity Trust Account			
Consultants	£ 1,859.00	1,280.00	579.00	Total			16,449.50
Printing		624.02	-624.02				
Hall Hire		-	0.00	Earmarked Reserves			
Mileage		-	0.00	Neighbourhood Plan			45.02
Expenses		-	0.00	SNDC Grant			5,384.40
Staff Time		-	0.00	Covid Grant			149.79
Return of Funding		2,347.30	-2,347.30	CIL			238.17
	1,859.00	4,251.32	- 45.02	General Reserves			10,722.16
Projects				VAT yet to be reclaimed			249.83
Projects/ Sam machine	4,000.00	3,644.00	356.00	Adjusted General Reserves			10,971.99
Queens Jubilee		139.69	-139.69				
Pond Project		9,655.00	9,655.00				
	4,000.00	13,438.69	216.31				
Other							
Reclaimable VAT	500.00	3,567.94					
Other		635.00	-635.00				
Warm space	2,600.00	2,199.99	400.01				
	3,100.00	6,402.93	- 635.00				
Grand Total	25,362.89	39,613.35	419.77				

Tivetshall Parish Council

Clerks Report

With the pond project now completed we are happy that everything looks so nice and will soon be designing a sign to thank everyone involved in this project.

As year end is now with us it has been a very busy time as clerk with completing this, Grant reporting needs to be in and finally the small matter of the elections to arrange.

Firstly all current councillors indicated they would be happy to stand and it is my pleasure that we have completed the necessary paperwork and all councillors have returned in an uncontested election and that means we have one space left and if anyone fancies becoming a councillor please come and chat with me at TTJ.

The next issue was Year end and I am well into this and hope to have it all completed by Thursday 13th April for taking out Internal Auditor on Friday 14th April.

We finish the year with £16,449.50 in the bank and this is a healthy amount being just over £1000 more than last year.

I am also happy to report that we have received notification of our successful Parish Partnership bid meaning that we get funding on a 50/50 split to install 20 mph electric flashing signs up around the school area and these will flash morning, lunchtime, and evening when the children are entering and leaving the school and of course at lunchtime should the teachers wish to utilise the village green at these times.

Finally, it with great sadness that I report that our County Councillor Barry Duffin has had a dreadful fall and despite being helped at hospital he unfortunately passed away on Easter Monday from a cerebral haemorrhage in the Norfolk and Norwich Hospital late Easter Monday despite some life saving treatment. Barry was a wonderful County Councillor to Tivetshall Parish Council and to me personally and will be dearly missed by all with the council holding a minute's silence at their next meeting to respect the assistance Barry gave the Parish council recently.

Our handyman Nick continues to work diligently through the village on various items and is a real asset to the Parish Council.

The warm space initiative has now finished.

Finally, if you see any issues that need looking at or spot anything that's 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 will soon install the new commemorative bench at the village hall to mark the Kings Coronation, 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.

For Project: Tivetshall
 Project Notes:
 Location/Name: Incoming
 Report Generated: 02/04/2023 16:35
 Speed Intervals: 5 MPH
 Time Intervals: Instant
 Traffic Report From: 01/03/2023 00:00:00 through
 85th Percentile Speed: 34 MPH
 85th Percentile Vehicles: 8259
 Max Speed: 90 MPH on 28/03/2023
 Total Vehicles: 9717
 AADT: 342

Volumes - weekly counts

Time	5 Day
Average Daily	361
AM Peak 11:00	22
PM Peak 04:00	42

Speed

Speed Limit:	30		
85th Percentile Speed:	34		
50th Percentile Speed:	27.5		
10 MPH Pace Interval:	25.0 MPH	to	35.0 MPH
Average Speed:	25.38		
	Monday	Tuesday	Wednesday
Count over limit	611	589	441
% over limit	45.5	41.1	36.3
Avg Speeder	34.8	34.3	34.7

Day/Time Ending	85th pctl (MPH)	85th pctl cnts	Total Cnts
01/03/2023 01:00:00 AM	0.0	0	0
01/03/2023 02:00:00 AM	0.0	0	0
01/03/2023 03:00:00 AM	0.0	0	0
01/03/2023 04:00:00 AM	0.0	0	0
01/03/2023 05:00:00 AM	0.0	0	0
01/03/2023 06:00:00 AM	0.0	0	0
01/03/2023 07:00:00 AM	0.0	0	0
01/03/2023 08:00:00 AM	0.0	0	0
01/03/2023 09:00:00 AM	0.0	0	0
01/03/2023 10:00:00 AM	32.5	14	16
01/03/2023 11:00:00 AM	27.5	7	8
01/03/2023 12:00:00 PM	28.8	10	12
01/03/2023 01:00:00 PM	23.3	8	10
01/03/2023 02:00:00 PM	28.8	10	12
01/03/2023 03:00:00 PM	32.5	10	12
01/03/2023 04:00:00 PM	30.0	14	16
01/03/2023 05:00:00 PM	28.3	10	12
01/03/2023 06:00:00 PM	29.2	5	6
01/03/2023 07:00:00 PM	28.1	15	18
01/03/2023 08:00:00 PM	32.5	5	6
01/03/2023 09:00:00 PM	32.5	7	8