

# **TIVETSHALL PARISH COUNCIL**

Minutes of Tivetshall Parish Council Meeting held at The Village Hall Tivetshall on Thursday13<sup>th</sup> January 2022 at 7pm

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

**Present**: Councillors - Rob Alleguen-Porter (Chair), Julie Brown, Sandra l'Anson, Alyson Read. Carole Youngs, David Parsons

County Councillors Barry Duffin and Clayton Hudson

Also Present: Alan Arber (Clerk)

### 1 Apologies for absence

County Councillor Martin Wilby sent his apologies All agreed to accept

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

None

#### 3. Minutes

3.1Minutes of the Meeting Held on 11th November 2021

It was agreed by all to approve the minutes of the meeting held on 7<sup>th</sup> October 2021.

Proposed Sandra l'Anson Seconded Alyson Read

3.2 Matters Arising from the 11<sup>th</sup> November meeting (information only) None.

# 4. Public Participation

Barry Duffin reported that the free tree scheme is closed but will inform the clerk once the scheme reopens.

Clayton Hudson thanked everyone for supporting the Bin Collectors during the pandemic. The budget consultation on the SNDC website will close on the 14<sup>th</sup> Jan at Close of business.

It is thought a £5 increase on the council tax is being looked at.

No remote meetings are allowed at present. Govt being lobbied on the possibility of holding remote meetings. Clayton will send link to The Clerk

Cost of living increase and people can contact Help Hub at Long Stratton to assist.

Accommodation review is ongoing and the proposal is that Broadland and SNDC county Offices would close and move to a purpose-built building but as yet no decision has been made. A new consultation is expected on this in the early part of the year so parishioners and councillors can comment on this issue.

5 To agree a scheme of delegation to The Clerk under The Local Government Act 1972 section 101 due to the Covid pandemic.

The clerk explained that to have a scheme in place was good practice due to the uncertainty of the Covid pandemic and would allow the council to function if meetings could not be held with all decisions ratified at the next face to face meeting.

Proposed	Rob Alleguen- P	Porter	Seconded	Julie Brown
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#### 6. Finance

- 6.1 To receive the balance of accounts and bank reconciliation Appendix 1
- 6.2 Receipts Since the Last Meeting

No receipts

6.3 Payments Made Since the Last Meeting in Dec

Gareth Hill Salary £33.44
Alan Arber Salary £355.42
HMRC £94.80

6.4 To approve the following payments

Alan Arber salary £373.42
Gareth hill Salary £33.24
HMRC £95.00
M P Stephenson Xmas Tree £120
Excite Solutions Grass Cutting £172.80
J M Crerar Grass Cutting £702.50

Proposed Sandra l'Anson Seconded Julie Brown

6.5 To approve the budget for 2022-2023

The clerk and the chair had worked on this and it was agreed to set the budget for 2022-2023 All agreed to Accept Appendix 2

6.6 To approve precept Request for 2022-2023

The Precept Request was approved at £20,755 Appendix 3

Proposed Rob Alleguen-Porter Seconded Sandra l'Anson

6.7 To sign the precept request for submission to SNDC for 2022-2023

The Clerk Signed the precept request

6.8 To approve the Internal auditor for 2022-2023

Kerrie Wilton has agreed to do our Internal audit at a cost of £95.00 Proposed Carole Youngs Seconded Sandra l'Anson

7.0 Reports from Clerk and Councillors

- 7.1 To receive the Clerk's report including the Handyman's report Sent to all councillors as Appendix 4.
- 7.2 To update on the request for additional TPOs (Tree Preservation Orders).

The Clerk had contacted Imogen Mole but as yet no date for the walk around has been agreed.

7.3To Review and update the Community Plan

A review was held on each part of the plan and that the Chairman was hoping to allocate roles to people moving forward.

