



TIVETSHALL PARISH COUNCIL
Minutes of Tivetshall Parish Council Annual Parish Meeting
held at The Village Hall Tivetshall
on Thursday 12th May 2022 at 8.05pm

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

Present: Councillors - Rob Alleguen-Porter (Chair), Julie Brown, Sandra l'Anson, David Parsons, Alyson Read (Vice Chair), Carole Youngs. Plus 1 member of the public.

Also Present: District Cllr Clayton Hudson (part).

To fulfil our legal obligations in the absence of the Clerk (due to recent surgery) Cllr Alyson Read was proposed, seconded and elected as the Responsible Officer for the meeting.

1. To Elect a Chairman.

Cllr Read called for nominations for Chair for the forthcoming year. Cllr Rob Alleguen-Porter was nominated by Cllr Julie Brown and seconded by Cllr Carole Youngs. No other nominations received. **Cllr Rob Alleguen-Porter unanimously elected Chair**

2. To Consider Electing a Vice Chair – After discussion it was agreed to elect to the position. Cllr Alyson Read nominated by Cllr Julie Brown and seconded by Sandra l'Anson. No other nominations received. **Cllr Alyson Read unanimously elected Vice Chair**

3. Apologies for absence

County Councillor Duffin. District Councillor Clayton Hudson and Alan Arber (Clerk) All agreed to accept

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

Cllrs Alleguen-Porter, Brown, Parsons and Read declared themselves as Trustees of the Village Hall.

5. Minutes

5.1 Minutes of the Meeting Held on 14th April 2022

It was agreed by all to approve the minutes of the meeting held on 14th April 2022

Proposed Councillor Rob Alleguen-Porter Seconded Councillor Parsons

5.2 Matters arising 14th April 2022 meeting (information only)

None.

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

County Councillor Barry Duffin's and District Councillor Clayton Hudson's reports were included in the Annual Parish Meeting and attached to those minutes.

7. To discuss the letter from St Margaret's PCC and agree the grant for 2022-2023 Cllr Carole Youngs asked if the S137 monies had been allocated in the current budget. An informative discussion took place. It was **AGREED** to grant £350 as per the current budget and to review in September any

amounts remaining in the S137. It was further AGREED that Cllr Carole Youngs would attend a site visit with Peter Rowan of the PCC

The monies were required to help fund drainage groundworks in the churchyard due to take place this year.

8 Finance

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

8.2 Receipts since the last meeting – No receipts.

8.3 To note payments made since the last meeting -No payments made.

8.4 To approve the following payments:

Alan Arber	Salary – May	£432.25
Nick Sharp	Salary – May	£50.65
BHIB	Parish insurance	£478.69
CTS	Parish play park maintenance	£33.33
HMRC	Tax and NI	£111.80
Excite Solutions	Grass Cutting	£194.04
Tivetshall St Margaret’s Churchyard	Annual grant	£350

8.5 To agree any payment received after agenda posted:

J Boniface	provide and repair oil tank protective fencing	£15.00
Compass Point (Andrea Long NPlan consultant)		£180.00
Defibrillator Pads	replace as out of date	£55.20

8.6 To receive Parish Insurance and agree all details correct. It was AGREED unanimously.

9 Reports from the Clerk and Councillors

9.1 The Clerk written report: this was APPROVED.

9.2 To review and Update the Community Plan – it was AGREED due to lateness to defer until June meeting.

9.3 To note the Parish Partnership award for our own SAM machine and instruct the Clerk to contact Burston & Shimpling Parish Council to receive payment as already arranged for their share of the original SAM machine. It was AGREED for the Clerk to carry out this action.

