



TIVETSHALL PARISH COUNCIL

Minutes of Tivetshall parish Council Meeting:
7.30pm, Wednesday 13th May 2020, Tivetshall Village Hall

Present: Cllr Rita Land (Chair), Alyson Read (Vice Chair), John Powell, Rob Alleguen-Porter and Rosie Riches (Clerk) 1 member of the public

1. **TO CONSIDER ACCEPTING APOLOGIES FOR ABSENCE** – Martin Wilby, Bev Spratt and Clayton Hudson
2. **TO CONSIDER ANY APPLICATIONS FOR CO-OPTION** – There were none
3. **TO RECEIVE DECLARATIONS OF INTEREST ON ITEMS ON THE AGENDA AND CONSIDER ANY REQUESTS FOR DISPENSATIONS** - There were none
4. **MINUTES**
 - 4.1 **Approval of the minutes of the 11th March Parish Council Meeting**

The minutes were accepted and signed as accurate. Proposed Cllr Read, seconded Cllr Powell
 - 4.2 Matters arising from the 11th March minutes - There were none
5. **PUBLIC PARTICIPATION** - There were none present
 - 5.1 Reports from District Cllrs and County Cllr, if present- There were none
6. **REPORT FROM CLERK AND COUNCILLORS**
 - 6.1 The previously circulated Clerk's report was received and noted
 - 6.2 Cllr Read suggested that the best way forward to pay the PAYE and clerks salary may be to either set up a monthly standing order with overtime payed the following month or by way of on-line banking, it was discussed and agreed by councillors to explore the possibility of changing banks to either Lloyds or Unity Bank, Clerk will investigate and bring more information to the next meeting. **Action Clerk**
 - 6.3 Cllr Read commented on the problems experienced at 14 school Road by a Saffron Housing tenant, in particular when two swarms of bees descended onto the roof and into the chimney stack, this is the home of a vulnerable adult with two young children. The Clerk was able to secure funding in order to help with the removal of the bees, the tenant has not been happy with the condition of the home for some time with repairs not carried out. There are approx. 20 plus saffron Housing properties in the village, Clerk will write to Saffron Housing highlighting the Councils concerns, asking for repairs to be undertaken without further delay. **Action Clerk**
7. **B4RN COMMUNITY BROADBAND** – All connections to the school are now complete. Two engineers are coming down on Sunday to specifically complete all bullet points connecting the village hall and all surrounding properties. In the next 2 weeks this should all be up and running, spur connections are also due to be connected at this time. Clusters on the outskirts of the village have been included by extending the network towards Wacton. Once it is connected there will be a leaflet drop notifying all households
8. **VE DAY 75TH ANNIVERSARY CELEBRATIONS**
 - 8.1 To Re- Consider PC Contribution to Event – Councillors were advised that the money had already been spent by the VE committee, it is hoped to still be able to hold the event, a voucher has been issued (for 12 months) to them for items already booked and paid for. A scaled down event with the delivery of scones was very successful

9. DEVELOPMENT OF THE NEIGHBOURHOOD PLAN

9.1 Up-date following visit on site with Rachel Leggett to assess next steps; 4 councillors and 3 villagers have expressed an interest in forming the steering group. Cllrs will also speak to other villagers to try and see if there is an interest in the wider community.

Clerk will write funding bids to help with financing the plan.

Action Clerk

10. TO REVIEW REVISED STANDING ORDERS TO INCORPORATE VIDEO CONFERENCING:

Proposed Cllr Read, Seconded Cllr Alleguen-Porter

ALL AGREED

11. TO NOTE CORRESPONDENCE RECEIVED

11.1 To note insurance renewal from Came and Company

11.2 To note SNC precept payment received

11.3 To note Community Infrastructure Levy (CIL) Report for 2019/2020 for Tivetshall Parish – Village Gates to be paid out of this (4 sets)

11.4 To note NO0543- 2019/20 AGAR PKF Littlejohn instructions re external audit

11.5 To note Notification of play area inspection in June for Tivetshall Parish Council

11.6 To note Publicity of Planning Applications

11.7 To note local resident's problem with bees during lockdown: Clerk was able to obtain funding covering the cost of the work on the resident's behalf from the local Lions Club – already covered in meeting.

12. FINANCE

12.1 To receive the balance of accounts and bank reconciliation – none available

12.2 To receive confirmation of payments received into bank – not available

12.3 To receive confirmation of payments made since 12th February 2020

12.4 To agree Clerk's ability to carry out overtime as necessary – Proposed Cllr Alleguen-Porter, seconded Cllr Powell

ALL AGREED

12.5 The following payments were approved:

12.5.1. Clerk's monthly gross salary for period 23/03/2020 to 30/04/2020 of £354.74

12.5.2. Clerk's monthly gross salary for period 01/05/2020 to 31/05/2020 of £274.92 plus additional hours of £126.00. Total gross salary £400.92

12.5.3. Clerk's reimbursement of expenses (office supplies/printer ink) - £17.99

12.5.4. Clerk's Reimbursement of Mileage - £30.15

12.5.5. Clerk's Reimbursement of PPE - £310.50

13. TO RECEIVE ANY URGENT ITEMS FOR INFORMATION AND CARRY FORWARD TO THE NEXT MEETING

Emergency plan on agenda next time

Computer up-grade and virus protection

Sam software Cllr Powell to investigate why it won't work with windows 10

Up-grade the computer – Agreed to spend up to £500.00 Proposed Cllr Land, seconded Cllr Alleguen-Porter

ALL AGREED

14. TO AGREE THE DATE AND TIME OF THE NEXT PARISH COUNCIL MEETING

The date of the next meeting was agreed as Wednesday, 10th June 2020 at 7.30pm

Meeting Closed at 8.45pm