



TIVETSHALL PARISH COUNCIL
Minutes of Tivetshall Parish Council Meeting
held at The Village Hall Tivetshall
on Thursday 11th November 2021 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 after item 3

Also Present: Alan Arber (Clerk) Martin Wilby District Councillor

Before the meeting District Councillor Martin Wilby presented The Covid pandemic plaque to the Chairman of the Council and thanked everyone for their great work in the parish during the pandemic.

1 Apologies for absence

Councillor Parsons sent his apologies along with District Councillor Clayton Hudson and County Councillor Barry Duffin

All agreed to accept

2 Co-option of a new Councillor

Carole Youngs introduced herself to the council and gave a short resume of why she would like to join the council and after a short decision it was agreed that Carol would join the Council

Proposed Alyson Read Seconded Julie Brown

3 Co-option with new councillor signing the Acceptance of Office forms along with the Register of Interest forms witnessed by The Clerk

Councillor Youngs duly signed the forms and these were witnessed by The Clerk and Councillor Youngs joined the meeting.

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

Councillor Youngs declared an interest for planning application reference number 2021/2479 under item 11.1

5. Minutes

5.1 Minutes of the Meeting Held on 7th October 2021

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

Proposed Alyson Read Seconded Julie Brown

5.2 Matters Arising from the 7th October meeting (information only)

None.

6. Public Participation

A).

District Councillor Martin Wilby gave the following report:

Councillor Wilby welcome new Councillor Youngs to the Parish Council and then reported that he had attended the recent Volunteer awards in Diss Corn hall and commented that the pandemic had brought a sense of public need to help each other and was proud that all his



parishes had undertaken to do this in their local areas and he thought that this was the 10th year of the awards and one of the best yet.

Councillor Wilby also reported that the accommodation review for Broadland DC and SNDC was still ongoing and no decision was imminent at present.

Councillor Wilby then commented that he had recently signed off 13 applications with regards to The One Million Trees application and urged the Parish Council to get involved asap.

Finally, Councillor Wilby thanked all the staff at the vaccination centres for their sterling work and that he himself had visited the Harleston Centre and was so impressed with the wonderful work he had witnessed at the visit.

b) County Councillor Barry Duffin submitted a written report noting: Norfolk County Council were heading into the budget process and that was all in his report he submitted to The Clerk

7. Finance

7.1 To receive the balance of accounts and bank reconciliation

7.2 Receipts Since the Last Meeting

SNDC Recycling payment £200.00

7.3 Payments Made Since the Last Meeting

No payments made

7.4 The Clerk produced the financial report that was accepted by all councillors and this showed the cheques to be signed and paid out and is attached as appendix 1.

Proposed. Sandra l'Anson Seconded Julie Brown

Online Banking

The Unity Trust Bank account is now open and the 2 new signatories are now in place and it is hoped to move to full internet banking at the January meeting but starting with payments in December as the council are not meeting.

7.5 The Chair working with the Clerk produced a budget report. It was agreed that the Clerk would submit this to all councillors via email for them to look at in more detail and make recommendations for the January meeting to enable the precept to be set and the payment schedule to be submitted to SNDC on time. The Chair and The Clerk were thanked for their work on this. The Clerk also reported that there would be increases in our grass cutting budget and that both contractors had submitted their quotes for the upcoming year and one had asked if he could enter into a 3-year agreement that would save the council monies over years 2 and 3. This would be discussed and agreed at the January 2022 Meeting.

7.6 Councillor Parsons had agreed in a meeting with The Clerk had he would undertake the role of Internal Control Officer

Proposed. Rob Alleguen-Porter Seconded Sandra l'Anson

8. Reports from Clerk and Councillors

8.1 To receive the Clerk's report including the Handyman's report

Sent to all councillors as appendix 2.

8.2 To update on the request for additional TPOs (Tree Preservation Orders).

It was agreed to contact Imogen Mole the Tree Preservation Officer to invite her to attend a TTJ café and walk around the village to identify areas and trees to suitable for preservation orders. A few areas were detailed such as Church Lane and Station Road to help with the preservation of local trees and to ensure the roads would not be widened by removing the trees.



8.3 To 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. (Attached as Appendix ??)

An action was noted to contact Highways on getting a 20 mph around the school and the playing field

8.4 To discuss the Parish Partnership Scheme for the next Financial Year

We are awaiting a decision from Burston if they want to keep the SAM (speed awareness machine) for themselves and it is hoped a decision soon from Burston on this issue.

8.5 To discuss the pond area grant

The clerk is still awaiting a decision from County Councillor Barry Duffin on this project

8.6 To hear an update on the SAM 2 speed device and to consider any necessary action.

The SAM 2 was detailed by the Clerk and the information will be placed on the website moving forward. It was also agreed the Clerk would forward the information to PC Andy Baker for his attention, Finally, the Clerk would investigate the possibility of getting a 20mph area around the school and village green.

8.7 To hear an update on the renewal of the playing field lease

The Chair reported that at present, there was no update but an email will be sent to The Clerk soon outlining any proposals from the landowner's. Councillor Alleguen-Porter will contact the landowners to get more information as soon as possible. The lease runs out on 6th April 2022

4.8 To discuss the issue of Pulham Surgery and the delivery of prescriptions to parishioners

The clerk detailed the issues and his conversations with the surgery and will be putting the letters and a small poster into the post office.

