



TIVETSHALL PARISH COUNCIL

Minutes of Tivetshall parish Council Meeting:
7.30pm, Wednesday 14th October 2020, Tivetshall Village Hall

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

1. APOLOGIES FOR ABSENCE – None

2. DECLARATIONS OF INTEREST ON ITEMS ON THE AGENDA AND CONSIDER ANY REQUESTS FOR DISPENSATIONS – None

3. MINUTES

3.1 To approve the minutes of the 9th September Parish Council meeting, Proposed Cllr Powell, seconded Cllr Alleguen-Porter **ALL AGREED**

3.2 Matters arising from the 9th September minutes – No progress to date on re-installing the Finger Post on Lodge Lane

4. PUBLIC PARTICIPATION

4.1 Reports from District Cllrs and County Cllr – None present

5. REPORT FROM CLERK AND COUNCILLORS

5.1 To receive Clerk's report – previously circulated; The subject of Clerks basic hours being increased rather than showing as overtime each month was fully discussed, the continuing work dealing with finance for the Neighbourhood Plan and work required instigating village allotments, Cllrs agreed that the basic hours should be increased by 10 per month to 6 hrs per week plus 10 hours per month. Proposed Cllr Alleguen-Porter, seconded Cllr Read **ALL AGREED**

5.2 To receive Handyman's report – General maintenance work has been carried out

5.3 Cllr Land recently carried out a 6-month appraisal with the Clerk, Cllrs agreed that the clerk had grasped the position and coped very well under the most challenging of circumstances where the COVID19 restrictions and lockdown meant the handover from the previous clerk was by way of written and telephone conversation as it was not possible to meet up face to face. It was proposed to keep the clerk's salary at the same grade until the 12-month review due in March 2021, where the grading will be looked at again. It was agreed the clerk will put article in the bi-monthly Cockcrow. Post Agenda's on the 3 notice boards, on the website and the Facebook page. The possibility of a shared folder system on the google drive is being explored. Cllr Land has enjoyed working with the Clerk.

5.4 Cllr Alleguen-Porter reported that he has signed off the internal audit of the clerk's work.

6. CiLCA Training – SLCC registration £350.00. Cllrs and the clerk agreed to wait to see if bursary is forthcoming before deciding whether to fund this.

7. TO RECEIVE VILLAGE HALL REPORT – Cllr Read reported building work on the stage to create new storage has been completed, this just needs to be decorated. The committee has applied for a grant to be able to provide a drop down screen. Kitchen refurbishment is next on the wish list, quotes are being requested for this work. Many villagers helped at a function on 11th October which raised £538.00 for the village hall, with the tombola and refreshments bringing in the most revenue, social distancing was observed at all times using a one out one in basis entering the hall. Stalls cleared £220.00 profit. The possibility of Perspex screening (1.5m high x 1m wide x 4) between tables for TTJ events is being looked at, Clerk will enquire if SNC

could offer help with these. It has been reported that someone living in the village has proved positive for COVID19, extra vigilance is required. On 21st November a Christmas craft fair has been planned, offering tea and coffee. No Christmas decorations will be put up in the hall this year.

8. RECEIVE AN UPDATE ON BARN COMMUNITY BROADBAND - None

9. DEVELOPMENT OF THE NEIGHBOURHOOD PLAN

9.1 Progress to date - £6,000.00 from SNC funding and £6,642.00 from Locality funding = Total funding for this financial year = £12,642.00

9.2 Reimbursements of expenses – Cllr Powell, travel and signage £32.08, Tivetshall Village Hall Hire NP meeting £61.25, Rachel Leggett - £682.65, Hussey Knights (NP posters) £30.60 proposed Cllr Read, seconded Cllr Alleguen-Porter **ALL AGREED**

9.3 Three people on the steering group were unable to attend the first training event where social distancing was observed at all times. Rachel Leggett has set up a meeting with Richard Squires from SNC to talk through a government white paper on housing, there is probably a need now to double the estimated amount of development first thought to be adequate. GNLP can either rush this through or stop and abandon whilst awaiting the results of the white paper. Cllrs Read and Powell have attended a meeting at which outline planning permission and cluster groups were discussed, it is not known as yet what the clusters are. Tivetshall was not thought to be in a cluster but is stand alone. Possibility of up to 25 new homes will be sought although it is not likely to go above this number. Pavements were also discussed as a safe route to schools and facilities. Zoom meeting where only 4 people attended did not go ahead as too few in number. Emma Harrison has been carrying out a village profile looking at the asset register and what land is owned by the village together with the BARN infrastructure. Notes from the meetings will be passed onto the Parish Councillors. A1 boards are being stored in the pavilion at this time. The next meeting will be a discussion on how to get out and reach people.

