



TIVETSHALL PARISH COUNCIL
Minutes of Tivetshall Parish Council Meeting
Held by means of video conferencing
On Wednesday 10th February 2021 at 7.30pm

PRESENT: Councillors - Rita Land (Chair), Alyson Read (Vice Chair), Rob Alleguen-Porter, John Powell Martin Wilby 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** – None
3. **MINUTES**
 - 3.1 To approve the minutes of the 13th January 2021 Proposed Cllr Land, seconded Cllr Alleguen-Porter **ALL AGREED**

3.2 Matters arising from the 13th January minutes – None

PUBLIC PARTICIPATION – None present

4. REPORT FROM CLERK AND COUNCILLORS

4.1 Report from Cllr Wilby;

Census 2021 The census, a survey gives us a picture of all the people and households in England and Wales, will take place on Sunday March 21st 2021. Led by the Office of National Statistics (ONS) Census 2021 is a “digital-first” so people will primarily be encouraged to complete the census online. Norfolk County Council will be supporting the delivery of the census in four main ways.

- Help ONS verify whether the key population groups identified in Norfolk are the right ones and encourage their participation in the census.
- Norfolk Library and Information Service (NLIS) will support residents to complete the census online.
- Promoting the census through our social media channels and other communication outlets.
- Host the Norfolk Census Working Group with representatives from the Districts, ONS and internal colleagues to share plans, coordinate activity and resolve issues.

Households will receive a letter with a unique access code in the post, allowing them to complete their questionnaire online. Paper questionnaires will be available on request. For more information, visit [census.gov.uk](https://www.census.gov.uk)

A new taskforce aiming to strengthen Norfolk's resilience to flooding has been set up, chaired by former head of the British Army Lord Dannatt. Norfolk has suffered from increased floods in recent months, and calls for a coordinated action has grown. With an independent figure guiding round-table discussions of the county and district councils, Anglian water, The Environment Agency, internal drainage boards, National Farmers Union, and others, it is hoped greater collaboration between the authorities can be fostered. Lord Dannatt who will not be paid for the role, said: “Flooding and tidal surges are an increasing threat to the safety and prosperity of people in Norfolk in the coming years so the time is right to address these challenges vigorously.”

Norfolk has bucked the national trend during the coronavirus pandemic, with an increased number

of people pursuing adult learning qualifications. Little over five years ago, NCCs adult learning service was branded inadequate by inspectors. But the service has been turned around and, while the pandemic meant participation in qualification course fell by 19% nationally, in Norfolk it went up by 12%. The service, which has its hub at Wensum Lodge in Norwich, moved all of its learning programmes – taken by 3,000 people – online by April 2020. The pandemic has shown Norfolk's residents to be uniquely resilient in incredibly times.

Families that are struggling with home learning have a new place to turn to for advice and support. Norfolk Libraries has set up a phone line which serves as a first stop for parents and carers in the county using new devices to teach their children. The phone line aims to provide a friendly voice to families that aren't familiar with home learning technology, including those that have received a new laptop as a result of NCCs 'Every Child Online' campaign. The campaign is being run by the county council, in partnership with Norfolk Community Foundation backed by the Eastern Daily Press newspaper. It aims to ensure every child has digital device and internet connection to learn remotely at home to make sure they are not left behind in their learning because of digital disadvantage. If anyone needs help using online services, they can speak to a member of library staff on 01603 774777

People can also register for Learn My Way and enter the name of their local library in the 'Centre' box for free online learning. For help downloading eBooks or using other library services online, email libraries.iconnect@norfolk.gov.uk

Congratulations to all of the staff at the Budgens Service Station in Harleston for being named as the Best Forecourt Team of the Year in the country. The team won, thanks to their dedication and commitment to providing the best customer service possible.

Thanks also to all of the volunteers that helped with the recent snow clearance in our town and villages during the recent wintry spell. Our highways teams were working alongside local farmers around the clock to keep our highways passable and safe.

4.1.1 Report from Cllr Hudson; A big thank you to local farmers and the highways department for getting involved, working together to clear snow from the roads.

21st March is the Census date; everyone is to be encouraged to completed the census on this date. The GNLP consultation is open until 15th March, the cluster strategy will form a separate part of this.

Vaccination centres in Diss and Harleston will be opening very soon, Pulham Market doctor's surgery are also offering the vaccination at the surgery. Those over 70 years of age can request a vaccination if they have not yet been vaccinated by contacting the NHS on

www.nhs.uk/conditions/coronavirus-covid-19/coronavirus-vaccination/book-coronavirus-vaccination/ Cllr Read expressed concern that some residents had been offered a vaccination outside of their local area, Cllr Hudson reported that this was just an option, they would be offered one locally in time. Cllr Hudson finished by thanking Cllr Land for her hard work and support over the last 2 years.

4.2 Clerk's report – previously circulated; Prepared the agenda for February 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.