9.4 TPO – Report of meeting with Imogen Cole of NCC with Cllrs Sandra l’Anson and Carole Youngs.

Email from Imogen Mole received noting:

- i) Church Lane Status
- ii) Ash trees along the path
- iii) Specimen Oak tree
- iv) Church lane village clusters site

Email reporting outcome attached as Appendix 2

9.5 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 – No response had been received by The Clerk. The Chair reported that the Directional Sign recently refurbished and located once more at the junction of Lodge Road and Station Road had been knocked down and damaged by a vehicle during the night 7th May. Next morning property resident took photos, Police attended. It was AGREED the Clerk to contact County Cllrs Duffin and Wilby advising them of the situation and reminding them of the request for a reduced speed limit. Damaged sign is in John Boniface workshop. Minus ‘arm’ with “The Pulhams” on. All councillors agreed to ask residents and motorists to look out for the sign arm for the original lettering.

9.6 To hear an Update on the Renewal of the Lease for the Playing Field – The Chair reported he had not received any response from the owners. He reminded the meeting that the lease had run out on 5th April 2022. It was AGREED the Clerk to seek legal clarity of the situation with CAN.

9.7 To Hear an Update on the Queen's Jubilee Project – The Chair reported that a very positive meeting had taken place on 5th May involving members and himself on behalf of this Council, the Village Hall, FOTS (Friends of Tivetshall School), School Headteacher and the Bowls Club. Community Lunch and Activities – Saturday all groups to take as many items as possible to the Hall and decorate where possible. Sunday from 8am meet to set up outside activities, receive bouncy castle and to prepare the food. One member of the VHall Trustees to be present at all times whilst Bouncy Castle is inflated. Bowls Club are running a tombola, FOTS organising games with Jubilee intonation, the V Hall are running a licenced bar and hot and cold drinks. Food to be prepared on site on Sunday morning. Photographs to be sought and displayed of residents and/or the village during the 70 years of Queen's reign. Advertising leaflets being distributed to each household by volunteers over the next week.

The Chair stated that the Tree Planting would take place on Saturday 4th June. It was AGREED the Chair would purchase and collect a Silver Birch or similar from The Foundry – a local grower/garden centre in Tasburgh. Chair to organise prep for planting on Friday 3rd June. The Planting event to be organised by Cllr Read.

9.8 Parish Policies – It was AGREED to instruct the Clerk to update all Parish Policies.

10 Neighbourhood Plan Report – Written report ACCEPTED. Report attached as Appendix 3

11 Village Hall report - Written report ACCEPTED. Attached as Appendix 4

12 Planning

12.1 No planning applications received

12.2 Planning applications determined by SNDC since last meeting - Application 2022/8254 Bungalow Bonds Road – application withdrawn. It was AGREED the Clerk to seek information on the reasons Officers were prepared to oppose the application prior to its withdrawal.

12.3 Planning Enforcement issues – It was AGREED the Clerk to contact Cllr Wilby and Planning Officer for report on the process applied during the investigation process of the new access at Red House Farm, Ram Lane 2022/0188

13 Highways Spreadsheet – Add incident at junction of Station Road and Lodge Road to the spreadsheet. Review of outstanding issues deferred to next meeting due to time.

14 To discuss parish initiatives regarding the leaky dam proposal by Burston and Shimpling Parish Council – Nothing further to report.

15 Training – The Chair proposed he and Cllr Alyson Read attend a Planning Course. Nick Sharp (Handyman) to attend a RoSPA Play equipment course.

16 Correspondence

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

16.2 Alan to add in the correspondence items list sent to Cllrs prior to the meeting

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

Photos of the parish team

CPRE Financial request

Financial Risk assessment

Policies Update

Community Action Norfolk to be looked at in July

18 Date of Next Meeting

Thursday 9th June 7.00 pm, Tivetshall Village Hall

Meeting closed at 9.10 pm



Summary of Financial Position

Bank Reconciliation @ 1st May 2022

Bank balance - Unity	£13,902.41
Less unpresented cheques	
Total	

Cash book	£13,902.41
-----------	------------

Payments made at the last meeting	£ 1,673.91
-----------------------------------	------------

Payments made since the last meeting

Nick Sharp	Post Mix	£ 11.90
Ward Signs	Commemorative Plaque	£ 84.00
Total		£ 95.90