9. Village Hall Report

Councillor Read apologised for no report and commented that the new screen and sound system is in and the training will be Tuesday 16/11

Bookings are up too

Kitchen is in and everyone is very happy with the extra storage and a painter and decorator is needed to finish off the painting.

9.1 Litter Pick

Next litter pick is Sunday 5th December and everyone to meet at the pavilion at 10 am with safety equipment provided and is a fun and enjoyable event. Litter Pick will be done once a quarter and a page will be made for the website

10. Development of the Neighbourhood Plan - Update

10.1 Progress to date

Consultation closed on the 1st November and the Steering Group are meeting on Monday 15th November to consider all the responses and comments received. The Reg 14 Consultation also included circulation of the Draft Plan to the appropriate statutory bodies Councillor Read will look to do an interim report once any amendments are made.

10.2 Finance to date – Clerk to produce a spreadsheet to assist the Steering Group with their budget.

11. Planning



11.1 To hear a report on planning applications determined by South Norfolk District since last meeting

Councillor Young left the room whilst the application was discussed as below.

Planning application number 2021/2479

It was agreed to support and Clerk will update planning portal

Planning application 2021/2180 the parish makes no comment

11.2 To hear an update on Planning enforcement issues

Simpsons Malt has been agreed and has been taken off from enforcement but the Parish

Council are unhappy our questions were not answered

Bonds Road still under enforcement.

12. 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.

13. Village Gateways

The Clerk had spoken to Highways on this and they agreed it was their error and they would speak with their contractor and get the gates moved and the Clerk will be onsite on the day this happens to ensure they are installed correctly. A letter has been sent to the parishioner to inform them of this.

14. To approve The Emergency Plan

Councillor Alleguen-Porter took the meeting through the plan and noted it was a simplistic plan that assists the parishioners via help from the many volunteers have come forward to assist in the event of an issue on all fronts. The Clerk had contacted our insurers and all volunteers are covered by our insurance. The Emergency Plan document will be located as follows: The Village Hall, The Clerk, Councillor Alleguen-Porter and online. It is hope to arrange a meeting with the residents who have volunteered to discuss how we respond in the event of an issue. A review process will take place as the plan evolves. Meeting will take place in December.

14.1 To discuss the purchase of Sand bags

The Clerk commented that Wacton Parish Council had a half pallet of sandbags spare that Tivetshall could use and he is happy to collect and bring them to the village.

15. To discuss ideas for the Queens Platinum Jubilee

The Chairman had some thoughts on this and it was agreed to purchase a tree for the village green along with a plaque and to find someone in the village with a significant celebration or the oldest and youngest parishioners to plant the tree. The Clerk has links for The Queens Green Canopy and The Big Lunch to submit to all Councillors. The Village Hall Trustees are also looking to co-ordinate a multi organization Event It was also proposed to get the Village Sign renovated alongside the event

16. To hear an update on the action re the Moor Road BOAT (byway open to all traffic)
36

No further update

17. Training

Clerk is seeking to undertake Planning training with NPTS. The cost to be met equally by his three parishes. Chairmanship training is being arranged via NPTS at a cost of £300. The Clerk proposed Wacton Village Hall as central location and to invite all Chairs to attend from neighbouring parishes to allow the cost to be split. This is hoped to take place on Monday



17th January 2022. It was agreed that Vice Chair Alyson Read should also attend the training. New Councillor training to be booked for Councillor Youngs

18. 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

19. Correspondence

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

Monthly Enforcement Information

CEE Bill

Withdrawn Planning application 2021/2479

Village gateways

Collection of directional sign and relocating of the sign

Relocation of the Noticeboard in Rectory Road

Christmas tree price and delivery agreed

Pulham surgery letters and phone calls as dealt with earlier

Grass Cutting prices for 2022-2023

Sandbags correspondence

Recycling Payment from SNDC

Clerks Appraisal

Signs on the A140 at the Old Ram

20. Clerks Appraisal

The Clerk had his appraisal with Councillor Alleguen-Porter and all councillors had been given a copy to look over. It was agreed the actions on the appraisal and the Clerk would receive a 2-point salary rise in April 2022 and would continue to work to improve the council and undertake more training as detailed.

Proposed. Julie Brown

Seconded. Sandra I'Anson

Unanimous agreement

21. Urgent Items and Items for the Next Agenda

Pond area grant

Highways spreadsheet

Budget and precept

22. Date of Next Meeting

Thursday 13th January 2022 7.00 pm, Tivetshall Village Hall

Meeting closed at 9.00pm

Appendix 1

Summary of Financial Position

Bank Reconciliation @ 6th November 2021			£ 23,326.69
Bank balance - Unity			£23,326.69
Less unrepresented cheques			£ 147.11
Total			
Cash book			£ 23,179.58
Payments made at the last meeting			
None			
Payments made since the last meeting			£ -
Receipts since the last meeting	SNDC	Recycling payment	£ 200.00
Total receipts Since last meeting			
Payments to be agreed at this meeting			
	07/10/2021 Gareth Hill	Handyman Salary Sept	29.94
	07/10/2021 Alan Arber	Clerks salary Sept	364.42
	07/10/2021 Excite Solutions	Grass Cutting 3 Months	172.80
	07/10/2021 HMRC	Tax and NI	94.80
		Total	661.96
Represented as:			£ 23,379.58
	Neighbourhood Plan - Locality		4,966.30
	Neighbourhood Plan - SNC		5,783.40
	Covid Grant		149.79
	CIL		344.42
	General Reserves		12,135.67
	VAT yet to be reclaimed		866.68
	Total		23,379.58