

The clerk also provided Councillors with a Receipts and Payment's sheet for them to look at where the Parish council had spent the monies in the last financial year

The Chairman thanked the clerk for his work on this

5.6 To receive the Internal auditors Report

The clerk commented that there were 6 items reported as follows

To tidy up the minutes to show balances on the minutes

It was recommended that we use a cashbook on our accounts spreadsheet as that would be easier for the Internal Auditor and us to find errors.

A recommendation that we upload to the cloud not a hard drive

To pay ICO membership by Direct Debit (this has been done this year details in accounts folder)

Councillors who sit on both Parish council and Village Hall committee must declare an interest when financial matters are discussed at Parish council Meetings

Privacy statement to be updated with current clerk's details on

5.7 To consider the assertions on, and complete, the Annual Governance Statement 2021-2022 and to authorise the clerk and Chairman to sign

The chairman completed the Annual Governance Statement and it was duly signed by The Clerk and The Chairman

Proposed Alleguen-Porter

Seconded Councillor Parsons

5.8 To consider and approve the Accounting Statements 2021-2022 and to authorise the chairman to sign

The Chairman duly signed the Accounting Statements 2021-2022

Proposed Councillor I'Anson

Seconded Alleguen-Porter

6.0 Reports from Clerk and Councillors

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

Sent to all Councillors as Appendix 3.

The Chairman welcomed new handyman Nick Sharp and thanked him for his work so far around the Parish. The Chairman commented that Nick needed access to a generator to give the play area a jet wash to make it look a lot nicer. The clerk has booked the annual play inspection for June at a cost of £70

6.2 To Review and update the Community Plan

The plan was reviewed and updated and is attached as Appendix 4

6.3 To discuss the purchase of a silver birch for the Queens platinum Jubilee Project and a plaque for the tree once sited

The Clerk commented that he had visited a local garden Centre and the cost of a silver birch would be around £50.00. A plaque would be £85 plus VAT size A6 and in stainless steel.

Proposer Alleguen-Porter Seconded Councillor Brown

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

The Sam was in Burston for this month so no report.

6.5 Receive and update on requests to reduce speed limits on Station Road and around the school, Village Hall and the Green.

No update. The Clerk had contacted our County and District councillors on this issue and Councillor Duffin sent a reply regarding trying to get the Highway engineer to attend a meeting soon.

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

Councillor Alleguen-Porter confirmed we are out of lease as of the 6th April but then commented that there was no update and it looked like as previously advised by the owners it will just roll on until they contact the Parish Council

6.7 To discuss the Queen's Platinum Jubilee project and Councillors to decide on the design and agree contractor

Unfortunately, our funding bid for Heritage Funding was turned down which was disappointing but The Clerk would continue to look at funding areas to get the pond area done asap. It was also

discussed that the deck would be done by the year end along with the trees of around £30 each planted by a working party.

7. Village Hall Report

Councillor Read sent the report to The Clerk and it was accepted by all and is attached to these minutes as Appendix 5

8. Development of the Neighbourhood Plan – Update

8.1 Progress to date

Councillor Read produced a detailed report for the meeting and it was accepted by all and it is attached as Appendix 6

9. Planning

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

No Planning Applications received for this period

9.2 To hear a report on planning applications determined by South Norfolk Council since the last meeting

No Planning decisions reported on this period

9.3 To hear an update on Planning enforcement issues

2021/8305 Cherry Tree Barn Lodge Road to have a further visit from the Planning Team on the proposals to fully assess.

2022/8254 Red House Farm Ram Lane Tivetshall. New Entrance created on Highway. Case Closed

10. To update the Highways Spreadsheet and review any outstanding issues and consider any new issues

The Clerk reported that the sign on the corner of Star Lane and Station Road had now been removed from the ditch and a new sign put up.

