



TIVETSHALL PARISH COUNCIL
Minutes of Tivetshall Parish Council Meeting
held at The Village Hall Tivetshall
on Thursday 11th November 2022 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 (after item 4).
Alyson Read.

Also Present: Steve West

1. Apologies for absence

Councillor Carole Youngs sent her apologies, 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. To agree to co-opt a new councillor

Steve west introduced himself to the council and it was agreed to co-opt to the council

4. New councillor to sign the acceptance of office and register of interests witnessed by the clerk

Steve signed both forms witnessed by the clerk and joined the meeting.

5. Minutes

3.1 Minutes of the Meeting Held on 6th October 2022

It was agreed by all to approve the minutes of the meeting held on 6th October 2022

Proposed Councillor Alleguen-Porter Seconded Councillor l’Anson

3.2 Matters arising 6th October 2022 meeting (information only)

None.

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

District Councillor Martin Wilby sent his report that the clerk read out and is as below

I was pleased that Tivetshall received their CAF funding in full for the village pond project.

The South Norfolk Council offices in Long Stratton are now closed. The new address is South Norfolk Council, 1 Yarmouth Road, Norwich, NR7 0DU. Or you can attend pre-arranged meetings at The Octagon in Diss. Tel. 01508 533701 or Freephone 0800 3896109.

Nominations are open until Monday 12th of December for the Broadland and South Norfolk Business Awards. If you’re a business, nominate yourself for one of the 11 categories. Support your favourite shop and pub for voting for them as ‘Retailer of the Year’ and ‘Pub of the Year’ – by voting you’ll automatically be entered into a prize draw to win £100 of shopping vouchers and £100 of pub vouchers. All details can be found at www.southnorfolkandbroadland.gov.uk

District Councillor Clayton Hudson gave his report as follows

Please be aware that it takes a while to get to the offices on Yarmouth Road

Bin collection app now released

£6000 for the CAF fund was received and the chair thanked both councillors for their help in obtaining this

Good news that we have a warm space grant too of £600

County Councillor Barry Duffin also sent his report as follows

Covid still active so he urged everyone to take care

Avian flu also still active and ask people to be careful

Waterstones to work with under privileged children and will send details to The Clerk

New funds on funding for projects is coming to South Norfolk and Barry urged us to get our plans in early

7. Finance

7.1 To receive the balance of accounts and bank reconciliations attached as Appendix 1

7.2 Receipts since the last meeting – CAF grant	£6000
McCreath Trust Grant	£2500
CIL Monies	£133.83
Warm Space grant	£600
VAT refund	£249.73

7.3 To note payments made since the last meeting -None

7.4 To approve the following payments:

7.5 All payments listed below

Alan Arber	Salary – August	£457.64
Nick Sharp	Salary – August	£40.49
HMRC	Tax and NI August	£111.00
CTS	Maintenance items	£36.02
Excite Solutions	Grass cutting	£194.04
Compass point	N H Plan	£140.00
CPRE	Donation	£50.00

Proposed Cllr Alleguen-Porter

Seconded Cllr Brown

The balance on the account at 30th October was £35416.46

7.5 To agree any payment received after agenda posted:

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

The clerk took the councillors through the proposed budget for agreement in January meeting and everyone felt it was a balanced budget and the clerk and chair were thanked for their work on this

7.7 To agree the three-year agreement for grass cutting. All agreed

7.8 To note grants received

CAF grant	£6000
McCreath Trust Grant	£2500
Warm Space grant	£600

8. Reports from the Clerk and Councillors

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

8.2 To review and Update the Community Plan –

8.3 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.

Dudley's Report as below

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

The clerk will continue to engage with Highways on these issues on speeding

8.4 To agree the purchase of the Christmas Tree for this year's celebrations.

The clerk has ordered the Christmas tree and 2 sets of lights for the tree have been purchased.

8.5 To discuss the purchase of new benches with one being in the memory of Queen Elizabeth 11

The clerk has spoken to a gentleman in Wacton who could make us picnic tables for around £200 with one remembering the Queen and one for the Kings coronation. These will be done in the new year.

9. Village Hall report -

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

9.1 To agree the day to run the warm hub space

It was agreed that we would run on a Thursday more information is required regarding the £2000 grant when a final decision would be made.

9.2 Neighbourhood Plan Reports – Reports for November emailed to all councillors by Councillor Read and attached as Appendix 5 All accepted

a. Finance

Funding is in place to complete the plan

10. Planning

10.1 To hear any Planning applications received and any after agenda was posted

10.2. **Planning Application received**

10.3. Planning applications determined by SNDC since last meeting - No applications received

10.4 Planning Enforcement issues – These were noted by the council

11 Highways Spreadsheet – Spreadsheet was reviewed of outstanding issues and issues with two locations for the rangers to attend too and the clerk to report asap

12. **Training – The clerk has booked GDPR training for all the council as requested and this is booked for Thursday 24th November to be held at Tivetshall Village Hall. Other councils have been invited to make it cost effective for all councils involved. New Councillor Training will need to be looked at.**

13. Woodland Trust initiative

It was agreed to survey some of the trees and look with the woodland trust what we can do to protect them moving forward.

