



TIVETSHALL PARISH COUNCIL
Minutes of Tivetshall Annual Parish Council Meeting
held by means of video conferencing
on Wednesday 5 May 2021 at 8.15pm

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

Present: Councillors - Rob Alleguen-Porter (Chair), Alyson Read (Vice Chair), John Powell, Julie Brown (from item 7)

Also Present: Julie King (Clerk)

1 Election of Chairman

Rob Alleguen-Porter was elected as Chairman and signed the declaration of office.

2 Election of Vice-chairman

Alyson Read was elected Vice-chairman.

3 Apologies for absence

Bev Spratt – County Councillor, Martin Wilby – District Councillor and Clayton Hudson – District Councillor had sent their apologies.

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

None.

5 Minutes

5.1 Minutes of the Meeting Held on 14 April 2021

It was agreed to approve the minutes of the meeting held on 14 April.

5.2 Matters Arising

None.

6 Public Participation

None.

7 Co-option of Councillors

It was agreed to co-opt Julie Brown, Julie signed her declaration of acceptance of office.

Consideration was given to the Parish Council stall at the Craft Fayre on 22 May, Julie King had some display boards that she could lend out, Rachel Leggett would be manning the Neighbourhood Plan stall.

8 Report from Clerk and councillors

8.1 Clerk's report

A report had been circulated.

There had been some minor vandalism to the swings at the play area., the Handyman was to untangle the swings on the following Saturday and check the hinges for damage. The bird spikes had been sourced and would be fitted in the near future. The Clerk would speak with the Handyman regarding other jobs that needed seeing to:

- Reinstatement of the noticeboard on Rectory Road
- Checking the remaining notice boards
- Checking decking and life belt at the pond
- Checking to see if the benches at The Green were in need of any maintenance.

9 Village Hall Report

It was anticipated that the hall would re-open, in line with the lifting of Covid-19 restrictions, on 17 May. On Saturday 22 May the Village Hall Committee would be hosting a Craft and Food Fayre, 40 stalls were booked and more were on the waiting list. Friends of Tivetshall School (FoTS), the Parish Council and The Neighbourhood Plan Steering Group would also be present with a stand/stall.

There was a new hirer, a Line Dancing Group, which would meet every Wednesday evening starting in June. The Pilates group had indicated they would be returning once it was considered safe to do so and it was hoped that the Bowls Club would also return in due course. An event to celebrate the changes to the hall was being planned for September and a private function booking for 2022 had already been taken.

10 Neighbourhood Plan

10.1 Progress to date

Alyson Read reported that there had been a meeting 19 April and the group were now at the stage of developing policies. These would be the rules that any changes to the village would have to observe. Those items identified as important to residents included street lighting, dark skies, protection of green spaces and the identification and preservation of non-designated heritage assets (the Ford, Church Lane and similar). Members of the Neighbourhood Plan Group had taken responsibility to assess, revise and report back to next meeting.

On 22 May they would be having a stand at the Tivetshall Craft and Food Fayre, this would be the first opportunity to engage face-to-face with residents.

John Powell had indicated that, with his pending move out of the village, he would not be able to continue his work on the Neighbourhood Plan Group. He was sincerely thanked for his contribution.

10.2 Finance to date

The financial report for 2020/21 had been submitted to Locality and the unspent money was to be returned. An application could then be made for the current financial year.

11 Playing Field Lease

Rob Alleguen-Porter had written to the landowner, they had suggested a site meeting to discuss the lease, a date was to be arranged.

12 SAM 2 Speed Device

The latest figures were to be analysed, however the summary indicated that there had been nothing excessive and that the battery had lasted for the complete month. The next stage was to provide a handover to the person taking on the responsibility for the device. Consideration was given to whether this would become the responsibility the Clerk or whether someone in the parish may be able to assist.

John would continue for the month of June to give time to find someone to undertake the role and Alyson Read agreed to speak with someone in the parish.

13 Highway Issues

The outstanding Highway issues had been collated and were reviewed.

14 Play Area Signage

The signs had been ordered and the Handyman would collect them from the suppliers and install them when they were ready, Rob Alleguen-Porter would meet the Handyman on site to agree the location for the signs.

15 Village Gateways

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

16 Tree Preservation Orders (TPOs)

Alyson Read was to speak with the Conservation and Tree Officer at South Norfolk Council.

17 Donation to the Friends of Tivetshall School (FoTS)

Consideration was given to the annual donation to FoTS. **It was agreed to defer the decision to see if there was a specific request for funding.**

18 Training

It was agreed to pay for Julie Brown to attend induction training at a cost of £40. Consideration was given to providing WIX website training for the new clerk, options were being pursued.

19 Parish Council Meetings

It was agreed to move the day of Parish Council meetings to the second Thursday of the month.

20 Community Emergency Plan

Rob Alleguen-Porter would circulate a draft before the next meeting for consideration.