Completed the request to Martin Wilby applying for £300.00 from his budget to help in upgrading the kitchen facilities in the village hall, the grant has now been agreed.

Attended the playing field and removed the broken tape barrier from around the small children's play area now the water has subsided, the Handyman has been informed of this by the clerk.

Written to 14 landowners regarding the importance of keeping ditches and gullies free from all debris to allow water to drain away. This was highlighted as a problem during the recent heavy rain and flooding

Received the resignation with effect from close of the February PC meeting from Cllr Land (Chairman) this has been officially registered with South Norfolk Council and duly posted on their website, the PC website and notice boards around the village.

The clerk has tendered her own resignation with effect from 28th February and prepared an advert advertising the vacancy for a clerk.

Completed a Bank Mandate making provision for the chairman to be removed as signatory from 10th February 2021, and for herself to be removed as a signatory and addressee as from 28th February 2021.

Helped dismantle and arranged to have the tree removed from the green following 12th night

Dealt with correspondence from parishioners regarding the Precept and speeding issues in the village.

The total amount of emails received by the clerk since the January 2021 meeting was 263.

4.3 Handyman's report – No official report

5. RESIGNATION OF THE CHAIRMAN - This was received by councillors, the vice chair Cllr Read was not able to take up the position of Chairman at this time, it was agreed that Cllr Alleguen-Porter would be acting chair in the interim until the elections in May.

6. RESIGNATION OF THE CLERK – ARRANGEMENTS FOR HANDOVER FROM CLERK – The Clerks resignation was noted by councillors, a replacement has not been found as yet and a locum clerk may be employed in the short term. The clerk was asked to arrange delivery of all equipment and books to the village hall at the end of February. The handyman had agreed to transport the equipment.

7. TO RECEIVE A VILLAGE HALL REPORT

Meeting held on 26 January.

Discussions took place on:

Kitchen refit - Obtain up to date quotes (Howdens, Wren and Magnet to be considered)

Painting of stage improvements - mdf surround to new cupboard, step balustrade, safety line on edge of stage and the walls. Seeking quotes, Any availability of Community Service during Covid lockdown, or resident volunteers in accordance with Covid restrictions.

Book Store - Books to be sorted. Not allow any increase in number of books and DVDs. add to Facebook page if residents want to obtain any. Contact by committee of local Charities to see if accepting during lockdown i.e. Red Cross, Salvation Army Waveney foodbank. Other book charities to be considered.

Craft Fayre 6 March - new date of 22 May.

Fundraising - Discussed if suitable to run a takeaway afternoon tea on Mothers Day.

Lottery - agreed when its 12 months are up we will suspend for 12 months.

Next meeting 23 February 2021 and thereafter the 4th Tuesday of each month.

8. DEVELOPMENT OF THE NEIGHBOURHOOD PLAN

8.1 Progress to date; Steering Group Update The Steering Group met on 2nd February.

We discussed the House to House Survey. The content was based around the residents' comments received to-date which were largely about the green areas of the parish, and basic information re profile of residents, any possible housing need changes in next 5 years, cars per household, protection of existing facilities and any improvements or new ones etc.

The steering Group have finished their work on character assessments for the separate areas of the parish. This is being drawn into one document. This is to be shared with Ben Castell of Aecom prior to 16th February.

On 16th February the whole Steering Group will be taking part in a meeting and visual tour of the Tivetshalls with Aecom. Under normal circumstances this would take place with a site visit. Due to Covid we will be involved using on line systems.

The A1 boards have been repaired and are on display in Hales Street and will be moved as soon as the weather allows to Lodge Road

8.2 Finance to date – Total spend is £1,684.20

9. FLOODING MITIGATION FOR PROPERTIES AND HIGHWAYS – The clerk has written to landowners in the villages about concerns over ditches and gully's which have been allowed to clog up with debris, not allowing the free drainage of water, to date 2 have responded in a positive manner. Cllr Powell asked if landowners may be more receptive if contacted by local parishioners and councillors if a problem was found, Cllr Land thought this was a good idea and

hoped the landowners would appreciate it, Cllr Wilby has highlighted flooding in his report. Cllr Read - The flooding problem on Green Lane has not been addressed, the ditch is solid with debris. It was agreed to escalate this to the LCFA.

10. ALLOTMENTS – Up-date (if any) – The clerk has written a piece in the Cock Crow magazine, asking for suitable sites, with no response to date.

