



TIVETSHALL PARISH COUNCIL
Minutes of Tivetshall Parish Council Meeting
held at The Village Hall Tivetshall
on Thursday 10th June 2021 at 7.30pm

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

Present: Councillors - Rob Alleguen-Porter (Chair), Alyson Read (Vice Chair), John Powell and County Councillor Barry Duffin

Also Present: Alan Arber (Clerk) and one member of the public

1 Apologies for absence

Martin Wilby – District Councillor and Clayton Hudson – District Councillor
Julie Brown on new councillor training course
All agreed to accept

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

None.

3 Minutes

3.1 Minutes of the Meeting Held on 5th May 2021

It was agreed by all to approve the minutes of the meeting held on 5th May.

3.2 Matters Arising

None.

4 Public Participation

County Councillor Barry Duffin reported that it was early days at County with meetings on teams at present. He also reported that the Northern link extension road (Also known as the Wensum Link) has been approved and that it is now for Norfolk County Council to appoint a contractor and consultants to move the project forward with government pledging £168 million to the project. Councillor Duffin was asked about the Ben Burgess project at Swainsthorpe. He replied that the next stage would be a planning application to South Norfolk District Council. But none has yet been received.

5 Report from Clerk and councillors

5.1 Clerk's report

A report had been circulated and attached as Appendix 1.

5.2 To hear an update on the renewal of the lease of the playing field – As a result of Covid restrictions being gradually lifted, Cllr Alleguen-Porter anticipates a meeting with the owners in near future.

5.3 To hear an update on the SAM 2 (speed awareness machine) device and to consider any necessary action

The SAM is back in Tivetshall. Cllr Powell had worked with Dudley Adshead to show him when and with whom to exchange with in Burston. At the correct time Cllr Powell and Dudley Adshead will work together on the download, provide the reports for this council and Police and deliver to Burston.

5.4 To hear an update on the signage for the play area

To be collected by Cllr Alleguen-Porter as soon as possible and agree date and time with our Handyman (Gareth) for erection of the signs

5.5 To hear an update on the request for additional Tree Preservation Orders

Nothing to report. Cllr Read to contact TPO Officer at SNDC.

5.6 To agree the Community Action Plan (top 5 Actions)

Cllr Alleguen-Porter was seeking agreement to reintroduce the Community Action Plan and for Councillors to consider their top 5 items and bring forward to next meeting for consideration and agreement. This was AGREED

5.7 To look at the possibility of putting a google drive account in place for correspondence.

This should reduce emails and files being held on personal equipment and reducing online security risk. It was AGREED the Clerk to look into this as soon as possible

6 Village Hall Report

Attached as appendix 2

7 Development of the Neighbourhood Plan - Update

7.1 Progress to date

Attached as appendix 3

7.2 Finance to date

Locality grant has been reapplied for, for the coming year £9922

8 To agree to delegate the authority to the clerk the instruction to research any grant opportunities to benefit the Parish

All agreed this was needed and agreed to delegate authority to the clerk. It was AGREED the pond project should be the first. The Clerk would look at the access for grants.

9 To hear an update on Flooding Mitigation for properties and Highways

9.1 To consider any outstanding and new Highway issue and to consider any necessary action

The Clerk was asked to contact Richard Cole (Landowner on Green Lane) for an update on the timing of the work to unblock the pipe under his field access. Also NCC Highways to find out if the necessary action in Lodge Road has been completed or when it is scheduled to be completed. The clerk was also asked to contact NCC Highways on the road repairs schedule for the village and report back to the council. Finally, The Clerk was asked to check that the issues detailed previously on a spreadsheet have been dealt with along with the road sign on Stony Road reported recently.

9 Village Gateways

The contract and the Parish Council's contribution had been sent to Norfolk County Council.

The gates have yet to be delivered to Norfolk Highways and they will inform once they arrive and schedule the work

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

It was reported that this is moving forward and is being led by Burston Parish council and it is hoped that the legal case will soon be undertaken to keep it as a restricted byway.

11 Training

Clerk to arrange Wix website training as soon as possible for himself cost £90. Clerk also to look at training for the handyman on power tools and the height they can safely be used at. It was also AGREED to ask Gareth if he would like to complete the Play Area Inspection training.