The sign on the A140 had still not been replaced and he would chase highways on this

Councillors were urged to contact The Clerk if they see any issues regarding Highways so he could report asap

11. To discuss parish initiatives regarding the leaky dam proposal by Burston and Shimpling Parish Council

The Chairman commented that back in December 2020 when we were all hit by the flash flooding. Burston and Shimpling had a particular issue with the water flow running through their villages from Tivetshall and Gissing on its way to the Waveney. Shimpling sits at a bottleneck of the two water Courses and caused many properties to flood and some parishioners are still not back in their home. In working with Lord Dannatt of the flood team one proposal is to put in a natural pond with a leaky dam in Tivetshall and one in Gissing. There is an area of non-farmed land which could be used for this project within Tivetshall. All three PCs agree that no contact with landowners will take place until funding is forth coming to carry out any works. Burston and Shimpling PC are working with a charity called Save The Rain who are happy that three councils are working together on this and may be able to fund such a project. If and when any funding is made available. The three PCs will contact landowners to seek agreement. The Chairman will keep everyone informed on the project at all times.

12. Training

GDPR Training to be booked for all councillors. Excel Training for the clerk along with Planning training to be booked. Clerk to discuss with Nick any training he feels he needs such as Play Area Inspection training

13. Correspondence

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

Year end Internal Audit report

Year end documents sent to Auditor

Year end HMRC completed
Emails regarding Silver birch and Plaque
Parish Partnership and delays with Sam decision's
Community Action Norfolk
Speeding on Station Road
Big Litter Pick info
Reclaim the rain emails
Vat Reclaim submitted
Play area Report sent to Nick to start the works
Excite Invoice
J M Crerar Invoice
Internal Audit Invoice

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

Photos of the parish team
Speeding issues on Station Road
Promotion of village Litter Pick.
CPRE Financial request
Financial Risk assessment
Policies Update
Community Action Norfolk to be looked at in July

15. Date of Next Meeting

Thursday 12th May 7.00 pm, Tivetshall Village Hall
Annual Meeting of the Parish 6.45pm
Annual Parish Council Meeting 7.15pm

Meeting closed at 8.05 pm

Norfolk County Council is working in partnership with all district and borough councils to create a Local cycling and Walking Infrastructure Plan (LCWIP) for Norfolk. The Norfolk LCWIP builds on plans already completed for Great Yarmouth, Kings Lynn and Greater Norwich. A survey has been launched which will allow residents of Norfolk to suggest locations for where they'd like to see new routes, as well as having their say on what would encourage people to take up more active forms of travel. For the first time in a survey such as this the council will be using innovative technology to allow people to draw lines on a digital map to show where they would like the new routes to be. The aim is to develop a countywide walking and cycling network, and identify infrastructure improvements over the short, medium and long term. The plan will support the delivery of a low carbon, well-connected transport network in Norfolk. To find out more and have your say visit: www.norfolk.gov.uk/activetravel

Electric Buses Coming to Norfolk.

Norfolk County Council has secured £3.2m from the Department for Transport's Zero Emission Bus Regional Area (ZEBRA) fund. The money will cover almost half the £6.9m cost to replace 15 of First's single decker buses with electric single decker vehicles and the infrastructure to support them. First will provide £3.7m. Steve Wickers managing director at First said " We will continue to work closely with NCC to deliver bus priorities for customers and progress the decarbonisation of our bus fleets across the region.

A new reuse shop where people can pick up bargains – and second hand items are saved from the tip – has opened at the new Norwich South recycling centre at Harford Park and Ride site. Every year we give a percentage of the takings to a chosen charity and this year it is to the Big C. The shop will save 100s of good quality second-hand items from being thrown away each year and help those affected by cancer receive the support they need.

Norfolk Swift Response provides a 24-hour, 365 day a year service which offers help, support and reassurance if a person has an urgent, unplanned need at home but doesn't need one of the Emergency Services. For example if a person falls and needs help but does not need an ambulance or unexpectedly needs assistance with personal care. The service is free for people living in Norfolk and aged 18 or over. You do not have to be eligible for social care funding to use it. Swift Response can help with: Personal Care, Welfare Checks, Domestic Emergencies, Shopping and On-going care needs. Contact them on 0344 800 8020 (Option 1)

Nominations are open for the South Norfolk Community Awards 2022

These awards recognise and celebrate the outstanding achievements of residents from across the district, who go above and beyond to support others or complete incredible achievements. The winner in each category will receive £250 to give to their chosen community group or voluntary organisation. The categories are; Inspiration of the Year, Young Person of the Year, Volunteer of the Year, Helping Hand Award, Green at Heart Award, Business in the Community Award, Community Group of the Year and Community Hero.

