



TIVETSHALL PARISH COUNCIL
Minutes of Tivetshall Parish Council Meeting
Held by means of video conferencing
On Wednesday 13th January 2021 at 7.30pm

PRESENT: Councillors - Rita Land (Chair), Alyson Read (Vice Chair), Rob Alleguen-Porter, John Powell Martin Wilby, Beverley Spratt and Clayton Hudson.

ALSO PRESENT Rosie Riches (Clerk)

1. APOLOGIES FOR ABSENCE – Cllr Land welcomed those present to the meeting, there were no apologies for absence

2. DECLARATIONS OF INTEREST ON ITEMS ON THE AGENDA AND CONSIDER ANY REQUESTS FOR DISPENSATIONS – Cllr Powell – items 12 & 13 Flooding, one letter of concern relates to his home.

3. MINUTES

3.1 To approve the minutes of the 11th November following 2 amendments as detailed below regarding the October minutes

5.1 The subject of Clerks basic hours being increased by 10 per month to 34 hours per calendar month

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.

And alteration to points 15, where the sentence was reduced to end at “3 occasions” and point 18 where the sentence was expanded to read “At the January meeting held on Wednesday 13th January by means of video conferencing”

Proposed Cllr Land, seconded Cllr Alleguen-Porter

ALL AGREED

3.2 Matters arising from the 11th November minutes –

Item 10; Allotments; The Clerk has written to the 2 land owners asking if they would be willing to enter into negotiations with the Parish Council for the provision of a piece of land, no reply has been received to date.

Item 12; Clerk has written to Saffron Housing asking for clarification on their contractual obligations, they have replied asking if we require the tenancy agreement or repairs policy. Cllrs agreed that both of these documents should be requested and Hastoe Homes contacted for similar documentation

Item 14; Litter Pick, Cllrs Read and Powell have designed posters encouraging the free use of litter pick equipment, which can be collected and returned to Cllr Powell, it will be sanitized after every use, please call Cllr Powell on 07799654424 or 01379 677852 to arrange collection.

PUBLIC PARTICIPATION – None present

4. REPORT FROM CLERK AND COUNCILLORS

4.1 Report from Cllr Wilby; Thank all of the local volunteers and emergency services that helped out in the recent serious flooding that we had over the Christmas period in our town and surrounding villages. It was the worst flooding for many years, a review of how all agencies and authorities performed and worked together during this emergency will take place, also looking at how to prevent such devastating events happening again. Residents were encouraged to

contact the Help Hub on 01508-533933 and any highway issues NCC Highways on 03448-008020

Wide-ranging plans to reduce the county council's carbon emissions from 11.6 million tonnes per year to zero by 2030 have been unveiled. Last year, the council adopted an environment policy. An update report to the council's cabinet reveals a series of measures are underway, including:

- Plans to plant 1 million trees over five years, working with partners, communities and landowners
- A 1.5 million investments in active travel, including cycling and walking
- development of plans to demonstrate environmental best practice on the county council's Burlingham Estate
- Work with Norwich city Council and UK Power Networks on on-street electric car charging points
- Further work to install LED streetlights across Norfolk

The council is also supporting development of a Norfolk and Suffolk 25-year Environment Plan to protect, conserve and enhance the region's environment

Upgrades to 15,000 main road streetlights across Norfolk, starting in 2021, is the next step in a successful scheme that has already seen CO2 emissions cut by 1,200 tonnes as a result as a move to LED technology over the last two years. More than 39% of all the streetlights that are owned by NCC have now received an upgrade with the next 15,000 set to add to that total starting early 2021. Over the last two years more than 11,000 lights have received an upgrade in a project that has seen NCC receive national recognition for its work, alongside partner Amey, receiving the CIHT East of England Sustainability Award in 2019. For each light that is upgraded to LED lights the average percentage energy saving is over 70%. Many of the LEDs can also be controlled remotely saving on staff and time.

Ash Dieback

A report came to NCC's cabinet in January which provided an update on the ongoing work, at a local and national level to tackle the worsening problem of the disease threatening one of the country's favourite trees. Expert studies now suggest that by 2023 half of all the 168,000 roadside ash trees will have advanced decline. The majority of those ash trees are privately owned with just over 20,000 owned by the county council. It's estimated that the cost of carrying out tree safety work, key biodiversity enhancement projects, strategic habitat restoration, awareness raising among landowners, inspecting and reporting, will be £1m over the next two years. The report stated that the overall programme is likely to run for many years beyond this initial period so NCC will develop a comprehensive 10-year programme.

