



TIVETSHALL PARISH COUNCIL
Minutes of Tivetshall Parish Council Meeting
Held by means of video conferencing
On Wednesday 14th November 2020 at 7.30pm

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

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 11th October following 2 amendments as detailed below

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.

Proposed Cllr Land, seconded Cllr Alleguen-Porter **CLLR READ DISAGREED, 3 CLLRS AGREED**

3.2 Matters arising from the 11th October minutes –

Item 7; The Clerk has obtained the name of recommended supplier for Perspex screening

Item 10; Allotments; no further progress on these to date

Item 11; Parish Gates; NCC has agreed that the payment can be carried over to March 2022.

Item 14; Wreathes were laid by councillors at both St Margaret's and St Marys churches

Item 17; Cllr Read has spoken to the contractors for B4RN, they reported that they do not have any posts from the football nets, Cllr Read will enquire once more if they have any of the metal stakes used to pin the nets to the ground. Handyman will look at cable tying the nets to the top of the cross bar and posts.

4. PUBLIC PARTICIPATION – None present

5. REPORT FROM CLERK AND COUNCILLORS

5.1 Report from D Cllr Wilby; The council's website – www.norfolk.gov.uk – features the latest, updated information on services that will continue to be delivered, face-to-face in line with the Governments guidelines. If you need help or know someone that does please contact the South Norfolk Help Hub by calling 01508 533933. Seven new high-tech gritting vehicles will be helping keep Norfolk's roads safe this winter as part of NCCs plans to update and replace its fleet. In extreme conditions we have a long list of farmers and contractors that we can call on to keep our counties roads clear. NCC are currently consulting on their budget and spending plans for the next financial year. The consultation runs until Monday 14th December and all details can be found at www.norfolk.gov.uk/budget

Green Homes Grants are available through South Norfolk and Broadland councils, plus grants for all home owners and landlords to improve energy efficiency. Work must be carried out by

Trustmark installers, who can be found on an online register. For information email energy@broadland.gov.uk

2020 will go down in history as the year of COVID19, we have all had to change the way we lead our lives, whether its work, school, shopping and recreation. A big thank you to everyone that has helped in any way throughout these uncertain times. Looking forward to 2021, Harleston will see a new pedestrian crossing built on Wilderness Lane near the school. South Norfolk Council has secured £400,000 of funding for improvements in Harleston. To end my report, I wish everyone a very Happy Christmas and a Healthy 2021

5.2 Clerk's report – previously circulated; Successful in winning a bursary of £200.00 towards her CiLCA training. 2 further funding bids have been completed (no money required) for 1) Design Code and 2) Housing Needs Assessment. Cancelled the Parish online trial period prior to monies being taken. Confirmed with SNC that there were no known rough sleepers in the parish on Nov 4/5th. Clerk advised the Chair that she had received a scam email on her behalf. Fly Tipping – Following contact from a parishioner regarding 2 incidents of fly tipping, SNC were contacted and the waste was removed the following day. Signed up to Zoom on behalf of the Parish Council in order to carry out the business during "Lockdown 2"

5.3 Handyman's report – All the road signs have been cleared, the bus stop/shelter, foot path signs, and around the three notice boards. Completed a very temporary job of trying to firm up the goal posts, they are still leaning and still have a slight wobble! Tightened up all of the bolts on the two gates to the car park, not able to close them to see if they re-align as they were locked with a chain. Apart from the misalignment they seem in OK condition given the time they have been there.