21 Litter Pick Events

It was noted that volunteers were undertaking picks using the Parish Council owned equipment but it was still felt that organised events would be beneficial. **It was agreed to arrange events on the first Sunday of the months of June, September, December and March, to meet at the Village Hall from 10am.** It was agreed to notify South Norfolk Council asking them to arrange for the disposal of the pickings from the Village Hall and to ask them for a copy of a risk assessment (to include necessary Covid-19 precautions). **It was also agreed to ask South Norfolk Council to undertake a litter pick on Station Road.**

22 Tivetshall Car Scheme

It was noted that Pam West would no longer be running the Tivetshall Car Scheme, Rob Alleguen-Porter had sent the Parish Council's thanks for the work that her and her husband had undertaken over the years. Consideration was given to finding a replacement volunteer coordinator and volunteer drivers, **it was agreed to publicise on Facebook, Cockcrow and on the Parish Council stall at the Craft Fayre on 22 May. It was also agreed to produce a Parish Council flyer in conjunction with the relaunch of the pop-up café for distribution to every household, to be coordinated by Rob Alleguen-Porter.**

23 Asset Register

The asset register was reviewed and updated. It was agreed that the recently purchased hard drive would be stored at a Councillors home and a back-up would be carried out at each meeting.

24 Insurance Renewal

Quotes had been obtained and comparisons made. **It was agreed to move the Parish Council's insurance to BHIB, with a three-year long-term agreement, at cost of £432.34.**

It was agreed to suspend standing orders to allow the meeting to continue.

25 Definitive Map Application for Church Lane

It was understood that the British Horse Society had 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, this hadn't been pursued. **It was agreed that the Parish Council had no objection to this application.**

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 there were any other routes that required registering.**

26 Planning

26.1 2021/0804 & 2021/0805 – Mardle Hall, Rectory Road – Remove cement render and restore. Replace windows, reinstate dormer windows and install additional dormers. Remove rear lean-to buildings and replace. Extension to side and rear. Removal of west chimney. Addition of 3 escape windows on west elevation. Front porch to south elevation. Installation of solar panels to outbuilding.
It was agreed to recommend approval.

26.2 Determined Planning Applications

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

2021/0305	Rosemary Cottage, Hales Street	Approved with conditions
2021/0322 & 0323	The Ram, Ipswich Road	Approved with conditions
2021/0396	Elm Tree Farm, School Road	Approved with conditions
2021/0397	Elm Tree Farm, School Road	Approved with conditions

26.3 Planning Enforcement

The outside lighting at Simpsons Malt had been reported to planning enforcement. There had been no response regarding the advertising signage.

27 Correspondence

All noted.

28 Finance

28.1 Accounts for the Year Ending 31 March 2021
These had been circulated and were agreed.

28.2 Internal Auditor's Report

This was received and reviewed, it was noted that there had been occasions when payments hadn't been noted correctly in the minutes, the precept hadn't been minuted correctly and a risk assessment hadn't been carried out during the year of review. **It was agreed that councillors would ensure that these were carried out correctly in future.**

28.3 Annual Governance Statement

The Council considered the assertions on the Annual Governance Statement, completed the form and authorised the Chairman and Clerk to sign on their behalf. It was noted that risk assessments hadn't been carried out during the year under review, **it was agreed that these would be carried out in the near future.**

28.4 Accounting Statement

The Council considered and agreed the Accounting Statement and authorised the Chairman to sign on their behalf.

28.5 Balance of Accounts and Bank Reconciliation

This had been circulated and was agreed.

28.6 Receipts Since the Last Meeting

South Norfolk Council	CIL Payment	£240.08
South Norfolk Council	Precept	£10,000.00

28.7 Payments Made Since the Last Meeting

None.

28.8 Payments

Norfolk Parish Training & Support	Locum clerk support – April	£697.16
Gareth Hill	Net salary and expenses	£42.36
HMRC	Tax and NI	£8.40
Tivetshall Parochial Church Council	Donation	£300.00
Groundwork UK	Rtn of Neighbourhood Plan funding	£2,303.01
Excite Solutions	Ground maintenance	£259.20
BHIB Ltd	Insurance renewal	£432.34
Norfolk Parish Training & Support	Training	£40.00
Sonya Blythe	Internal Audit	£90.00
P West	Community Car Scheme	£3.40

28.9 Online Banking

The application was in progress. **It was agreed to sign a cheque (payable to Tivetshall Parish Council) for £500 to open the account.**

29 Urgent Items and Items for the Next Agenda

None that hadn't already been noted.

30 Date of Next Meeting

Thursday 10 June 2021, 7.30pm, Tivetshall Village Hall – Julie Brown sent her apologies as she would be undertaking her Parish Council training that evening.

31 Exclusion of the Public

It was resolved under the Public Bodies (Admissions to Meetings) Act 1960 to exclude the public due to the confidential nature of the item to be discussed.

32 Appointment of Clerk

It was agreed to appoint Alan Arber from 10 May 2021. The conditions of employment and details of his contract were agreed.

Meeting closed at 10.24pm

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