NCC are working on a project to develop a team of Community Safety and Well-being Champions across Norfolk. The team of volunteers will help reduce the risk of fire, social isolation and loneliness, for our vulnerable residents, by performing fire checks in their local area. As part of the project, we would like to transform the local fire stations from being isolated buildings, to Community Hubs; owned by the community, for the community. For the pilot, we have engaged with Harleston Mens Shed and offered them the opportunity to have a piece of land behind the Fire Station, to build their shed on. The members will be able to volunteer to become Community Safety and Well-being Champions and undertake training, to carry out fire checks. Whilst carrying out these checks, the individuals will also be able to recognize and highlight if a person is at risk and engage the appropriate service.

Cllr Wilby reported that he has £300 in his budget which could be used to upgrade the kitchen facilities in the village hall, official request to be completed by the clerk **Action Clerk**

4.11 Report from Cllr Hudson; Sympathise with those worse effected by the flooding which could not have come at a worse time, just before Christmas and during lockdown 4. A useful website is llfa@norfolk.gov.uk for residents flooding, grants are available for flood litigation. For those residents who have been effected and are now concerned about the cost of home insurance, a joint initiative between the Government and insurers, its aim is to make the flood cover part of household insurance policies more affordable, for more information go to www.floodre.co.uk

COVID19 – There is a real need to try and find a centre suitable to offer vaccinations in the South of the district.

Neighbourhood Plan; 2021 is census year, 21st March is the actual date which should be promoted both on Facebook and the website encouraging residents to complete this.

4.111 report from Cllr Spratt; Pleased to report that Tivetshall Primary School now has 24 children on roll, thanks go to teachers, parents and the local community for all their hard work in building the numbers up. Key workers children and Vulnerable children are still attending the school despite being in a lockdown situation. Well aware of the flooding issues experienced in the villages.

4.2 Clerk's report – previously circulated; Prepared the agenda for January and agreed the matters to be covered with the Chair. Associated documents have been circulated to councillors for prior consideration. The agenda has been published on the PC website and posted on the notice boards.

Prepared the Draft budget for agreement at the January meeting.

Prepared Terms of Reference for the Neighbourhood Plan group

Reported a Missing Manhole Cover on the A140 as most urgent as soon as made aware of the problem.

Arranged to have the Christmas tree delivered during the last week of November and arranged removal from the green following 12th night

Flooding – After being contacted by many parishioners regarding flooding in many areas of the village, 5 incidents were reported to SNC and Highways by the clerk. Following a request from a resident on the border of Gt Moulton and Tivetshall the clerk obtained permission from a landowner in order that a culvert could be dug out allowing water to drain away thus avoiding further flooding

4.3 Handyman's report – No official report but the Handyman had been to the playing field following the flooding and cordoned off areas considered unsafe for use, this was published on Facebook. Clerk will attend the playing field and remove the tape as the water has now subsided

Action Clerk

5. VILLAGE HALL REPORT – Cllr Read reported that the Village Hall is currently closed due to Government guidelines. Full report can be found on www.tivpc.co.uk and a hard copy attached to the DRAFT minutes at the Post Office

6. DEVELOPMENT OF THE NEIGHBOURHOOD PLAN

6.1 Progress to date; Meeting last night discussed the character appraisal of areas, the design code analysis is dependant on this. See full report on www.tivpc.co.uk and a hard copy attached to the DRAFT minutes at the Post Office

6.2 Finance to date; Current spend to date is £1.684.20 which has been paid from grants received.

7. ALLOTMENTS – Up-date – The clerk has written to landowners in the village with no response to date, and advertised for suitable sites in the forthcoming edition of the Cock Crow magazine.

8. SPEED AWARENESS MACHINE – Cllr Powell reported that the stats showed the fastest speed to be one person at 50mph on Green Lane approaching the school area. Communication has been held with the police at Diss who are studying the data, if it shows a trend in the area a police presence could be arranged.

9. AGAR COMPLETION OF 2019-20 ACCOUNTS - These have been signed off by PKF Littlejohn and the notification posted on the website and notice boards.

10. REVIEW OF FINANCIAL REGULATIONS AND TOR FOR THE NEIGHBOURHOOD PLAN – It was agreed to amend the financial regulations adding a paragraph about the Neighbourhood Plan, how it works, grants received and a steering group who makes decisions which are then approved by councillors at a Parish Council meeting.

Terms of reference - Rachel Leggett Associates have already supplied Terms of Reference. A copy of these will be held on record.