6. **CiLCA Training** – SLCC registration £350.00. minus bursary of £200.00 = £150.00; It was agreed that the Parish Council and Clerk will pay 50% each for this (£75.00), a note will be added to the clerk's contract stating that if she should leave within the next 3 years £75.00 will be repaid by her to the Parish Council. Proposed Cllr Land, seconded Cllr Alleguen-Porter **ALL AGREED**
7. **VILLAGE HALL REPORT** – Cllr Read reported that the Village Hall is currently closed due to Government guidelines during the current "Lockdown 2" situation. The 3rd Wednesday Café and Craft Fayre arranged for 21st November will not take place; the Craft Fayre will now be available online.
8. **RECEIVE AN UPDATE ON B4RN COMMUNITY BROADBAND** - None
9. **DEVELOPMENT OF THE NEIGHBOURHOOD PLAN**
- 9.1 The draft aims were drawn up and agreed at a steering group meeting. Poster boards have been put up. Parishioners are being encouraged to use "Place Check" a free on-line service. Neighbourhood Plan is now live on the Parish Council website. Consultation with villagers and businesses is the next step.
- 9.2 Finance – A spend of £1631.10 to date
- 9.3 Expenses – An invoice has been received from Emma Harrison (consultant) for £640.00
10. **ALLOTMENTS** – The Village Hall and Recreation Ground are currently outside the defined Development Boundary for Tivetshall and would therefore also be protected as being in the Countryside. It was agreed by councillors that other sites should be explored, Cllr Read agreed to ask Helen Adshead (B4RN) if she could contact the landowner as they signed wayleaves – to ascertain if they would mind us contacting them with numbers provided by Helen.
11. **SPEED AWARENESS MACHINE** – Cllr Powell reported that the stats showed no significant speeders, Burston Parish Council advised that they send a copy of all the Data to the local police, Cllr Powell will enquire if the Police would be interested in receiving Data from Tivetshall.

12. SAFFRON HOUSING - Cllrs asked the Clerk to make enquiries about their contractual obligations to tenants and report back to the next meeting, Cllrs Wilby and Spratt to be copied in on all correspondence.

13. BEE INFESTATION SCHOOL ROAD – No further progress to report on this.

14. LITTER PICK – It was agreed to make equipment available if general public wished to use it. Cllr Powell will sign the equipment in and out as well as sanitise after each use, anyone wishing to use this can contact Cllr Powell on 07799654424 or 01379 677852 to arrange collection.

15. COVID POSTER – Request for school children to design a poster encouraging mask wearing with a prize given from the PC, clerk has written to the school on 3 occasions.

16. ONLINE BANKING WITH BARCLAYS – It was agreed that the clerk should re-send the information to Cllrs

17. REVIEW OF FINANCIAL REGULATIONS – It was agreed that the clerk should up-date these, circulate and bring to the next meeting for ratification.

18. BUDGET PLANNING 2021/22– Clerk had prepared a draft budget, this will be agreed at the January meeting held on Wednesday 13th January by means of video conferencing

19. TO NOTE CORRESPONDENCE RECEIVED

- 19.1 Tivetshall Primary School – re Design a Face Mask poster, school requested completion date
- 19.2 SNC - Public Space Protection Order (PSPO)
- 19.3 Temporary closure of Glebe Road in the parish of Gissing
- 19.4 Bursary application - Tivetshall PC - CiLCA Training - Sept 2020 – Granted £200.00
- 19.5 Norfolk ALC Wellbeing – Self Isolating poster

20. FINANCE

- 20.1 To receive the balance of accounts and bank reconciliation
 - 20.2 To receive confirmation of payments received into bank -
 - 20.3 To receive confirmation of payments made since 14th October 2020
 - 20.4 To approve payments to include:
 - 20.4.1 Clerk's monthly gross salary plus 10 hours for period 01/11/2020 to 30/11/2020 = £469.30
 - 20.4.2 Handyman gross salary for November – £83.28
 - 20.4.3 Clerk's Reimbursement of Mileage - £13.50
 - 20.4.4 Clerk's Reimbursement of Stationery (stamps) - £16.48
 - 20.4.5 Emma Harrison - £640.00
- Proposed Cllr Land, seconded Cllr Alleguen-Porter **ALL AGREED**

TO RECEIVE ANY URGENT ITEMS FOR INFORMATION – Planning application 2020/2035; Cllrs agreed to support the application Proposed Cllr Alleguen-Porter, seconded Cllr Powell

ALL AGREED

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

Proposed as Wednesday, 13th January 2021 at 7.30pm

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

Meeting closed at 21.09

Signed : *R Land*

Date: *13th January 2021*