



## **TIVETSHALL PARISH COUNCIL**

**Minutes of Tivetshall parish Council Meeting:  
7.30pm, Wednesday 10<sup>th</sup> June 2020, Tivetshall Village Hall**

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

**1. TO CONSIDER ACCEPTING APOLOGIES FOR ABSENCE – Clayton Hudson**

**2. TO RECEIVE 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 13<sup>th</sup> May Parish Council meeting; Proposed Cllr Alleguen-Porter, seconded Cllr Powell **ALL AGREED**

3.2 Matters arising from the 13<sup>th</sup> May Minutes - None

**4. PUBLIC PARTICIPATION**

4.1 Reports from District Cllrs and County Cllr, if present - Dst Cllr Clayton Hudson sent his apologies, he emailed a brief report to the clerk summarising what SNC has done since Covid 19 lockdown

**5. REPORT FROM CLERK AND COUNCILLORS**

5.1 To receive Clerk's report – previously circulated

5.2 Clerk requests to be able to undertake some basic training provided by NALC at a cost of £80.00 plus VAT for 4 training sessions on Zoom – Proposed Cllr Read, seconded Cllr Powell **ALL AGREED**

5.3 Cllr Read – It was reported to councillor Read that someone had seen a horse and rider using the path from St Marys which has contributed to making the area muddy, this is not designated as a bridleway. Cllr Read will draft a letter for Clerk to forward to the person concerned **Action Cllr Read/Clerk**

5.4 Cllr Read reported that a retired maths teacher living in Rectory Road has offered to help children with their maths during lockdown, at this time it is just an expression of interest, Cllrs will investigate what government requirements are. **Action Cllrs/Clerk**

5.5 Cllr Powell is locking the gate on the village hall car park overnight, Cllrs agreed this should continue as long as lockdown exists, it is hoped to purchase a combination padlock for this. It is offering greater security and stopping nuisance callers congregating late at night. Cllr Powell is happy to continue locking the gate.

5.6 Cllrs discussed the security system, most call outs are connected to incidents in the car park, not the village hall. Cllr Powell will ask DPM Security if they could re-align the camera and obtain a quotation to connect to the Wi-Fi, Cllrs agreed to go ahead at a maximum cost of £300.00 Proposed Cllr Read, seconded Cllr Alleguen-Porter **ALL AGREED**

5.7 Cllr Powell – Burstons had kept the SAM machine for 2 months and we will keep it for a similar period of time, this will be taken down in the near future, the STATS from it will be brought to the next meeting **Action Cllr Powell**

5.8 The gates and timbers appear to be loose, Clerk to ask the handyman if he could adjust it, if not he should obtain a quote from a professional **Action Clerk/Handyman**

**6. TO RECEIVE AND UPDATE ON B4RN COMMUNITY BROADBAND – Cllr Alleguen-Porter**  
reported that they are now connecting opposite his house on route 2, good progress is being made. The work on the green has been completed. Grant vouchers are still available from the government to carry out the work

Signed: (Chair) *R Land*

Date: *8<sup>th</sup> July 2020*

## **7. DEVELOPMENT OF THE NEIGHBOURHOOD PLAN**

- 7.1 Up-date following 1<sup>st</sup> training session by the Clerk and next steps – Clerk gave a report on her recent training
- 7.2 Bid writing (2 bids) by the Clerk – Clerk is currently applying for funding
- 7.3 Forming a team to get started – It was reported that 8 parishioners have come forward to form the Steering Group along with the Councillors (More than had expressed an interest) Clerk will contact Rachel Leggett to enquire the best way forward in this current climate.

**Action - Clerk**

## **8. HEDGE CUTTING AROUND THE VILLAGE HALL**

- 8.1 Discussion on the “Countryside Act” and clarification of restrictions imposed by councillors - Following an enquiry from a concerned parishioner Cllrs agreed that the Clerk should communicate with James Crerar asking him not to cut between March and July unless it’s a matter of safety when leaving the Village Hall Car Park. Clerk will respond to the parishioner advising of the action taken

**Action - Clerk**

- 9. **EMERGENCY PLAN** – Cllr Read showed the meeting an emergency message in a bottle, it was agreed that the Clerk should enquire about the cost of these, approx. 250 households would need one

**Action - Clerk**

## **10. PPE – TOTAL SPEND TO DATE**

- 10.1 Discussion on the purchase of further PPE or other requirements - Cllrs discussed this and thought no firm decisions should be made at this time, we should wait and see if there is another peak. A floor mounted hand sanitizer was suggested by the Clerk

- 11. **PLANNING APPLICATION – 2020/0937 – Proposal; Erection of 2 single storey dwellings new vehicular access Location; land south of Ram Lane, Tivetshall St Mary** – Cllrs discussed this, it was thought drainage would be an issue and Anglia Water would need to do a complete survey. Comment to SNC will be; Overdevelopment due to oversized dwellings for the size of the plot and Anglia Water drainage / sewerage and flow concerns

## **12. TO NOTE CORRESPONDENCE RECEIVED**

- 12.1 To note Storage of VH Item in Pavilion (BBQ) – Noted stored in the Pavilion
- 12.2 Up-date on 14 School Road – None to date
- 12.3 Church Ruins – request from member of the public for more information – Cllr Land will advise the Clerk of the name a local parishioner who may be able to respond to this request

**Action – Cllr Land/Clerk**

## **13. FINANCE**

- 13.1 To receive the balance of accounts and bank reconciliation
- 13.2 To receive confirmation of payments received into bank
- 13.3 To receive confirmation of payments made since 12<sup>th</sup> February 2020
- 13.4 To approve payments to include:
  - 13.4.1. Clerk’s monthly gross salary for period 01/06/2020 to 30/06/2020 of £274.92 plus 16.5 additional hours of £174.40 Total gross salary £449.32
  - 13.4.2. Handyman gross salary for May – £91.44
  - 13.4.3. Clerk’s reimbursement of expenses (office supplies/paper) - £5.90
  - 13.4.4. Clerk’s Reimbursement of Mileage - £40.95
  - 13.4.5. NALC invoice – Introduction to Neighbourhood Planning £54.00
  - 13.4.6. HMRC - £80.20
  - 13.4.7. Excite Solutions (grass cutting) - £172.80

These were agreed by councillors, Proposed Cllr Allugen, seconded Cllr Read **ALL AGREED**

**14. TO RECEIVE ANY URGENT ITEMS FOR INFORMATION AND CARRY FORWARD TO THE NEXT MEETING - None**

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

Proposed as Wednesday, 8<sup>th</sup> July 2020 at 7.30pm, in the Village Hall

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

8.50 meeting closed

Signed: (Chair) *R Land*

Date: *8<sup>th</sup> July 2020*