Please visit www.southnorfolkandbroadland.gov.uk for all details on how to nominate.

Best Wishes
Martin

Summary of Financial Position

Bank Reconciliation @ 1st April 2022

Bank balance - Unity £15,227.29

Less unrepresented cheques

Total

Cash book £15,227.29

Payments made at the last meeting £ 2,742.83

Payments made since the last meeting

Receipts since the last meeting

HMRC Vat Refund 444.93

Payments to be agreed at this meeting

14/04/2022	Alan Arber Nick Sharp	Handyman Salary and expenses March	Bacs	13.41	
10/04/2022	Alan Arber	Clerks salary and expenses March	Bacs	437.63	
10/04/2022	Norfolk PTS	Snnual subscription	Bacs	152.55	
10/04/2022	Excite Solutions	Grounds Maintenance	Bacs	97.02	
10/04/2022	J M Crerar	Grounds Maintenance	Bacs	772.50	
10/04/2022	HMRC	Tax and Ni	Bacs	105.80	
14/04/2022	K Wilton	Internal Audit Fee	Bacs	95.00	
				1,673.91	£13,998.31

Represented as:

Neighbourhood Plan - Locality	2,366.30
Neighbourhood Plan - SNC	5,592.45
Covid Grant	149.79
CIL	104.34
General Reserves	8,151.73

Tivetshall Parish Council

Clerks Report

This has been quite a busy month for me with two visits to TTJ and also starting the training off for Councillor Sandra l'Anson who now joins me at TTJ and we both enjoy this immensely.

Unfortunately, I will be unable to attend the next TTJ as I will be having a Knee Replacement Operation in early April and will be immobile as driving goes for around 4 weeks if all goes to plan. After a week's convalescence I will be working from home and access the emails so will continue my role all be it from afar. Please be patient with me as it will be a struggle to start with until I get used to the new knee.

As regards the parish we are in planning for a new project for the village green and pond area unfortunately I have to report that the funding has been turned down and we are looking at alternative funding for the project but it may have to be scaled back unfortunately.

I am still looking at alternative funding to fix our dilapidated village sign but so far, my efforts have met with little assistance and should anyone know a builder that can help please pass them my way at the next TTJ I attend

I have reported the various issues that parishioners tell me about and the sign at the top of Star Lane/Station Road Junction should be replaced soon along with the sign on the A140 near The Old Ram that got damaged in the wind.

We are still awaiting confirmation that our application via the Parish Partnership scheme to purchase our own Speed Awareness machine which we have found so valuable in providing us with data on speeding, trends in areas use and more importantly were we have the worst issues.

The parish council along with the village hall is planning for a grand event for the queen's platinum jubilee celebrations and the parish council have secured their first grant from South Norfolk District Council of £200 which we will receive in early April. The parish Council have also paid for a bouncy castle for the Jubilee celebration event and are pleased to do this.

I have purchased new hand dryers for the village hall and the new mobile Hand sanitiser stands for the parish events and these are great as they can be moved around to all events.

Finally, I am saddened to report that Gareth our handyman has left the council as Gareth did some amazing work around the village in his time with us and will be missed greatly. But, its great to report that Nick Sharp has undertaken the role of Parish Handyman and you will see Nick around the village carrying out his duties with the same panache that Gareth did and we as a Parish council welcome Nick to the team

