



**TIVETSHALL PARISH COUNCIL**  
**Minutes of Tivetshall Parish Council Meeting**  
**held at The Village Hall Tivetshall**  
**on Thursday 7<sup>th</sup> October at 7pm**

*These are draft minutes and will be approved at the next meeting*

**Present:** Councillors - Rob Alleguen-Porter (Chair), John Powell, Julie Brown, David Parsons, Alyson Read.

**Also Present:** Alan Arber (Clerk) Martin Wilby County Councillor

**1 Apologies for absence**

Councillor I'Anson sent her apologies along with District Councillor Clayton Hudson and County Councillor Barry Duffin

All agreed to accept

**2 Declarations of interest on items on the agenda and consideration of requests for dispensations**

Chairman Rob Alleguen-Porter and Councillor Julie Brown gave the Clerk their new declarations of interest which were needed due their change of employment and the Clerk will forward these to The Monitoring Officer.

**3. Minutes**

3.1 Minutes of the Meeting Held on 9<sup>th</sup> September 2021

**It was agreed by all to approve the minutes of the meeting held on 15<sup>th</sup> July 2021.**

**Proposed Alyson Read      Seconded John Powell**

3.2 Matters Arising from the 9<sup>th</sup> September meeting (information only)

None.

**4. Public Participation**

A).

County Councillor Martin Wilby gave the following report:

Councillor Wilby looked around the kitchen refit that he provided a grant towards and thought it looked excellent. He commented that the South Norfolk bin men had not missed any collections and were working well. Councillor Wilby also reported that the accommodation review between South Norfolk District Council and Broadland District Council was ongoing and also that the budget would be discussed at cabinet soon.

The Long Stratton bypass has been given the funding of £26.2 million from Central Government with the rest of the £37.1 million total cost being made up from local funds. It was also hoped that the development would start in early 2022 and that he felt it should be quite straightforward project due to the flatness of the land.

Councillor Wilby also offered £500 of his members ward grant to Tivetshall Village hall for their new projector and sound system and will work with Councillor Alleguen-Porter on this.

Councillor Wilby commented on the proposed changes in Harleston town centre to improve the town centre and also make it a better experience for all visitor's to Harleston

Finally, it was noted that Ben Burgess had withdrawn their application in Swainsthorpe for their huge agricultural business hub.

b) County Councillor Barry Duffin submitted a written report noting: Norfolk County Councils' full Council has approved the launch of a new £1 m Road Safety Community Scheme (RSCF) which aims to deliver 100 new safety schemes in local communities over the next four years. These community-

focussed schemes are of small scale (up to £10,000) and will provide an avenue for your local member (me) to apply for funding to deliver highway improvements such as speed limit changes and other signing and lining additions or alterations.

Please note this is in addition to my local member fund which has been increased to £10,000 per year, and the successful Parish Partnership scheme.

This scheme however will be delivered over four years and South Norfolk will fall into Year Three.

The work of communities across the county, which pulled together so well in the challenging times of the pandemic, is being recognised with a lasting memorial.

Lady Dannatt, Her Majesty's Lord Lieutenant for Norfolk, has commissioned a plaque for every parish and town council in the county using the design skills of Ruby Douglass and the wording from a team at Norwich's National Centre for Writing.

Deputy Lieutenants closest to each parish or town will distribute the plaques over the coming months. The cost of the project has been covered by generous sponsorship from Adnams, the Red Socks Charitable Trust, the Geoffrey Watling charity, the Pennycress Trust, the Kip and Alison Bertram trust and the Sybil Cholmondeley Trust.

If you haven't made an application, please do at [Wellbeing@NorfolkALC.gov.uk](mailto:Wellbeing@NorfolkALC.gov.uk)

I hope to be able to report to you in the next couple of months, a community fund to boost green projects.

## 5. Finance

5.1 To receive the balance of accounts and bank reconciliation

5.2 Receipts Since the Last Meeting

SNDC Precept payment £10,000

5.3 Payments Made Since the Last Meeting

No payments made

5.4 The clerk produced the financial report that was accepted by all councillors and this showed the cheques to be signed and paid out and is attached as appendix 1.

Proposed. David Parsons Seconded Rob Alleguen-Porter 5.5 Online Banking

The Unity Trust Bank account is now open and being used. 2 new signatories have all submitted their details and it is hoped that these will be in place asap

5.6 The Chair working with the Clerk produced a budget report. This was discussed in full. The Clerk will work on adding more specific detail and will circulate to all Councillors for discussion and final amendment at the November Parish Council meeting.

## 6 Reports from Clerk and Councillors

6.1 Public participation

Already dealt with earlier

6.2 To receive the Clerk's report including the Handyman's report

Sent to all councillors as appendix 2.

Neighbourhood Plan Reg 14 Exhibition – A thank you was recorded for the early morning start and involvement on the first day by The Clerk, David Parsons and Sandra l'Anson

6.3 To update on the request for additional TPOs (Tree Preservation Orders).

No sites yet fully identified but one parishioner had previously noted the 2 big oak trees on Gissing Road along with the large conker tree. The Clerk to Investigate these to get TPO on asap. It was also noted that the Woodland Trust may be an avenue for to get the new trees along with the County Community Trust scheme that we are awaiting

6.4 To Review and update the Community Plan

Emergency Plan - The Chair introduced the work on the document to date. Once finalised he proposed a meeting of the residents who had responded with offers of themselves, equipment and facilities. It was also noted we had a good mix of skills across all areas of the parish.

Flood Prevention: Arising from discussion: It was agreed the Clerk to write to all Landowners with ditches in the village, to ask that ditches are cleared to allow surface water drainage. Work on the

pipe under the access to a grass field in Green Lane had been agreed by the owner, but had yet to be undertaken. It was also agreed the Clerk would order a pallet of sandbags for the Parish to be delivered to The Pavilion to aid any parishioners if there were further issues on flooding.