11. BUDGET – PLANNING 2021-22 AND PRECEPT REQUEST FOR 2021-2022 – Following a lengthy discussion taking into account the increasing costs incurred by the Parish Council for major items such as Emptying the Dog Bins and Grounds Maintenance, plus the fact money needs to be put aside as reserves in order to negotiate the renewal of the playing field lease and the possible provision of allotments. Council agreed an increase in the parish precept to £20,000 per annum.

Proposed by Cllr Alleguen-Porter, seconded by Cllr Land

ALL AGREED

12. FLOODING AND EMERGENCY PLANNING – It was agreed that this should be a joint venture between the Parish Council and Village Hall committee with Cllr Alleguen-Porter and Ros Hill taking this forward, they will report back what equipment the village has and what might be needed. Cllr Read agreed to organise the distribution of the SOS pots to those homes who needed one, a list will be kept of who these were sent to. Issues around flooding were debated, the Ram Lane incident was caused by the bore of the drainage pipe being too small to cope with the amount of water, a similar situation arose in Lodge Road. Many landowners cut the hedges and allow the vegetation to remain in the bottom of the adjoining ditch, seldom clearing out the ditches themselves. Cllr Wilby advised that these should all be reported to the local flood authority. It was agreed that the Clerk should write to all landowners politely reminding them of their obligations to ensure that water courses and ditches are kept clear, this will be done every year after harvest. If the work is not undertaken the council will seek the involvement of the flood authority.

13. TO NOTE CORRESPONDENCE RECEIVED

• 1) JM Crerar quotation for the maintenance of the specified grass areas for the next financial year, which is the same as the previous year, Cllrs agreed to accept this, proposed by Cllr Alleguen-Porter, seconded by Cllr Land

ALL AGREED

- 2) Andrew Watson & Andrea Manning – Flooding caused by blocked ditch
- 3) Jo Powell – Blocked ditch, causing flooding – Clerk reported to NCC Highways
- 4) Ros Hill – Blocked drain on Rectory Road – Clerk reported to NCC Highways
- 5) Gareth Hill – Maintenance Handyman, cordoned off playground due to flooding
- 6) The safety barrier on the bridge over the stream has been damaged. The bridge is located on the junction of green lane and Hall Road. – Clerk reported to NCC Highways
N.B Items 2-6- These have all been reported by the clerk.
- 7) GDPR/Data Protection Act 2018
Data protection fee renewal £40.00 - Cllrs to agree at the next meeting
- 8) Carol & David Thorpe - objections to planning on land adj to Wagtail Lodge recommend refusal
- 9) Caroline Collier - objections to planning on land adj to Wagtail Lodge recommend refusal
- 10) Ros Hill - objections to planning on land adj to Wagtail Lodge recommend refusal

Cllrs noted the correspondence 8,9&10, the Parish Council has also objected to this and responded as follows: Planning Application No: 2020/2386 – Land adj to Wagtail Lodge
Decision: recommend REFUSAL

The Parish Councillors of Tivetshall have considered this application and do not feel able to support this due to the following concerns- The outline permission was granted for a single storey bungalow. This application is for a second storey. The overlook and loss of privacy to neighbours needs to be evaluated, to safeguard the privacy and amenity of the occupiers of adjacent properties, particularly as the trees and neighbours hedging has now been removed.

A separate driveway must be constructed; we note that the mirror assisting safe exit was removed prior to the site visit for the outline permission.

The Parish Council would like to see Plans drawn up detailing how surface water is to be disposed of. This needs particular attention following the flooding experienced within the site area.

The drainage in Rectory Road was overwhelmed and caused flooding to the Post Office.

Loss of absorbent land by this additional property and hard standing, driveways etc. need to be countered with extensive onsite drainage for the site including the driveway which is higher than the surrounding land, road and properties.

14. FINANCE

14.1 To receive the balance of accounts and bank reconciliation - It was agreed to identify the restricted grant funds on the balance sheet for future meetings. (Cil, Neighbourhood plan and COVID grant)

14.2 To receive confirmation of payments received into bank -

14.3 To receive confirmation of payments made since 11th November 2020

14.4 To approve payments to include:

14.4.1 Clerk's gross salary for January £365.62

14.4.2 Handyman gross salary for January £62.46

14.4.3 J Crerar - £702.50

14.4.4 S Green – Bus Shelter £30.00

Proposed Cllr Land, seconded Cllr Alleguen-Porter

ALL AGREED

TO RECEIVE ANY URGENT ITEMS FOR INFORMATION – None

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

Proposed by means of video conferencing as Wednesday, 10th February 2021 at 7.30pm

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

Meeting closed at 21.27

Signed : *R Land*

Date: *10th February 2021*