Receipts since the last meeting

HMRC	Vat Refund	£ 444.93
SNDC	Precept Payment	£ 10,377.50
Total		£ 10,822.43

Payments to be agreed at this meeting

12/05/2022 Nick Sharp	Handyman Salary and expenses March	Bacs	50.65
12/05/2022 Alan Arber	Clerks salary and expenses March	Bacs	432.25
12/05/2022 J Boniface	Village mnaintenance	Bacs	15.00
12/05/2022 Excite Solutions	Grounds Maintenance	Bacs	194.04
12/05/2022 BHIB	Parish Insurance	Bacs	478.69
12/05/2022 HMRC	Tax and NI	Bacs	111.80
12/05/2022 Compass Point	NHP	Bacs	180.00
12/05/2022 Communit Heartbeat	Defib Pads	Bacs	55.20

1,517.63	£22,762.28	22,762.28	0.00
----------	------------	-----------	------

Represented as:

Neighbourhood Plan - Locality	-
Neighbourhood Plan - SNC	5,564.40
Covid Grant	149.79
CIL	104.34
General Reserves	16,943.75
VAT yet to be reclaimed	85.18

Tivetshall Parish Clerk PSLCC

From: Imogen Mole <Imogen.Mole@southnorfolkandbroadland.gov.uk>
Sent: 11 May 2022 16:50
To: Sandra l'Anson; Carole Youngs
Cc: 'Wilby, Martin'; parish.clerk@tivetshall.org.uk (External)
Subject: Tivetshall site meeting notes

Dear Sandra, Carole,

Thank you for your time on Wednesday 27 April to take a look at the trees, hedges and Church lane in Tivetshall. I am sending these site notes to let you know where we're at with the various issues raised.

Church Lane

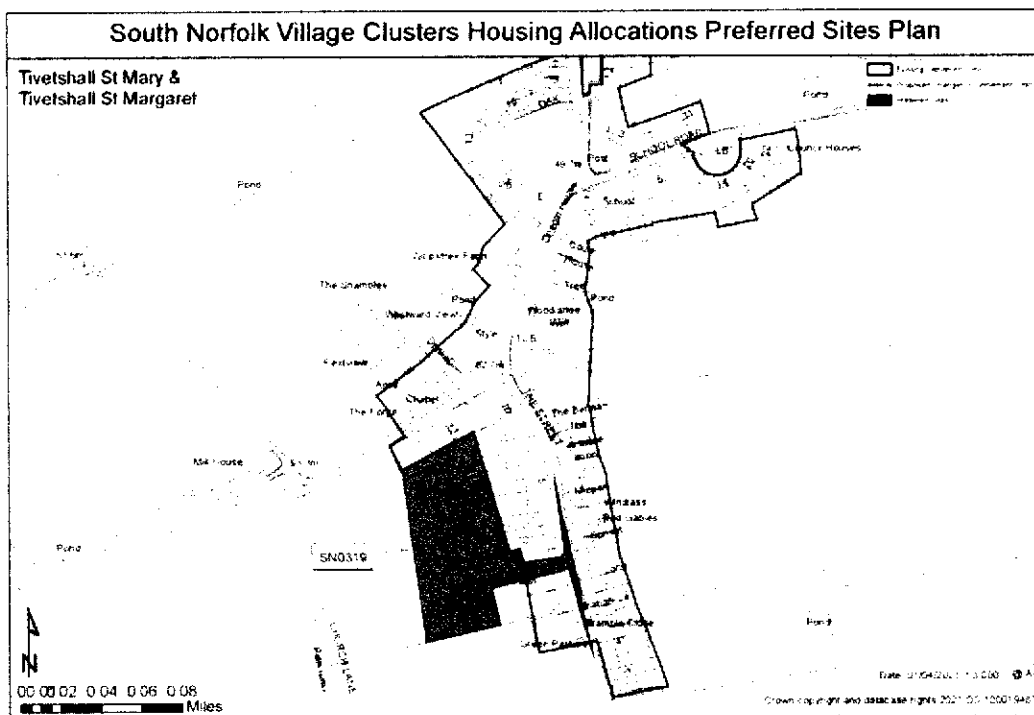
Status - I have made contact with my colleagues, a Countryside Access Officer and Area Tech for Public Rights Of Way at County to see if there is any additional information about the lane and if the application to formally adopt it or recognise it as a right of way is progressing. I will update you if I hear anything.