**6.5 To discuss the Parish Partnership Scheme for the next Financial Year**

We are awaiting a decision from Burston if they want to keep the SAM (speed awareness machine) for themselves and it is hoped a decision soon from Burston

**6.6 To discuss the pond area grant**

The clerk is still awaiting a decision from County Councillor Barry Duffin on this project

**6.7 To hear an update on the SAM 2 speed device and to consider any necessary action**

The SAM 2 (speed awareness machine) is currently in Burston so no data to report this month

**6.8 To hear an update on the renewal of the playing field lease**

The chair reported that at present, there was no update but an email will be sent to The Clerk soon outlining any proposals from the landowners. The lease runs out on 6<sup>th</sup> April 2022

**6.9 To agree Remembrance Sunday Wreath Laying**

It was agreed that on Sunday 14/11 for Tivetshall St Margaret Church Councillor Alleguen-Porter

It was agreed that on Sunday 11/11 for Tivetshall St Mary Church was Councillor Read

If any councillors are aware of any former Service personnel who would be better suited for this role to advise the Chair or Vice Chair.

**7 Village Hall Report**

Attached as appendix 4. Report accepted

It was agreed the tree to be purchased from Mr Stevenson as in previous years and reduced to 12' in height this year. The Clerk to order as soon as possible. Delivery to be in time for first weekend in December. It was agreed to arrange for residents to assist with the installation of the tree after the litter picking on Sunday 5<sup>th</sup> December.

**8 Development of the Neighbourhood Plan - Update**

**8.1 Progress to date**

Attached as appendix 5

**8.2 Finance to date –** Cllr Read reported that the budget from Locality was sufficient against monies spent. Only Clerk's hours for writing and distribution of the Landowner letters to be taken from the SNDC grant. All other items are covered in the Locality grant of £9922. See Finance for details of spending.

**9 Planning**

**9.1** To hear a report on planning applications determined by South Norfolk District since last meeting  
No Planning application received.

One Planning application 2021/1446 (Give address details) was withdrawn

**9.2** To hear an update on Planning enforcement issues

Simpsons Malt no more information forthcoming

Bonds Road still under enforcement.

**10 To consider outstanding and new Highway issues and to consider any necessary action**

The clerk reported that all items on the highways spreadsheet had been reported and some items had been finished others were still ongoing. Extra items added to spreadsheet to report asap.

**11 Village Gateways**

A letter of complaint has been received from a parishioner on the installation of the gateways on the verge outside her property on Rectory Road. The Clerk is in contact with NCC Highways on this subject and is hoping to get an answer soon. An email had been received from Highways but further instruction is needed from the Parish Council and NCC Highways to get the gates relocated to the correct place. An inspector will be sent to look at the issues and we await the report.

The Chair confirmed that the village gateways were purchased using funds from the Community Infrastructure Levy. This is a levy on all planning applications and its use is restricted to items related to increased properties in a parish or town. It therefore did not come out of the parish precept part of council tax.

**12 To discuss ideas for the Queens Platinum Jubilee**

The chairman asked for ideas from councillor's regarding the Queens Platinum Jubilee next year and many ideas were discussed including the provision of new trees, Benches, Commemorative Mugs. The clerk will also be attending a conference soon where the subject of The Queens Platinum Jubilee is on the agenda and he will also look out for any grants that become available for this event. Move to community plan asap.

**13 To hear an update on the action re the Moor Road BOAT (byway open to all traffic) 36**

No further update

**14 To discuss the CEE Bill**

It was agreed that this would be an item on the next agenda and be discussed at the November meeting. The Clerk will forward the correspondence to all councillors in preparation for a decision.

**15 Training**

Clerk is seeking to undertake Planning training. The cost to be met equally by his three parishes. Chairmanship training is being arranged via NPTS at a cost of £300. The Clerk proposed Wacton Village Hall as central location and to invite all chairman to attend from neighbouring parishes to allow the cost to be split.

**16 Tivetshall Car Scheme**

The Clerk had contacted other local parish councils to see if we can piggy back onto their schemes but no local councils run these schemes within our area. This is ongoing

**17 Correspondence**

The following correspondence was received and noted and had been sent to all councillors in advance of the meeting.

Monthly Enforcement Information

CEE Bill

Withdrawn Planning application 2021/1446

New details on running events

Planting of trees

Chance to question Police and Crime Commissioner

New gambling policy Review

Defibrillator grants (max 300 in advance)

Ofgem Consultation

Planning new street names policy

Memorial for all parishes around Covid

Continuation of Highways works in Pulham market till 4<sup>th</sup> October 2021

John Powell Resignation – The Chair on behalf of the parish, thanked Cllr John Powell for his work over the 3 years he had been on the Council. In particular his work on the defibrillator, daily locking of Village Hall gates, taking responsibility for the SAM machine including downloading and analysing the reports and his involvement with the start up of the Neighbourhood Plan via monthly training, attendance at seminars and then on the Steering Group until his home move to Harleston. A small gift and card were presented. Councillor Powell stated he had enjoyed his time on the council and wished the village well.

**18. Urgent Items and Items for the Next Agenda**

Parish partnership

Pond area grant

Xmas Tree - 5<sup>th</sup> December – to be advertised throughout the village.

Budget

Highways spreadsheet

Litter Pick – 5<sup>th</sup> December – to be advertised throughout the village.

Co-option of new councillor

Clerks 6-month review

Internal Control Officer

**19. Date of Next Meeting**

Thursday 11<sup>th</sup> November 2021 7.00 pm, Tivetshall Village Hall

Meeting closed at 8.55pm