7.4 To discuss the Parish Partnership Scheme.

The Parish partnership bid had been submitted and a decision should be known in early April. If we are successful Burston have agreed to pay for their half of the original Sam machine purchase

- 7.5 To hear an update on the SAM 2 speed device and to consider any necessary action. The clerk produced the latest Sam report provided by Dudley Adshead and the data had been analysed and will be put on the website and has been added into the latest Cockrow Article. It was agreed that we would like to get the 20-mph zone around the village hall and school. Clerk to contact Martin Wilby on this issue to assist us. A letter also to go highways on the possibility of making station road 50 mph zone due to the speeding issues and the dangerous road.
- 7.6 To hear an update on the renewal of the playing field lease Councillor Alleguen-Porter will contact the landowners to get more information as soon as possible but as yet no reply. The lease runs out on 6<sup>th</sup> April 2022
- 7.7 To discuss the possibility of applying for a heritage grant to improve the village green and pond area for the queen's platinum Jubilee

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The clerk had two quotes for the councillors to look at and get back to the clerk with the best option asap. It was agreed to look at the larger plan including the decking but the other option could be preferred. A new quote with a gate is needed

It was agreed that this would be a great idea and the clerk was tasked with staring the application off ASAP by getting quotes for benches etc. Clerk to source danger keep out for the pond area.

### 8. Village Hall Report

Councillor Read sent the report to the clerk who has produced copies for everyone and is attached as Appendix 5

8.1 To agree on a timetable of events for the village to enjoy Add from Village hall report to website

### 9. Development of the Neighbourhood Plan - Update

### 9.1 Progress to date

Councillor Read produced a detailed report for the meeting and it is attached as Appendix 6 It was agreed that the Neighbourhood Plan would be approved and the clerk will submit the confirmation to Rachel Leggett and Councillor Read ASAP.

Proposed Rob Alleguen-Porter

seconded David Parsons

9.2 Finance to date - Clerk is working on their spreadsheet to assist the Steering Group with their budget.

### 10. Planning

- 10.1 To hear a report on planning applications determined by South Norfolk District since last
- 10.2 No planning applications received
- 10.3 Cherry tree Barn lodge road to have a further visit from the planning team on the proposals.

# 11 To consider outstanding and new Highway issues and to consider any necessary action

The Clerk reported that all items on the highway's spreadsheet had been reported and some items had been finished others were still ongoing. Extra items added to spreadsheet to report asap. All the gulley's were now cleaned out which is good news. Gareth to clean the gates on station roads.

### 12 Village Gateways

The Clerk reported that the gates are mow in the correct position and he had thanked Highways for doing this. Item to come off the agenda

# 13 To hear an update on the action re the Moor Road BOAT (byway open to all traffic) 36 No further update

### 14 Training

Chairman Training is booked for next Monday at Wacton Village Hall for the chair and vice chair from 6.45pm to 9.30pm.

#### 15 Tivetshall Car Scheme

The Clerk had contacted other local parish councils to see if we can piggy back onto their schemes but no local councils run these schemes within our area. This is ongoing

#### 16 Correspondence

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

**Precept Information** 

Neighbourhood plan documents

Planning application 2021/2595 done via email and comments submitted

Road closure in Woodton

Tree on Shackford lane reported to Norfolk county Council

Updated Covid guidance for meetings

GLS quotes for Pond and Village green work

Information commissioners Direct Debit sent in

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Neighbourhood plan information from Rachel submitted to all Councillors and county and district councillors

Chairmanship Training confirmation

Excite solutions invoice

J M Crerar Invoice

Internal audit letter sent out

Xmas tree Invoice

# 17 To receive any urgent items for information and to consider items for the next agenda

Ditch clearance issues.

Heritage grant information update

New Quotes for Heritage grant.

**TPO** trees

**CCTV** 

# 18 Date of Next Meeting

Thursday 10<sup>th</sup> February 2022 7.00 pm, Tivetshall Village Hall

Meeting closed at 8.35pm