11. AGREEMENT OF FINANCIAL REGULATIONS AS REVIEWED AT THE JANUARY MEETING –
These were agreed by all councillors

12. PLANNING APPLICATIONS

12.1 2021/0042 & 2021/0107 LOCATION: Elm Tree Farm. School Road, Tivetshall St Margaret
PROPOSAL: Variation of condition 2 of 2010/1063 & 2010/1064 – to revise design to Dwelling 3 and site layout. – Decision = No Objections

12.2 2021/0073 LOCATION: Imon, The Street, Tivetshall St Mary. PROPOSAL: Erection of single storey front and side extension and new pitched roof to garage. – Decision = Refuse - Councillors discussed this application; They have concerns about the actual size of the proposed extension to the front of the property. Councillors were concerned it would restrict the light to the neighbouring property, it was felt the size of the extension would be better to match the 2m porch extension of the attached bungalow (Jasmine). To allow such a large extension to the front of the property will change the appearance of the whole road, being left with very little front garden. All the other surrounding properties have good sized front gardens. Councillors decision was to REFUSE this application.

12.3 2021/0134 LOCATION: 10 Moulton Road, Tivetshall St Margaret. PROPOSAL: Proposed single and two storey rear extension, detached garage and new porch. – Decision = Refuse – Councillors had concerns about the actual size of the proposed extension being overbearing, they felt a side extension would be better suited to the property. Councillors were concerned it would restrict the light to the neighbouring property and have an overbearing impact on its residents. To allow such a large extension would not be in keeping with the surrounding properties. Councillors decision was to REFUSE this application.

13. TO NOTE CORRESPONDENCE RECEIVED

13.1 Email from concerned resident re a water hose which has been installed on Rectory Road coming from Robins Croft, the hose runs across Rectory Road and into the opposite property. Can the council look into whether the permissions have been obtained for this? The extra noise and traffic has become a nuisance to us. Clerk reported to NCC Highways & SNC

13.2 Email from Martin Wilby: To confirm that a grant of £300.00 has been awarded for village hall kitchen equipment.

13.3 Email from concerned resident re Planning application ref 2020/2386 Land adjacent to Wagtail Lodge Rectory Road Tivetshall – This was noted by councillors

13.4 Email request from resident regarding speed limit on Station Road, Clerk has responded advising contact with NCC Highways and Police.

13.5 Email request from resident regarding breakdown of precept request – Clerk responded confirming that councillors deliberated long and hard over increasing the precept. They appreciate that we are all in very difficult times and would not have made any increase unless it was absolutely necessary.

Negotiations have been entered into regarding the renewal of the freehold on the playing field, I can confirm that there has been no firm decision as yet whether this will continue, however there will be costs involved if it is renewed, we would probably be expected to pay the solicitors costs on both sides. If it were to be the worst case and not renewed there would still be solicitor's costs to draw this to a close and further costs involved in moving the play equipment from the area in question and re-siting together with the creation of a permanent boundary
Allotment costs would be the hire of land, drawing up a formal agreement and possible connection to a water supply.

An under calculation of the spreadsheet over the past 2 years has not included any staff salary costs. These have been included in this year's budget.

The mounting cost of providing dog bins has escalated greatly over the past 2 years and will continue to do so in the coming year. The cost of maintaining the grass areas around the villages is also increasing.

13.6 Letter from David Baker re drainage issues & telephone call from Mr Prewer confirming that they do indeed maintain the drainage surrounding their land. – Noted by councillors

14. TO APPOINT INTERNAL AUDITOR - It was agreed to appoint Sony Blythe who is based in Cringleford at a cost of £90.00

15. FINANCE

15.1 To receive the balance of accounts and bank reconciliation

15.2 To receive confirmation of payments received into bank -

15.3 To receive confirmation of payments made since 13th January 2021

15.4 To approve payments to include

15.5 MP Stevenson & Sons - Christmas Tree - £144.00

15.6 CAN membership - £20.00

15.7 ICO – GDPR/Data Protection Act 2018 - £40.00

15.8 Clerk's monthly gross salary for period 01/02/2021 to 28/02/2021 of £368.22 plus additional hours Nov 2020 £97.47, Dec 2020 £119.13 Jan 2021 £32.49 total £617.31

15.9 Clerks final gross salary (March) to include all annual leave owing £368.22

15.10 Clerk's reimbursement of exp (office supplies; Zoom, Postage Stamps) - £44.62

15.11 Clerks reimbursement of mileage – £23.85

15.12 Handyman gross salary (Feb) - £41.64

15.13 The Primrose press – (Posters) - £22.80

16. STAFFING MATTERS (CONSIDER EXCLUDING THE PUBLIC) – These had mainly been discussed during the meeting. the clerk was asked to pass all the above invoices and cheques book to Cllr Powell in order that he and Cllr Read could sign the cheques. The clerk agreed to do this. The clerk will also prepare some handover notes for a locum or appointed clerk.

TO RECEIVE ANY URGENT ITEMS FOR INFORMATION AND CARRY FORWARD TO THE NEXT MEETING
– The GNLP will be discussed between councillors and put onto the March agenda for agreement

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

Proposed as Wednesday, 10th March 2021 at 7.30pm

Cllr Powell thanked the outgoing Chairman Cllr Land for all her hard work and support during her time on the Parish Council and wished her well, this was endorsed by the other councillors.

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

Meeting closed at 20.43

Signed :

Date: