



TIVETSHALL PARISH COUNCIL
Minutes of Tivetshall Parish Council Meeting
held at The Village Hall Tivetshall
on Thursday 12th January 2023 at 7.00 pm

These are draft minutes and will be approved at the next meeting

Present: Councillors – Rob Alleguen-Porter (Chair), Sandra l’Anson, Julie Brown, Steve West. Alyson Read. Carole Youngs

Also Present: County Councillor Barry Duffin

1. Apologies for absence

District Councillor Martin Wilby also sent his too. 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 11th November 2022

It was agreed by all to approve the minutes of the meeting held on 11th November 2022

Proposed Councillor Read Seconded Councillor Alleguen- Porter

3.2 Matters arising 11th November 2022 meeting (information only)

None.

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

Barry Duffin gave the following report

Covid and flu is prevalent so wear masks in enclosed spaces

Avian Flu on the increase and don't touch sick birds or dropping and more information will be sent to the clerk for the website

Problems with hospitals is that they cannot free up the beds and Norfolk County council working with Saffron and Norse care to assist and look after people at some care flats

26 new or expanded schools

Norwich to get electric charge points for all to use and this around 40 plus public charge points

Holt Hall is being sold to Gresham School and its unknown whether they will use it as

Devolution deal is being looked at £20million a year over 30 years totalling £600 million, more information to follow

Barry is director of Hethel innovation and as with other committees within Norfolk County Council.

Clusters will be brought up soon and the clerk is booked on the information seminar

5. Finance

5.1 To receive the balance of accounts and bank reconciliations for Dec and January 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 – Nov	£691.81
Alan Arber	Salary – Dec	£581.15
Nick Sharp	Salary – Nov	£71.22
Nick Sharp	Salary – Dec	£37.12
HMRC	Tax and NI Nov	£194.69
HMRC	Tax and NI Dec	£143.40
Viking	Warm Space Items	£364.59
Pearson Prints	Warm Space Banner	£54.00
Alan Arber	Warm Space Items	£57.38
Alan Arber	Warm Space Items	£75.23
NPTS	GDPR Training	£180.00
Alyson and John	Maintenance items	£8.58
Pride Press	Printing of Newsletters	£105.00
Unity Trust	Bank Charges	£18.00

Proposed Cllr Alleguen-Porter

Seconded Cllr I'Anson

The balance on the account at 1st January 2023 was £33,832.11

5.6 To agree any payment received after agenda posted:

5.7 To discuss the 2023 -24 budget and precept request for 2023-24

The clerk took the councillors through the proposed budget and it was agreed that the budget was excellent and the clerk along with the chair were thanked for their work on this

5.8 To sign the precept Request

All councillors were asked to check their copy of the completed precept request form to see that it was correct and the figure of £20,755.00 was agreed by all councillors as correct and the clerk then signed the request for submitting to SNDC asap. It was noted that due to the band d charge being reduced by 2 that the precept request will go up by 43p per year to all band d properties.

5.9 To receive the Handyman's and Clerks Appraisals and agree actions from these

The clerk had undertaken the handyman's appraisal and it was agreed between the clerk and the handyman that he should have a Parish Council Tabard. The clerk will arrange this asap. It was also agreed that the handyman's salary would rise by 2 SCP points to SCP 9 meaning an increase of his hourly rate to £12.06 from April 1st 2023 it was also noted this comes into our new budget figures for 2023-2024. This was due to the excellent work that the handyman had performed since joining the council. We will also look at getting the handyman DBS checked

Proposed Councillor Alleguen-Porter

Seconded Councillor I'Anson

The clerk's appraisal was undertaken by The Chair of the council and he was thanked for his excellent work this year and new goals were set and it was agreed to give the clerk a rise in his basic salary from SCP21 to SCP 23 making his hourly rate £15.67 from April 1st 2023. This also comes into our budget figures for 2023-24

Proposed Councillor Read

Seconded Councillor I'Anson

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.

Nothing had been received despite many emails to the county highways engineer

Dudley's Report as below

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

6.4 To agree site of Noticeboard

The noticeboard site has been discussed and the site requested was felt that it was not safe for the clerk to put the agendas up and for people to stop and look at.

A vote was taken and the site will be on Rectory Road in the nearest point to Tinkers Lane on the grass verge.

7. Village Hall report -

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

8. Neighbourhood Plan Reports – Reports for December emailed to all councillors by Councillor Read and attached as Appendix 5 All accepted

Thanks was noted to all the members of the steering group and messages of thanks to all consultants who assisted with the neighbourhood plan will be sent to them with our thanks.