Handyman's Report

No report from our new handyman yet

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	<p>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</p> <p>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</p> <p>Speed monitoring by police requested along Station Road. Clerk is submitting the reports to The Police.</p>	<p>Ongoing with reports submitted at Parish council meetings</p> <p>Email to be sent to Martin Wilby on this issue ASAP</p>	<p>Dudley Adshead/ Clerk</p> <p>Clerk/ Carole</p>	<p>Ongoing Speed checks undertaken</p> <p>Ongoing</p>
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 turned down and the clerk will look at other grant areas to get the pond area done asap	On Hold but clerk looking at other grant areas to get the finance	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
TPO (tree preservation orders)	Parish Council to look at trees that need a TPO	Councillors to look around Parish at all trees to see which need a TPO (tree preservation order) allocated to them this was done but Imogen Mole does not now visit the Parish and we need to ensure we get this done asap with help from the CPRE.	Councillors to liaise clerk with clerk on their findings. Imogen Mole will Visit the parish on 27 th April	Clerk/ CY/DP/SI	Ongoing

Parish Maintenance	Parish Council maintenance for Gareth to attend too	New handyman to start soon with the following task to attend too Move Moulton Road Noticeboard to Alyson Read for Renovation and re-site old rectory road at Moulton Road Look at issues with benches on village green and repair To look at Play area and undertake all work detailed in play inspection report	Nick is working through the list The Clerk has given him	Nick/ Clerk	Ongoing
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
Queen's Platinum Jubilee	To arrange Community Events to celebrate the Queens Platinum Jubilee	To look at the possibility of funding for events for the queen's platinum jubilee and also to look at the type of events we can hold in the parish	Initial Planning	Clerk/ All Councillors	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 is at stage Reg 14 completed. Pre-Submission stage - Plan documents sent to SNDC.	Neighbourhood plan is ongoing	AR/JP to attend AR to lead	Ongoing

Signed Chairman

**Tivetshall Village Hall Management Committee
Report to Parish Council meeting on 14th April 2022**

TTJ (Tivetshall Tea Junction) Pop Up Café – Open 1st and 3rd Wednesday of each month 10-12.30pm

Maintenance Work

Aluminium Noticeboard – new backing board fitted by David. Notices tidied up and kept up to date.

Garden: Sue and Brian Fletcher had purchased two rose bushes from Peter Beales and these were planted one at each end of the garden between the Kitchen and the Car Park.

Hive System and Outside Lighting: The Committee has agreed to accept one of the quotes. The exterior lighting is being replaced as one sodium light has failed. We are adding an extra light in vicinity of the Front Door and all the 3 units will have cameras included. This will give 360o security camera coverage for the hall and a reduction in insurance premiums should be achieved. The new lighting will be more energy efficient and consequently reduce our electricity costs. The hive system will be installed at the same time and will enable Committee members to raise the room temperature prior to hire times in response to requests from regular groups. It will also enable checking that heating has been turned down to 10oC when the hall is not in use.

Exterior Pathways: These have been pressure washed by David and Janine has reinstated the painted edging white line. Reducing likelihood of slips and trips.

Fire Extinguishers: All units have been safety checked. Full compliance in place.

Fire Risk Assessment: Whilst we await the report we have added a smoke alarm to the left of stage cupboard as it now contains electrical equipment.

Oil Tank Protective Fencing: This had blown down in the wind. The 3 post length was promptly repaired with new posts and existing rails by John. The gatepost to the play field is damaged and this will be replaced once a new post has been purchased.

All the maintenance work with exception of redecoration and fire extinguishers has been completed by committee members or their partners on a voluntary basis.

Table Storage Trolleys to be purchased. Checking suitability of different types.

Air Handryers: More energy efficient and hygienic hand driers ordered. Funded via the Covid grant to the PC.

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. Without the volunteers the committee members would not be able to run events of this size. A big thank you to them.

Jazz night (Saxophonist and Pianist Duo) 14th May. Advertising via social media and the posters and leaflets. Only a few tickets sold to date. First live music event by the hall for many many years.

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. We agreed a maximum of 100 people. Would like them to be seated at small tables but we don't have any! The village hall will run a bar to raise funds and start selling tickets at the Craft Market and at TTJ.

Queens' Platinum Jubilee: A meeting was held on Tuesday 8th March to start the formal arrangements. The outgoing Chair of FOTS was unable to attend due to work commitments. The new FOTS committee members are keen to get involved.

Decisions made: We will be taking part in the national 'Community Lunch' on Sunday 5th June.

The Parish Council has booked and has funded a Bouncy Castle free to use on the day.