10. ALLOTMENTS – The land registry is being investigated to ascertain if this has an agricultural or leisure clarification. Cllr Alleguen-Porter will ask if consultant Emma Harrison has come up with a classification for the playing field.

11. PARISH GATES - Up-date (cost to the PC £3,699.74) Following a discussion by Cllrs it was thought better to be prudent during the unknown period of COVID19 and not spend the money at this time. Clerk will enquire if it is possible to delay until Feb/March or carry forward to 2021/22

12. BOAT – Discussion on possibilities - Burston, Shimpling and Tivetshall Parish Councils have been working on this with no work carried out at this time due to COVID19

13. SPEED AWARENESS MACHINE – Burston have the machine at this time

14. PURCHASE OF WREATHES FOR REMEMBRANCE DAY – Cllrs agreed to make a donation of £100.00 Proposed Cllr Powell, seconded Cllr Alleguen-Porter **ALL AGREED**
Cllr Land will collect them from the Post Office, Cllr Powell will place one at St Margaret's church, Cllr Land will place one at St Marys church.

15. PURCHASE OF CHRISTMAS TREE – To agree cost (£100.00) to be pre trimmed to fit the diameter of the hole as in previous year, to be delivered for erection the last week in November. Proposed Cllr Powell, seconded Cllr Land **ALL AGREED**

16. CIL MONIES - Request to help refurbish Village Hall kitchen, Approx. £15,000 will be needed for this. Cllrs agreed that a contribution could be a possibility once the amount needed was known.

17. FOOTBALL NETS – Responsibility – The stakes holding the bottoms of the nets need replacing and cable ties holding the nets on also need renewing. Cllr Read will enquire if

BARN moved the stakes. Clerk will ask the Handyman if he could look at these to ascertain what maintenance is needed, the PC has assumed responsibility for them and will add them to the asset list.

18. TO NOTE CORRESPONDENCE RECEIVED

- 18.1 Marlingford & Colton Parish Council would like to hear the opinions of other parish councils on its response to the consultation on changes to South Norfolk's Statement of Community Involvement and how those parish councils now plan to represent their communities
- 18.2 Norfolk ALC - Launched the Well-Being Initiative
- 18.3 Danny Crerar – Permission to cut the grass on the green where the wild orchids grow
- 18.4 SNC – Precept payment
- 18.5 Norfolk Biodiversity Information Service – Data request for NP
- 18.6 Mini recycling centre 'adopter forms' – Clerk has applied for £200.00 from SNC

19. FINANCE

- 19.1 To receive the balance of accounts and bank reconciliation
- 19.2 To receive confirmation of payments received into bank - £17,687.00
- 19.3 To receive confirmation of payments made since 9th September 2020
- 19.4 To approve payments to include:
- 19.5 Clerk's monthly gross salary for period 01/10/2020 to 31/10/2020 of £281.58 plus additional 25 hours in September of £270.75 plus pay award £65.39 = Total gross salary September £617.72
- 19.6 Handyman gross salary for October – £62.46 plus pay award £8.00 = Total gross £70.46
- 19.7 Clerk's Reimbursement of Mileage - £18.45
- 19.8 Clerk's Reimbursement of Stationery - £56.58
- 19.9 DPM Security – Camera repositioning and broadband connection £90.00
- 19.10 J Crerar- Grounds Maintenance £702.50
- 19.11 Excite Solutions – Grass cutting (July, Aug, Sept) £345.60

Proposed Cllr Alleguen-Porter, seconded Cllr Powell

ALL AGREED

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

MEETING – Cllrs discussed an amendment to Planning application 2020/1914– Clerk will enquire if the exterior building material is it in keeping with the surrounding properties and report back to councillors

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

Proposed as Wednesday, 11th November 2020 at 7.30pm, in the Village Hall

Parish Clerk, Rosie Riches: 11 Lovat Close, Harleston, Norfolk, IP20 9HJ Telephone 07899861887

Meeting closed at 21.10

Signed: *R Land*

Date: *11th November 2020*