8.1 Finance

Funding is in place to complete the plan

9. Planning

- a. To hear any Planning applications received and any after agenda was posted
Planning applications 2022/2402 and 2022/2403 had been received
The council made no comment on these applications
- b. Planning Enforcement issues – These were noted by the council

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

11. Training – The clerk has booked for the essential seminar in march and had also booked himself on the clusters seminar in late January and will report back on this at the next meeting

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

Clerks and Handyman's Appraisal

Neighbourhood plan information on many emails

Updated Quotation for pond project from GLS

Planning applications 2022-2402 and 2022- 2403

Emails on helpers for Warm space

Warm space banner

Dudley speed report

Precept Information for 2023-24

Viking Account Opened

Form for bank card to be filled in and signed by Julie, Alyson and Sandra and returned asap

Email on noticeboard site

ICO reminder for 2023

Payroll done

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

Speeding in the village

Pond area pictures

Unity trust card application

Internal auditor

Website to be handed to the Parish Council

Coronation events

14. Date of Next Meeting

Thursday 9th February 2023 7.00 pm, Tivetshall Village Hall

Meeting closed at 20.35 pm

Appendix 1

Summary of Financial Position

Bank Reconciliation @ 1st JANUARY

Bank balance - Unity	£33,832.11
Less unrepresented cheques	
Total	

Cash book	£33,832.11
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Payments made at the last meeting	1,146.53
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Payments made since the last meeting	NPTS	GDPR Training	£180.00
	Viking	Warm space items	£364.59
	Unity Trust	Bank Charges	£18.00
	Total		£562.59

Receipts since the last meeting

Payments to be agreed at this meeting

01/01/2023 Nick Sharp	Handymans salary and expenses Nov	Bacs	37.12
01/01/2023 Alan Arber	Clerks salary and expenses Nov	Bacs	581.15
01/01/2023 HMRC	Tax and NI	Bacs	143.40
01/01/2023 Pearson prints	Pearson prints for warms space banner	Bacs	54.00
01/01/2023 Alan Arber	Warm space items	Bacs	57.38

873.05	£33,832.11	32,959.06	£0.00
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Represented as:

Neighbourhood Plan - Locality	1,719.00
Neighbourhood Plan - SNC	5,384.40
Covid Grant	149.79
CIL	238.17
General Reserves	26,340.75
VAT reclaimed	249.83
Vat to be reclaimed	116.69
Grants	£ 9,100.00

Approved x 1

Summary of Financial Position

Bank Reconciliation @ 1st December 2022

Bank balance - Unity
Less unrepresented cheques
Total

£33,614.77

Cash book

£33,614.77

Payments made at the last meeting

1,081.69

Payments made since the last meeting

Total

Receipts since the last meeting

Total

Payments to be agreed at this meeting

Norfolk Community Foundation

£ 2,000.00
£ 2,000.00

01/12/2022 Nick Sharp
01/12/2022 Alan Arber
01/12/2022 HMFR
01/12/2022 Pride Press
01/12/2022 Alan Arber
01/12/2022 John and Alyson

Handymans salary and expenses Nov
Clerks salary and expenses Nov
Tax and NI
Newsletter
Warm space items
Maintenance items

Bacs 71.22
Bacs 691.81
Bacs 194.69
Bacs 105.00
Bacs 75.23
Bacs 8.58

1,146.53 £35,614.77 34,468.24 £0.00

Represented as:

Neighbourhood Plan - Locality
Neighbourhood Plan - SNC
Covid Grant
CIL
General Reserves
VAT reclaimed
Vat to be reclaimed
Grants

1,719.00
5,384.40
149.79
238.17
28,123.41
249.83
44.27
£ 9,100.00

Tivetshall Parish Council

Clerks Report

Firstly, happy New year to you all and I hope you all had a wonderful Christmas break.

As you will see the contractors have started work on the pond area project, The new benches are in place, new gates are up, the decking and balustrade are being worked on at present and the trees will be trimmed to make the area look nicer and the new decking will be put in soon so hopefully the area will be completed around the end of January and look a picture.

Both myself and Nick Sharp the handyman have both had our annual appraisals and it was great to see that our work has been appreciated not just by the councillors but also you as parishioners and we will again be both your clerk and handyman for the year of 2023-24 and we look forward to this immensely.

The Neighbourhood plan has now been completed and we had a good turnout to the referendum and this now gives us greater power over planning matters around the village and I personally cannot thank the Neighbourhood plan committee for their amazing work on this huge project and to see a successful outcome was due to their hard work and that of our consultant Rachel Leggett.

Personally, I have enjoyed my first full year as your clerk and love attending TTJ and speaking with you all. It has been tough at times personally but I will continue to work hard and deliver the projects and service you all deserve.

The budget has now been finalised and the precept will be the same as last year at £20,755.00 which will see a slight increase in the precept payment you will all see on your bills and this is how that is worked out for your attention.

