



TIVETSHALL PARISH COUNCIL
Minutes of Tivetshall Parish Council Meeting
held by means of video conferencing
on Wednesday 10 March 2021 at 7.30pm

Present: Councillors - Rob Alleguen-Porter (Chair), Alyson Read (Vice Chair), John Powell

Also Present: Julie King (Clerk) Martin Wilby (District Councillor), Bev Spratt (County Councillor) and one member of the public.

1 Apologies for absence

Clayton Hudson, District Councillor, sent his apologies.

2 Declarations of interest on items on the agenda and consider any requests for dispensations

None.

3 Minutes

3.1 Minutes of the Meeting Held on 10 February 2021

It was agreed to approve the minutes of the meeting held on 10 February with no amendments.

3.2 Matters Arising

None.

4 Public Participation

Clr Wilby had sent a report which had been circulated to Councillors before the meeting. He was pleased to see the new vaccination centre at Harleston up and running and reported that work on a new and improved entrance into the car park from paddock Road would start on 22 March. The vaccination programme was going well and he hoped that we could all enjoy a good summer.

113 applications had been approved at a County Council meeting on Monday under the Parish Partnership Scheme.

Clr Wilby encouraged those who found that they were now able, due to working from home, to consider putting themselves forward as an on-call firefighter, more information – www.norfolk.gov.uk/oncallfirefighter.

A preliminary report had been received regarding the damaged caused to the Redenhall bridge on A143 by the recent flooding. Repairs were required and the traffic lights would remain in place until this work had been completed.

Norfolk County Council had introduced a new webpage on flooding with information and contact details for assistance.

Clr Wilby reported that the surge testing for Coronavirus had worked well in Diss, full credit to those undertaking the work.

Finally, he said that the South Norfolk Help Hub continued to take calls and offer assistance - 01508 533933.

Cllr Spratt spoke of a meeting regarding flooding which had been held the previous week and identified John Pennell, Nick Tupper and Graham Bygrave as contacts for anyone requiring assistance. He was keen that action was taken and not just policy formed.

Pre-application work on plans for the Long Stratton by-pass was progressing well with an application expected to be submitted in May.

He was pleased to see the number of pupils at Tivetshall Primary School had increased to 24 and it was hoped that this would increase further with the new intake in September. He thanked teachers and parents for their work during a difficult time.

Finally, Cllr Spratt said that he had been disappointed that the County Council had agreed to a 4% increase in Council Tax at a time when many were struggling financially.

Barry Duffy introduced himself as the Conservative Party candidate for the forthcoming County Council elections. Cllr Read said that she would be standing at the Labour Party candidate and Cllr Spratt confirmed that he would be standing as an independent candidate.

5 Parish Clerk

5.1 Locum Clerk

It was agreed to appoint Julie King as Locum Clerk until a substantive clerk could be appointed at a rate of £17.50 per hour plus mileage.

5.2 Recruitment of Substantive Clerk

There had been no applications, **it was agreed to extend the deadline by one month and to review again at the next meeting.** Enquiries would be made with regards to advertising to parents thought the school.

6 Co-option of Councillors

It was agreed to have a 'stall' at the forthcoming Village Hall Craft Fayre on 22 May to promote the work of the Council and to try and recruit new councillors.

7 Report from Clerk and councillors

7.1 Clerk's report

Julie King had taken over from Rosie Riches from 1 March 2021. Discussion took place regarding the content of future clerk's reports.

7.2 Handyman's report

It was agreed to include a section in the Clerk's report that detailed work undertaken by the Handyman during the previous month.

7.3 Councillor Report

A parishioner had raised concern regarding a business using roadside advertising in the parish. This would be referred to planning enforcement.

8 Handyman Tasks

The Handyman had produced a list of outstanding tasks, **it was agreed that all the tasks should be carried out as time and weather permitted.** Cllr Alleguen-Porter would liaise with the Handyman. Consideration was given to the Handyman's contractual hours and holiday pay. **It was agreed to amend the hours (with the Handyman's agreement) to four hours per month and to pay the holiday accrued since the beginning of the contract.** Holiday accrued would be calculated and advised quarterly.

Consideration was given to paying the Handyman through the Parish Council for work being undertaken at the Village Hall, it was agreed that the Village Hall should be invoiced by the Handyman for this work.

9 Village Hall Report

The painting of the lower half of hall along with the outstanding parts of the new woodwork on the stage would be undertaken. A trade account had been set up with CTS enabling a 10% discount for purchases for the hall. The new kitchen had been ordered and paid for, with additional grants still being sought and donations requested via the Cock Crow magazine, it was due to be fitted in July with a big 'launch event' planned for September.

A craft fair was planned for 22 May, this would be an outside event to include a farmers' market and takeaway refreshments. The Neighbourhood Plan Steering Group and the Parish Council would both have information stalls.

The Parish Council files were being stored in a locked cupboard at the hall and a car that had been parked in the car park for several weeks had been reported to the police.

Consideration was given to locking the car park gates but since the car had been parked there and with the regular takeaway food vans using the car park, **it was agreed that this was difficult at the current time.**

10 Neighbourhood Plan

10.1 Progress to date

The household survey had been distributed and around 25-30 had been returned to date. There had been an article in the Eastern Daily Press and Cllr Read would be doing an interview on Heart Radio on 22 March.