It was AGREED that once a month the clerk would also undertake a visual inspection himself as he is fully qualified in inspections to meet the council's legal requirements. The clerk would also look into new councillor training with new councillors coming on board.

12 Community Emergency Plan

Councillor Alleguen-Porter circulated a draft before the meeting for consideration. It was AGREED to adopt the plan. The Clerk was tasked to get quotes for 3-page letter. It was AGREED to go ahead with cheapest quote subject to a limit of £150.

13 Tivetshall Car Scheme

It was noted that Pam West was retiring as Co-Ordinator of the Tivetshall Car Scheme. The councillors recorded their thanks to Pam for her work. the clerk would create a poster detailing the Community car scheme requirements. He would also contact Burston to see if we could piggy back onto their scheme in the future to ensure the parishioners have the service available moving forward.

14 Definitive Map Application for Church Lane

It was noted that the British Horse Society has applied to Norfolk County Council for a modification to the definitive map and statement, adding a restricted byway from Mill Road to Gissing Road, the route known as Church Lane. The landowners had been duly notified including the Diocese. Although the Parish Council had investigated undertaking such an application in 2019 when requested by a resident of the village, this hadn't been pursued by the council due to other workload. **It was AGREED that no further action was required by the Parish Council**

It was noted that any rights of way not on the definitive map by 2026 would be lost. **It was agreed to add to the next agenda a review of the definitive map to see if there were any other routes that required registering.**

15 Planning

15.1 2021/0134 – no comment on this main application but the council will ask that the Trees on the property are kept and preserved.

2021/1090 – No comments

15.2 Determined Planning Applications

The following applications determined by South Norfolk Council since the last meeting were noted:

No applications listed with South Norfolk on this month's report

15.3 Planning Enforcement

The outside lighting at Simpsons Malt had been reported to planning enforcement. Planning enforcement have commented that Simpsons Malt need planning permission for the lights and enforcement will keep an eye on this and report back once the planning application is received ENQ/ 2021/0648

Nothing received regarding Bonds Road.

The planning approval for a Property in the grounds of Wagtail Lodge had a high number of conditions applied. This council needs to monitor to be ensure planning conditions are met.

16 Correspondence

The following correspondence was received and noted

Tivetshall school; due to the head Teacher leaving and it was agreed to write to the Sapienta trust to ensure that there are no changes to the future of the school.

Norfolk Summer Beat

NALC has been informed, that we will not be affiliating this year

Thomas Broadbent; regarding the wayleave payment for Electricity Pylon. Clerk to investigate

Keep Britain Tidy registration; done

Village Clusters information: Councillor Alleguen-Porter informed the council that the consultation document is on both the PC Facebook and website asking parishioners to have their say. It was also AGREED to have a small display at the next TTJ Café in the Village Hall.

18. Finance

18.1 To receive the balance of accounts and bank reconciliation

The clerk apologised that that he is still working out the bank reconciliation and is continuing his handover with Julie King tomorrow (11/06/2021) on this

18.2 Receipts Since the Last Meeting

Eastern Power Networks	Pylon Payment	£38.05
HMRC	VAT Repayment	£710.38

18.3 Payments Made Since the Last Meeting

P West	Community Car Scheme	£10.00
Norfolk Parish Training & Support	Locum clerk support – April	£392.31
Gareth Hill	Net salary and expenses	£96.54
Alan Arber	Clerk Salary and expenses	£346.42
Payment to Hussey Knights	Neighbourhood Printing	£21.00
CTS	Materials for play area	£139.01
Excite Solutions	Ground maintenance	£172.80
Bartlett Signs	Play Area Signs	£150.00
Rachel Leggett	Neighbourhood Plan	£983.42
Primrose Press	Newsletter	£84.00

18.4 Online Banking

The application was in progress. **Cheque (payable to Tivetshall Parish Council) for £500 to open the account has been sent and the statement received to show it is in the account and it is open. The details for The Clerk is being added now.**

19 Urgent Items and Items for the Next Agenda

Co-option of new councillors.

Policies review and update

Community Plan

Village Cluster Response – Clerk to email Councillor Alleguen-Porter with the link

20 Date of Next Meeting

Thursday 8th July 2021, 7.30pm, Tivetshall Village Hall –

Meeting closed at 9.30pm