2021-22 Tax base was 221 so we asked for a precept of £20,755 which when divided by the tax base of 221 gave us a band d charge of £93.91

2022-23 Tax base is 220 so if we ask for the same amount of £20,755 which divided by 220 tax base gives us a band d charge of £94.34 an increase of 43p per year under a penny a week

I hope this helps you understand but you are welcome to ask me to show you at TTJ when I am there

I look forward to seeing you all at TTJ

Handyman's Report

Our new handyman Nick is currently undertaking many of the jobs around the Parish and has also attended his play area training along with fixing up the parish benches and other jobs around the parish that you will notice the work is of a very high standard.

Tivetshall
 Incoming
 01/01/2022 18:18
 5 MPH
 5
 12/06/2021 08:00:00 through 01/01/2022 18:59:59
 28.3 MPH
 2530
 45 MPH on 12/16/2021 14:30:00
 2977
 112

For Project:
 Project Notes:
 Location/Name:
 Report Generated:
 Speed Intervals
 Time Intervals
 Traffic Report From
 85th Percentile Speed
 85th Percentile Vehicles
 Max Speed
 Total Vehicles
 AADT:

Volumes - weekly counts

Time	5 Day	7 Day
	141	119
04:00	177	177
10:00	15	11

Speed

Speed Limit:
 85th Percentile Speed:
 Average Speed:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6	8	2	10	7	3	4
1.9	2.8	0.6	3.0	0.6	1.1	2.2
37.5	37.5	37.5	38.5	38.2	37.5	37.5

Count over limit
 % over limit
 Avg Speeder

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

TTJ Pop Up Café We ceased Wednesday on 7th December. Re-opening on 18th January. On 7th January we extended the usual hours to 10am to 2pm and held a Saturday Pop Up Café with 2 led walks and soup from 12.30-2pm. The accessible walk was led by Sue Fletcher and the walk including public footpaths by Steve West. They were enjoyed greatly by those who joined in despite the rain and wind. We have been asked if we intend to run these more often.

Finance, Admin and Maintenance - Bank accounts - Rob reported Current a/c £5136.11 Deposit £12806.04 Short Mat Bowls is likely to be down on last year since changes to hire times have been made. Private hire income is also down from last year, although the number of hires remains steady. It was noted that there will be additional income from the hire of the hall by the Parish Council for warm space.

It was agreed to contact regular hirers to see if they required any assistance with promoting their clubs/activities taking place at the hall. Ros to contact Tim Courridge, SMB and Kay Davies (Art Group).

We have two spare (still in their boxes) kitchen cupboards left from the upgrade. Open to reasonable offers. All the external signs have been installed.

Hirers Handbook - Rob has completed first draft for review/comment. Action - ALL to review the draft on Google Drive and feedback to Rob ready for discussion at next meeting.

Bookings – Julie reported Bowls are reducing to fortnightly from weekly and 3 hours down to 2 hours. The Gym group has reduced to 1.5 hours twice a week. Warm Space is being run weekly on Thursdays for 4 hours. 2 private bookings during January.

Events – 19th November 10-3pm Christmas Craft Fayre – Stalls 14 inside and 9 outside. In addition we are running a tombola, a raffle and refreshments. Very popular and we raised £977 less a few costs for the hall funds.. Stall holders were pleased with their sales including FOTS.

18th February Valentines Live Music and Licenced Bar – Booked Sons of Mark (duo from Norwich who play covers of 60s music onwards and their own compositions). Tickets £5 in advance and £6 on the door. Licenced bar and a Chip Van. **Important to push sales. Posters incl laminated for anyone who can display them at home or within other groups they belong to as well as family and friends.**

Improvements – UV insect killers, window blinds and an insect proof door screen selected. We are suggesting the Trustees order them direct and pass invoice to Parish Clerk for reimbursement from District Cllr Hudson's grant and enabling the VAT to be reclaimed.

Alyson Read
Tivetshall Village Hall Trustees Committee

**Neighbourhood Plan Steering Group Report
to The Tivetshalls Parish Council Meeting on 12th January 2023**

Since the last PC meeting in November the Referendum took place. Every household was delivered an A5 notice detailing the policies to be voted upon and the date and venue of the Referendum on 8th December.

Two residents separately emailed both myself and the PC Chair (Rob) during the week before the Referendum. One sent several messages seeking information on the location of the 10 sites originally put forward for consideration for development. You will recall all were rejected with exception of two preferred sites and two short listed sites. All emails replied to.

Both then asked for amendments to be made. Their view was the wording relating to the Playing Field was misleading for residents. They were insisting that not identifying the PC owned only part of the land with the remainder being leased was misleading to residents. We responded. This did not satisfy one and as a legal document we must amend the wording and map accordingly. Based on advice from Rachel Leggett I composed and we jointly sent replies that ownership of green spaces was not relevant to a NP and having been passed by the Inspector and SNC to Referendum the legislation did not permit any further amendments. We heard nothing more.