It was asked if we could talk to CPRE on this too

14 Correspondence

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

Many emails on Red House farm including replies from SNDC

New councillor emails

Emails regarding clerks pay rise

WebNOS Done on the defib

3 Year agreement on the grass cutting

J M Crerar on his price for 2023-2024

Speed machine data from Dudley

C A F application approved and received

McCreath Trust grant received

Grants information to the chairman and the provision of a Community Hotspot grant

Clerks and Handyman's salary increase of £1 per hour back dated to April.

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

Budget completion

Clerks Appraisal

Picture

14. Date of Next Meeting

Thursday 12th January 2023 7.00 pm, Tivetshall Village Hall

Meeting closed at 20.10 pm

DRAFT

Summary of Financial Position

Bank Reconciliation @ 1st November 2022

Bank balance - Unity					£25,932.90
Less unpresented cheques					
Total					
Cash book					£25,932.90
Payments made at the last meeting					1,083.77
Payments made since the last meeting					
	Total				
Receipts since the last meeting					
		SNDC CAF Grant		£	6,000.00
		SNDC CIL		£	133.83
		SNDC Warm Space Grant		£	600.00
		HMRC Vat Refund		£	249.73
		McCreath Trust grant		£	2,500.00
	Total			£	9,483.56
Payments to be agreed at this meeting					
	10/11/2022	Nick Sharp	Handymans salary and expenses Oct	Bacs	40.49
	10/11/2022	Alan Arber	Clerks salary and expenses Oct	Bacs	457.64
	10/11/2022	HMRC	Tax and NI	Bacs	111.00
	10/11/2022	Excite Solutions	Grass Cutting	Bacs	194.04
	10/11/2022	Compass	N H Plan Support	Bacs	140.00
	10/11/2022	CTS	Maintenance Items	Bacs	36.02
	10/11/2022	J M Crerar	Grass Cutting	Bacs	772.50
	10/11/2022	CPRE	Donation	Bacs	£ 50.00
					1,801.69
					£35,416.46
					33,614.77
Represented as:					
		Neighbourhood Plan - Locality			1,719.00
		Neighbourhood Plan - SNC			5,384.40
		Covid Grant			149.79
		CIL			238.17
		General Reserves			27,925.10
		VAT reclaimed			249.83

Tivetshall Parish Council

Clerks Report

Firstly, I am proud to report that we have secured the funding from the Community Action fund and the McCreath Trust to renovate the pond area and the quotes have been received and the work should start very soon which will make the area safer and more enjoyable for all to enjoy.

The Neighbourhood plan is now approaching the referendum stage and this will be on Thursday 8th December at The Village Hall and be good to see a great turn out as the plan will help the parish council with issues such as planning and hopefully help keep our village looking as lovely as it is.

We have now added the financial reports to the website to be more transparent and let parishioners see how government money is spent locally and how it benefits the local area.

It is hoped to be able to finalise the Warm space project when the village hall will be open one day a week for 4 hours and anyone can come and have a free hot drink. Biscuits and even cold drinks. It is hoped that we will be able to report that a further grant from the £600 has been secured very soon which will allow us to expand the warm space with other things. Watch this space.

Our new Speed awareness machine is proving its worth as we can not send this information to the police for them to see the issues. Its not perfect but it really helps and in the coming months we hope to announce a project for a 20-mph speed limit around the school and village green area but we are still awaiting conformation of funding for this.

The parish council are aware of the camp site idea that a local resident is looking to do and have made their reservations to this to Highways, Planning and the applicant involved but as the development does not need planning, we have limited powers on this and can only make our representation's known at all times and parishioners should do the same if they are unhappy.

Finally, we are close to finalising our budget for 2023-2024 and should be able to get this out to parishioners via the post office once agreed. We are aware of the cost-of-living issues all parishioners are facing and will ensure we do our best on this budget.

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.