The housing needs assessment had been completed and work on the design codes was progressing.

10.2 Finance to date

The Clerk would liaise with the Neighbourhood Plan team regarding the current financial position.

10.3 Eastern Community Homes Online Event

This was noted, it was not possible for anyone to attend at this stage.

11 Flooding Mitigation for Properties and Highways

Landowners had been written to and one in particular had responded instantly, a letter of thanks would be sent. Concern was expressed regarding clearing of pipes under field accesses. Councillors would work on mapping land ownership in the parish. **It was agreed that a reminder to keep ditches clear would be sent to landowners in September.**

12 Allotments

Councillors noted that there had been considerable effort to try to obtain land for allotments but that none had been forthcoming. **It was agreed to notify those who had expressed interest in an allotment that so far it had not been possible to obtain the necessary land, that private allotments with the owner of the Old Ram Public House might be possible and that the Parish Council would keep the issue under review particularly if there were any plans for future development.**

13 Playing Field Lease

It was noted that the current lease expired in 2022. **It was agreed to open negotiations with the landowners** and Cllr Alleguen-Porter would look in the filing cabinet for details of the current lease.

14 SAM 2 Speed Device

The most recent data from The Street, northbound had been circulated, the highest speed recorded was 39mph and the report had been sent to Diss Police. However, it was noted that only 10 days' worth of data had been recorded. Burston had encountered a similar problem the previous month before and would be monitoring the situation during the current month. The supplier had been contacted and it was possible that this was a battery issue.

15 Highway Issues

Several highway issues were identified, **it was agreed to collate these**

16 Greater Norwich Local Plan Regulation 19 Consultation

Councillors voiced concern that ecology and environmental issues weren't and hadn't in the past been given enough emphasis, **it was agreed to respond accordingly, a suitable response would be drafted by Cllr Read and circulated before being submitted.**

17 Council's Response to the Death of a Senior Royal

Consideration was given to the Council's response. It was noted that the Parish did not have a flag pole and that the appropriateness of a book of condolence would depend on covid-19 restrictions. **It was agreed to coordinate with the church and to add an appropriate message to the website, when the need arose.**

18 Annual Parish Meeting

It was agreed to hold the Annual Parish Meeting on Wednesday 5 May via Zoom with the Annual Meeting of the Parish Council on Wednesday 12 May.

19 Play Area Signage

It was agreed to order two signs, indicating that the equipment was suitable for children up to the age of 12 years and detailing how to report incidents or damaged equipment.

It was agreed to suspend Standing Orders to allow the meeting to continue beyond the prescribed two hours.

20 Village Gateways

It was noted that these would be installed in the next financial year and that the Parish Council had agreed to use some of its Community Infrastructure Levy money to fund their 50% share.

21 Backing up of Council Data

Consideration was given to backing up of the data on the Parish Council's laptop. **It was agreed that Cllr Powell would purchase a removable hard drive to be used to back up the data up to a cost of £100.**

22 BOAT (bridleway open to all traffic) 36

There was no current update.

23 Tree Preservation Orders (TPOs)

It was noted that there were a number of significant trees in the parish which weren't currently protected. **It was agreed to investigate the process and ascertain any costs involved.**

24 Planning

24.1 2021/0322 & 2021/0323 – The Old Ram, Ipswich Road – Installation of replacement signage to include one externally illuminated panel to existing post, 2xnon-illuminated amenity boards, one set of sign written letter/logo, one lantern and 3 post mounted car park directional signs

It was noted that these appeared to be like for like replacements and there would not be an obstruction to Highway. **It was agreed to recommend approval.**

24.2 2021/0292 – Rosemary Cottage, Hales Street – Erection of detached double garage to side of dwelling

It was agreed to recommend approval.

24.3 2021/0396 – Elm Tree Farm, School Road – Proposed access to driveway to serve permitted residential dwellings

It was agreed to recommend approval.

24.4 2021/0397 – Elm Tree Farm, School Road – Proposed change of use of agricultural land to residential curtilage for permitted dwellings

It was agreed to recommend approval.

25 Correspondence

It was agreed that the Clerk would circulate email correspondence on a Monday and Thursday to councillors.

26 Finance

26.1 Balance of Accounts and Bank Reconciliation

This had been circulated and was agreed.

26.2 Receipts Since the Last Meeting

None

26.3 Payments Made Since the Last Meeting

R Riches	Salary February	£836.11
G Hill	Salary February	£33.44

26.4 Payments

HMRC	Tax & NI	£169.61
R Riches	Expenses – Zoom & mileage	£27.89
Hussey Knights	Printing (neighbourhood plan)	£105.00
G Hill	Salary March	amount to be confirmed in line with discussion under item 8

26.5 Online Banking

Consideration was given setting up online banking for the Council's account. **It was agreed to ascertain costs associated with standing orders and direct debits with Lloyds Bank and Unity Trust Bank and to further consider at the next meeting.**

26.6 Bank Mandate

It was agreed to remove the ex-clerk and an ex-councillor from the account and to change the correspondence address to the current locum clerk.

27 Urgent Items and Items for the Next Agenda

An update on the Community Emergency Plan – Cllr Alleguen-Porter

28 Date of Next Meeting

Wednesday 14 April 2021

Meeting closed at 10.14pm