I attended the Count.

The result **Turnout 23%** (average for NPlan referendums according to the Returning Officer)

Yes 101

No 12

The result was published on the PC website by the Clerk and by South Norfolk Council.

SNC have placed copies at the Long Stratton Library, at the Octagon in Diss and one will be held at the SNC Offices.

The Steering Group in consultation with the PC Chair had 21 copies printed. 1 for Rachel Leggett, one each for Parish Councillors and our Clerk to hold. The remainder to be held by the Parish Clerk for future use. Maybe a decision required on where these should be held.

Final Invoice submitted by Rachel Leggett to the Clerk for 3 days £960 plus printing costs of £571.32

Total £1531.32 I believe this will take us beyond our grant from Locality which was for £1859 by a small amount. The remainder if required will should be taken from the SNC total grant.

I have to submit a final financial report to Locality identifying the spend of our grant. The Cock Crow published a 4 page article during Lockdown as they were short of parish content. However I would like to suggest we make a donation towards the printing costs. To be sent via Vivienne Wheeler. Amount suggested £50.

I hope the Councillors will record recognition of the hours and effort put in by the Steering Group members – Rob Alleguen-Porter; Julie Brown; Suzanne Clark; Ros Hill; John Tully; Alyson Read. Plus Peter Leonard for additional photographs and all the residents who helped deliver household leaflets, had large posters displayed on their properties. I think it would be in order to also send a message of thanks to Rachel Leggett, Andrea Long and Emma Harrison for their professional work.

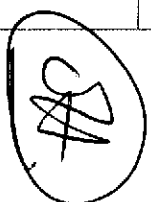
Alyson Read – Chair Steering Group

Tivetshall Parish Council, Community plan.

We as a council have agreed to focus on and deliver the following projects and actions for the coming year (Jan 2022-Jan 2023)

Project	Why	Agreed Actions	Progress	Councillor /Clerk Lead	Date to be completed
Speeding	To reduce speeding within our villages	Installation of SAM2 machine and associated equipment as the lead PC, in partnership with Burston and Shimpling PC. Possibility of having our own SAM2 using the Parish Partnership	Ongoing with reports submitted at Parish council meetings	Dudley Adshhead/ Clerk	Ongoing Speed checks undertaken
		To ask for the area around the school and Village green to become a 20-mph speed limit and to request the speed limit on Station Road be lowered to 50 mph	Email to be sent to Martin Wilby on this issue ASAP	Clerk/ Carole	Ongoing
		Speed monitoring by police requested along Station Road. Clerk is submitting the reports to The Police.			
Playing Field	Playing Field lease expires in 2022, PC not able to plan longer term.	PC to discuss with landowner and identify whether a new lease is likely to be agreed.	Initial contact made with landowner.	RA-P	March 2022
Pond Area/Village green Heritage project	Clerk to Look at getting a quote for the work needed to make the area safe	The application has been approved and the works will start asap. Funding of £8500 has been received with some Cll monies and Vat refund. Clerk to inform the contractor to start asap	Work has started and should be completed by middle/end of feb	Clerk/ JB	June 2022
PC Website	Clerk has undertaken website Training	New website will be updated by Clerk and Rob. NH Plan on website. Sandra continues to be trained	New website up and running	Clerk/RA=P /SI	Ongoing
Litter Pick	Parish Litter Pick	To agree dates for doing litter pick and when posters need putting up	Ongoing	AR/SI	Ongoing
Parish Maintenance	Parish Council maintenance for Gareth to attend too	Nick is doing a great job and is a valuable asset to the community Nick to look at the entrances to the footpaths from the road. Look at issues with benches on village green and repair	Nick is working through the list The Clerk has given him	Nick/ Clerk	Ongoing

		To look at Play area and undertake all work detailed in play inspection report			
Emergency Plan	Power cuts of over 6 hours, adverse weather i.e. Snow, other incidents can leave vulnerable people needing assistance	Emergency plan letter letters all gone out and we have had a reasonable response on this and have lots of good information being collated by co-ordinator.	Draft agreed	RA-P/Clerk	Ongoing
Flooding and new bridges etc for local parishes	To work with Local parishes to ensure we get the correct areas and measures in place to stop flooding	To work with local parishes moving forward on ensuring the correct measures are in place and meet costings in advance	Ongoing	R-AP/Clerk	Ongoing
Correspondence	Parish Correspondence	Clerk to report all correspondence that the Parish email receive to Parish Council meetings and send to councillors for action	Ongoing Monthly	Clerk	Ongoing
Development of Neighbourhood Plan	To help Tivetshall have more control over planning within the Parish	Neighbourhood plan has gone to referendum and has been passed and will be adopted asap	Neighbourhood plan is ongoing	AR/JP to attend AR to lead	Ongoing





Signed Chairman