Ash trees along the path – there were at least two ash trees I noticed in passing with decay fungi at their base. It's likely tree work will be required in the future to address these trees.

Specimen Oak tree – I will be capturing this tree on the ancient tree inventory, as a "notable" tree. It lacks the deadwood features to describe it as ancient or veteran however there is no doubt this is an important tree and the inventory will give this tree a special status. I know this probably isn't the news you want to hear, but I will not be serving a TPO on its particular tree. This primarily is because the expedience test is not met.

Church lane village clusters site

Concerns were raised about the village clusters site allocation to the west of Church Lane, I have attached the map below. It indicated the site plot is some way from the lane and at this time I am not concerned about potential tree or hedge removal through this site development.



Hedgerows regulations, more information can be found here;

<https://www.gov.uk/guidance/countryside-hedgerows-regulation-and-management>

Primrose Hill hedgerow

I have consulted our enforcement team and we have established the owners of the land. The deeds indicate the land is held in trust with a number of names associated, we have sent a letter setting out the requirements in the Hedgerows legislation. Our enforcement team have advised in this instance more formal action will not be taken however they will make a note in the files and take this incident into consideration if further complaints are received. We have encouraged replacement planting on this section of the field edge.

Any queries please do come back to me.

Kind regards

Imogen

Imogen Mole

Conservation & Tree Officer

t (01508) 533727 e imogen.mole@southnorfolkandbroadland.gov.uk

Two Councils,
One Team

Broadland
District Council

Community at heart



South Norfolk



Neighbourhood Plan Report to Annual Parish Council Meeting

12th May 2022

Difficult to believe that 12 months ago were at the stage of developing policies based on the results of the Household Survey.

A further 17 meetings of the Steering Group took place over the 12 months. At each one the members reported in on the work they had completed and decisions were made on work to be carried out before the next meeting. The 'work' consisted of identifying and exploring areas on foot, taking lots of photos, writing up information, sharing all of this with the other members of the Steering Committee for comment. We involved other residents whose help we greatly appreciated. The Design Code document was completed by Aecom. We proof read, amended, returned it to Jimmy Lu then proof read the amended document.

Writing policies in a group setting is very time consuming. However the results were worth it.

Our 'final' document was checked, double checked, amended and proof read numerous times by each of us. Incredible how many times you can read and fail to see a typo or number out of sync or photo in the wrong paragraph. We drew maps and added in green spaces, the next map was of non-designated heritage assets etc.

By September we had the documents printed, and a banner on The Green. A leaflet was delivered to every property in the village advertising the consultation exhibition in the Village Hall over 2 days. For those still shielding or unable to get to the Hall there were also copies of the documents available at 5 locations and a set which could be taken to a family. The consultation had forms for written responses and as always everything on line where responses could be added. Letters were sent to people who had land or property which had been identified as important to the village. Steering Group members and our Consultant Rachel Leggett were available at the exhibition to answer questions, receive further information from residents.

The Plan and its policies were reviewed and amended in accordance with all the information received. Proof reading began once more. The Parish Council approved the Neighbourhood Plan documents in January this year. On submission to South Norfolk District Council the Planning Officers raised a number of issues they wished us to review. The most important one for the Group was the Officers insistence to have the 25 new homes allocated under the SNDC Village Cluster Allocation all on one site with access onto The Street. The Members were not prepared to change the policy. It was a true representation of the desire of residents and the role of the Steering Group was create a Plan which reflected residents' wishes. The Officers believed that spreading over 3 smaller sites, a developer could argue that to provide affordable homes on a small site would not be financially viable and be allowed to not provide them. We understood their position but were not prepared to deviate.

Delays have occurred as a result of the extra discussions. The Tivetshalls Neighbourhood Plan was approved by the SNDC Cabinet meeting last month (April 2022). Over the following 6 weeks it is at Reg 19 Consultation which is conducted by the Planning Officers.

During the Summer it will be considered by an Examiner who will also have all the comments from residents, village businesses, local authorities and organisations affected. The Examiner will make any alterations they feel are necessary. We are not able to amend any changes. It is expected that a

Referendum (ballot) of residents will take place in the Autumn of this year. A simple majority result will determine whether it is accepted and form part of the legislative requirements for future changes in The Tivetshalls or rejected by residents.

Finance:

Locality Grant for the current financial year £9922. Overspend of £373.70 Largely due to extra printing costs and meetings involving the Consultants re the 25 new homes. This can be taken along with £190.95 of the Clerk's hours this year on the Plan from the SNDC Grant. £6000 over two years todate and covering the whole plan.

Grant application to Locality will be made to cover the remaining activities up to and including the Referendum.

Alyson Read

Tivetshall Neighbourhood Plan Steering Group Lead

Tivetshall Village Hall Management Committee

Report to Annual Parish Meeting – 12 May 2022

Trustees David Parsons has joined the committee from the Parish Council. This brings our Trustees (Committee Members) to 5.

Financial Balance: Current Account £4744.48 and Savings Account £17 546.33

Re-Opening in 2021 was set by the Government at 17th May.

22 May Craft and Food Fayre 30+ stalls attended each paying £10 fee. The hall also served refreshments. After costs the net amount raised was £500. In addition FOTS made £200 from their bottle tombola. All traders reported good sales figures. Many traders booked in for the event on 18th September.

The Parish Council stand was attended to by the Clerk Alan Arber. He had prepared introductory packs for potential councillors. The Neighbourhood Plan display was attended by Rachel Leggett. Both were popular and very useful information. The Neighbourhood Plan boards stayed on display in the small meeting room.

TTJ Pop Up Café re-opened on 2nd June. Two new volunteers have come forward. Thanks to Fran and Pete who volunteered for the day. Very professional and hard work getting back into the swing. A number of visitors came from outside of our village. We closed through August for the kitchen refit and reopened on 31st August with the weekly Art Group and on 1st September with the Café and crafters. The 3 bakers for the Café (Ros, Julie and Alyson) have completed their Hygiene Certificates. The Volunteers (Sue, Nicola, Audrey and Denise) have all signed off their compliance with Hygiene standards.

During October we spent several days were spent reorganising storage. Aware that any enquiries from potential new group hirers always seem to be accompanied with request for storage of their equipment. We conducted a clear out of Boiler house (old used paint cans), the Pavillion of junk and sorting the signage and repairing as appropriate, selling of unused folding wooden chairs.

18 September 2021 Village Fun Day – Huge success. The scouts helped with car parking and using a bucket collection raised £95 towards the defibrillator for the Community Building in Diss; FOTS ran games and a tombola raising £120; the craft stalls reported very good sales. Phoenix charity stall achieved highest ever takings from any event.

The refreshments served from the hall itself and the stall fees raised £788.60 less expenses. The first opportunity to use the exterior serving hatch.

In future we will plan all stalls on the field to ensure fair walk through of visitors. (A couple of stalls felt isolated due to cancellations of those planned to be next to them nearer the hall).

Any Bouncy Castles areas to be cordoned off in future will be by using mesh fencing (snow fencing).

Organising stall holders is a mammoth task and involves part of every day in the weeks leading up to this type of event. The weekend itself began on Friday with the field layout and at 7.30am on

Saturday morning. Several residents helped from 7.30am on the day right to the end and were greatly appreciated.

27th November – Christmas Craft and Food Fayre – due to the nearness to the Village Fun Day and the amount of effort required to organise it has been decided the event would not take place.

TTJ (Tivetshall Tea Junction) Pop Up Café – 15th December was our last of the year and had a Christmas theme. Attendees were offered a small complimentary sherry or warm mulled wine. A raffle had also been organised by Julie and Ros. 3 craft stalls were there too.

The Café re-opened in 2022 on Wednesday 19th January. Thereafter it has continued on the 1st and 3rd Wednesday of each month from 10-12.30. Orders for takeaways are requested in advance where possible. Regular crafters still attending.

Improvements and Maintenance 2021/2022

Stage alterations – completion of electrical work.

Kitchen Refit -End July-August. Including installation of external serving window and installation of all new cupboards, fridge, freezer, oven, hob and extractor (enabling cooking on site).

Hall and kitchen redecorated. New curtains and blinds fitted.

Extra cupboards has afforded two of the week club hirers to have their own kitchen cupboards.

Purchased saucers to match with mugs and the latte glassware. Also purchased extra tables.

Fitting of electricity smart meter.

Refurbishment of external noticeboard.

Installation of Hive system for remote heating control

Removal of sodium external lights and installation of 3 LED sensor motion lights with integral cameras on rear, side and front. More economical, environmentally friendly and improving safety and security.

Exterior pathways cleaned, white edging reinstated.

Oil Tank Protective fencing refurbished and repaired.

2 Table trolleys purchased

Replaced air hand driers in toilets.

Garden – Two new rose bushes to commemorate the Platinum Jubilee donated (and planted) by Sue and Brian Fletcher. They have also funded the work of a gardener to control weeds and remove overgrown plants.

All fire extinguishers tested, all electrical items PAT tested. A Fire Risk Assessment is underway.

Projector and screen project – 2 Quotes obtained to complete an audio/visual facility. Achieved a very generous grant of £3000 from The R C Snelling Charitable Trust. Installation has taken place and final adjustments and training for Committee members to be arranged very soon. First usage is planned for showing the TV coverage of the Platinum Jubilee throughout the Community Lunch

event on 5th June. The showing of films and for use by hirers at parties, funeral receptions and even business training or meetings.

Hall Hirers – A steady flow of bookings for birthday parties (young and older) have taken place. We also had an urgent request from someone let down with table hire a couple of days before their wedding reception. They made a donation in return for the loan of some of the hall tables.

Weekly hirers are the Art Group on Tuesday afternoons; the Line Dancing group were meeting every Wednesday evening. Due to work commitments of the organiser they are currently suspended. We hope they will return into the future. We were especially pleased to see the return of the Bowls club every Friday evenings and other days for match fixtures. Amanda Pilates has yet to resume on Tuesdays – She is continuing running on line as some of her venues are smaller and attendees are wary of being too close.

Advertising of Events – Contributions are written regularly for CockCrow magazine and frequent updates via Facebook and our web page.

Events for 2022 –

Craft Fayre – 5th March: Very successful day for the hall funds. Unfortunately weather was grey and damp. 34 craft stalls plus Kebab Van and Gin stall. Many visitors from outside the village. Raffle raised £149; The stalls £310 and the Kitchen refreshments brought the total takings to £680. A small amount of expenses to be taken from this for refreshment ingredients. We were joined by a number of residents who helped make this the success it was. From advertising, to setting up, parking, to running raffle, baking, serving and clearing up in kitchen and clearing down the hall.

Jazz night 14th May 2022

Saxophonist and Pianist Duo 14th May

7.30pm start with a break half way through for refreshments; 80/20 split on tickets sold, so no risk to village hall; £10 per ticket, under 15s free.! The village hall will run a bar to raise funds and is selling tickets at TTJ café or on the door.

Queens' Platinum Jubilee a village multi organisation event 5th June 2022; - Community Lunch

It is proposed that an afternoon tea for adults and children be held at the village hall Menu items will be home prepared. Tickets to be sold to identify catering numbers. The 'no charge' Bouncy Castles funded by the Parish Council at the September Family Day was hugely popular and well received by families.

Craft/Food Fayre – Saturday 24th September 2022

Volunteers Without them the committee members would not be able to run all the events. Setting up tables, chairs, washing up, putting tables and chairs away, post event cleaning, car parking, serving at tables, sweeping floors, emptying bins, putting bins out for collection, gardens, putting up notices ... the list goes on A big thank you to each of them.

Alyson Read

On behalf of the Tivetshall Village Hall Management Committee