Appendix 3

For Project: Tivetshall
 Project Notes:
 Location/Name: Incoming
 Report Generated: 01/11/2022 16:45
 Speed Intervals: 5 MPH
 Time Intervals: Instant
 Traffic Report From: 01/10/2022 00:00:00 through 31/10/2022 23:59:59
 85th Percentile Speed: 29.9 MPH
 85th Percentile Vehicles: 2004
 Max Speed: 55 MPH on 16/10/2022 16:10:00
 Total Vehicles: 2358
 AADT: 76

Volumes - weekly counts

Time	5 Day	7 Day
Average Daily	66	74
AM Peak	5	5
PM Peak	7	7

Speed

Speed Limit: 30
 85th Percentile Speed: 29.9
 50th Percentile Speed: 25.2
 10 MPH Pace Interval: 20.0 MPH to 30.0 MPH
 Average Speed: 24.12

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Count over limit	49	21	24	33	33	97	83
% over limit	13.1	7.9	9.0	13.7	12.4	17.3	21.8
Avg Speeder	33.2	34.2	32.9	33.0	33.3	33.9	33.5

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

TTJ Pop Up Café - We have reviewed the pricing. Based on increases of ingredients varying between 1%-20% we agreed to raise our prices by 10% from 1st December 2022. It is in line with inflation and our first increase in 4 years the café has been operating. Ros prepared an advance notice which is being shared with attendees during November.

Finance, Admin and Maintenance - Bank accounts - current £4992.27; deposit £12804.95 Anticipate next oil delivery will cost £1000.00

Safe stacking signage is on all table trolleys. Two small plumbing issues in Ladies toilet resolved by Roy. We have two spare (still in their boxes) kitchen cupboards left from the upgrade. Open to reasonable offers. To be added to For Sale items on Facebook pages. Signs for car park, fire assembly point and in recognition of rose bushes donated by Sue and Bryan Fletcher are ready and will be installed when people available.

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. One private party booking at end of November.

Warm Hub Space – The Trustees reviewed the Charter in particular the need for dignity and respect of those using the free Warm Hub facilities. Also the need to be open for 4 hours weekly. After a very long discussion on trying to fit this in with the TTJ Pop Up Café, which is a major fund raiser for the hall, we decided it would not be possible to be run on same day as the Café. Both Monday and Thursday mornings are available.

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. Minimum of 12 volunteers needed on the day. We are only 6 Trustees. Setting up from 7.30am.

18th February Valentines Live Music and Licenced Bar – Booked Sons of Mark (duo from Norwich who play covers and their own compositions). Tickets £5 in advance and £6 on the door. Licenced bar and a Chip Van.

Improvements – UV insect killers, window blinds and an insect proof door screen to be purchased using Cllr Hudson's generous grant.

Tivetshall Neighbourhood Plan Steering Group Meeting

3 November 2022 – Commencing 8.30pm

Present: Rob Alleguen-Porter; Julie Brown; Ros Hill; Rachel Leggett; Alyson Read; John Tully

Apologies: Suzanne Clarke (Other business).

Rachel confirmed that the SNC Cabinet had approved the changes made by the Examiner Mr McGurk. The date set for the Referendum is 8th December 2022 and will be held at Tivetshall Village Hall. Alyson reported that usual election voting arrangements will apply. i.e. Any resident on the Electoral Register either in person and those with Postal Votes. Inclusion deadlines issued by SNC are on a separate public notice.

Actions Agreed:

Amended Neighbourhood Plan and the Design Codes to be Accessibility compliant. **RACHEL**

Parish Council website to be updated with details. **RACHEL to compose. ROB to update website.**

Manual Copies of Plan and Design Codes. One to be held at Village Hall and one available from **ALYSON. Printing of 2 copies RACHEL** (SNC will display one at Long Stratton Library and at the Octagon in Diss.

Advertising

Banner – Use existing one with an A3 laminated Referendum poster attached.

Posters – to be drawn up by **RACHEL**.

A5 leaflet to be hand delivered to every household. To be written by **RACHEL**. Delivered by **Steering Group members** and additional Residents we can ask to help us. Put additional copies of A5 on tables at café and on internal noticeboards.

Printing required: 3 x A3 laminated; 6 x A4 for village noticeboards and the Post Office; 350 x A5 leaflets. **RACHEL**

Referendum Day SNC have suggested Steering Group may wish to have one member present throughout to answer questions on the Nplan. The rules are that the Steering Group members must at no time encourage parishioners to vote in favour of the plan and must maintain a neutral stance.

Times of Poll – 7am-10pm Members felt residents may ask them how they should vote and it was **AGREED** not to risk this and not attend except to vote.

The Count For both Starston Referendum and The Tivetshalls will be held as soon as possible after close of poll. They will take place in Tivetshall Village Hall. SNC have invited a maximum of 4 members of the Steering Group to be present. The result will be declared immediately after the Count is completed. SNC will issue the formal result the following day (9th December).

Assuming the result is to adopt the NPlan a table of policies will be drawn up for ease of reference by the Parish Councillors when they are considering planning applications. **RACHEL**

Meeting ended at 9pm.

Alyson Read