VHall: Times: Open 1pm. Refreshments from 1.30pm. Food will consist of sandwiches, sausage rolls, cheese scone, fruit scone maybe a little more, teas, coffees and soft drinks. Paying Bar.

VHall: Ticket prices £5 each with under 5s £2. Food will be served as a complete covered plate. All china crockery and metal cutlery. Childrens' food will be assembled in a carton. Target is for an affordable afternoon of entertainment accessible to all village residents.

FOTS or the School: School age children are to be asked to make decorations for the tables and the hall in general.

VHall: Intention is to show the TV celebrations via the new screen and projector.

FOTS and VHall: Games: In the formal pack a suggestion of Pin the Crown on the Queen – Alyson to ask Art Group if they can help provide items for this. A Craft Crown competition split into Adults and Childrens' categories.

FOTS and VHall: Volunteers required to make/assemble food on the morning, staff the bar, staff the kitchen, organise parking, supervise the bouncy castle use.

Propose to display photographs (or copies) of previous jubilee celebrations in the village and maybe coronation and jubilee artefacts for interest on the day.

Future updates will be given via the Jubilee Organising Committee Report.

July - It was agreed to look into holding a Psychic night.

September/early October - Craft/Food Fayre

Music Night - A response from Dave Thomas was reported, in which he stated that he might be free for a live music evening later in the year. To be discussed at a future meeting.

Film Night

Next meeting – 22nd March at 7pm on Zoom

Alyson Read

Chair - Tivetshall Village Hall Management Committee

14th April

Neighbourhood Plan Report to Parish Council Meeting To be held at 7pm on 14th April 2022

Steering Group met on 15th March. In addition to the local members both Rachel Leggett and Andrea Long were present.

The members confirmed they had all read the SNDC comments. In turn each stated they were prepared to reconsider the wording of most of the items identified by SNDC. However, Policy TIV 1 was in full accordance with all submissions from parishioners arising from the three separate consultations. The online Place check, at the Village Craft Fayre stall, the household survey and the Reg 14 consultation exhibition over 2 days at the Village Hall. Rachel and Andrea confirmed the intent of the legislation which introduced Neighbourhood Plans was in order that residents would be able to influence the future of their locality. The Tivetshalls NPlan was in full legal compliance.

Members of the Group stated that local authorities were encouraged to avoid dead end developments, enabling traffic to be dispersed onto more than one highway, SNDC Officers less than 4 years ago had advised that they would not be prepared to support traffic from more than 3 new properties onto Mill Road as it was single track. Our HNA had identified the requirement of family homes and the Design Codes reflected the consultation responses of keeping any new housing at the same heights as existing homes – The recommended site will be immediately behind bungalows which face The Street. Traffic from 25 homes was considered too many to exit onto The Street considering it was a route to school, the play field and Village Hall, also that all existing properties on The Street have driveways onto it. Therefore, it was agreed by those present to retain policy Tiv1 supporting 3 smaller sites for the emerging Village Cluster allocation of 25 new homes in line with consultation responses.

To clarify, the Steering Group members were not prepared to support the SNDC preference of 25 new homes at the Pear Tree Farm site.

All the SNDC comments were discussed and amended as appropriate and in full agreement of the members present.

Jimmy Lu of AECOM was contacted urgently by Rachel and was able to make the amendments to and re-issue the Design Codes in the same week.

Rachel made the amendments required by the Steering Group and along with the amended Design Codes sent the documents to SNDC on 21st March. This was the deadline for an April Cabinet meeting. Richard Squires confirmed receipt.

Once SNDC has completed their work it goes to Cabinet on April 19th.

The next steps are Stage 5 (Examination, Referendum and Adoption).

Locality are opening their application process for the next financial year on 4th April. We have to return any unspent grant from this financial year. We can then make an application for the cost of Stage 5. The anticipated costs are printing of the final document and a summary document to go every household. Our original budget in November 2020 contained £80 and £100 respectively for those items.

I am in the process of completing our spend versus grant application with Locality. This will show the amount from our £9922 grant that has to be returned. I will of course circulate you with the figures before any contact with Locality.

Alyson Read - Chair – Steering Group