



TIVETSHALL PARISH COUNCIL

**Minutes of Tivetshall parish Council Meeting:
7.30pm, Wednesday 8th July 2020, Tivetshall Village Hall**

Present: Cllr Rita Land (Chair), Alyson Read (Vice Chair), John Powell, Rob Alleguen-Porter, County Cllr Martin Wilby, Rosie Riches (Clerk) and four members of the public

- 1. A) ELECTION OF CHAIRMAN AND TO RECEIVE THE CHAIRMAN'S DECLARATION OF OFFICE
B) ELECTION OF VICE-CHAIRMAN AND TO RECEIVE THE VICE-CHAIRMAN'S DECLARATION OF OFFICE** - Following recent government direction contrary to this councils Standing Orders Cllr Powell proposed that if both councillors were in agreement they should stay as they are, Cllrs Land and Read agreed to remain in post for the coming year. Proposed Cllr Powell, seconded Cllr Alleguen-Porter **ALL AGREED**
- 2. APOLOGIES FOR ABSENCE** - None
- 3. DECLARATIONS OF INTEREST ON ITEMS ON THE AGENDA AND CONSIDER ANY REQUESTS FOR DISPENSATIONS** - None
- 4. MINUTES**
 - 4.1 To approve the minutes of the 10th June Parish Council meeting – Proposed Cllr Read, Seconded Cllr Alleguen-Porter **ALL AGREED**
 - 4.2 Matters arising from the 10th June minutes – Village sign to be re-erected on Lodge Road; clerk is still waiting for a reply from highways. Letter to parishioner regarding horse and rider using a path not designated as a bridleway, not able to ascertain who the rider is at this time.
- 5. PUBLIC PARTICIPATION** – Agenda item 10 was discussed at this time with members of the public asking for clarification on some points in regard to the provision of allotments.
 - 5.1 Reports from District Cllrs and County Cllr
County Cllr Martin Wilby – Link magazine has been delivered to every household, this contains news of what has been happening during Covid 19, "Shop with Confidence", planters and seating have been provided in South Norfolk towns, this could remain in place for some time. With everyone working from home no meetings have been held at the Council offices since March. All members have been given one thousand pounds for the benefit of each village, this can be spent on a project within Tivetshall.
Clerk read out report from Dist Cllr Spratt- For any footpath issues there is a budget that could help you buy a piece of equipment to maintain them.
If there are any speeding issues, the budget can also assist such as a SAM machine.
Trod Paths or tarmacking trod paths, also able to assist with in conjunction with the parish partnership project.
NCC have provided £900/bed for Adult Social Care Homes and also an uplift of 6% to help them through the Corona Pandemic.
Children's services continue to be a challenge throughout Norfolk and we have frozen MIG money so we're not taking any funds from the carers helping with disabled children.
We have been proceeding with the ongoing road issues, please inform me of any problems you have concerning this.
The good news is the school has returned in full and will be up to 21 pupils in September, this is very good news and if we can encourage a few more admissions the school will be safe.

Signed: (Chair)

Date:

6. REPORT FROM CLERK AND COUNCILLORS

6.1 To receive Clerk's report – previously circulated

Councillors asked the Clerk to try and obtain a list from Saffron Housing regarding the maintenance of their homes in the village following concerns about the condition of some of the houses and for parishioners

- 7. TO RECEIVE VILLAGE HALL REPORT** – Village Hall is now officially re-opened a 48-page document had to be adhered to. The café will be open as from next week, even though the take away café has worked very well over the past 3 months. Hand sanitisers have now been installed together with paper towels. Stage will undergo some alterations to include removing half of its depth in order to create more cupboards and storage. B4RN is now installed, there have been a few teething problems with this. PAT testing has been carried out which included the Christmas lights. New terms and conditions have been put in place for hirers. Cleaner has now split her hours and comes in twice a week. Limit to people allowed in the village hall at any one time is 25 max. The issue of the abandoned car in car park is still ongoing, the committee have not been able to find out who this belongs to.

- 8. TO RECEIVE AND UPDATE ON B4RN COMMUNITY BROADBAND** - None

9. DEVELOPMENT OF THE NEIGHBOURHOOD PLAN

9.1 Neighbourhood Area application – SNC requested councillors agree the parish boundary, this was agreed Proposed Cllr Read, seconded Cllr Powell

ALL AGREED

9.2 Request from Rachel Leggett for up-date on progress to date – It was discussed and agreed to go ahead with the proposal to use Rachel Leggett as the main consultant Proposed Cllr Read, seconded Cllr Powell

ALL AGREED

9.3 Bid writing (2 bids) by the Clerk – Clerk is now able to progress the bid writing following the confirmation of the boundary and a statement issued by Rachel Leggett who is keen to move this on, bringing the steering group together. Rachel has sent a diary of events to Cllr Read who will lead on this and speak to the steering group

10. ALLOTMENTS

10.1 DISCUSSION ON THE PROVISION OF ALLOTMENTS, REQUIREMENTS, RULES AND REGULATIONS

– Four members of the public attended and expressed an interest in creating Allotments in the village with the possibility of a sensory and community garden at a later stage, Clerk advised that the PC has a duty to provide allotment gardens if demand is sufficient and it is considered reasonable to do so. Members of the public were advised that a minimum of 6 residents would need to write to the clerk expressing an interest in having an allotment. Councillors suggested that the area around the pond and green could be used as a community garden.

- 11. SPEED AWARENESS MACHINE – STATS;** These will now be on a monthly rotation with Burston, the average speeder was recorded at 34.5 MPH

- 12. SPEED LIMIT ON STATION ROAD** – 60 is the speed limit along Station Road, it was agreed to ask Cllr Spratt if some of the parish partnership money could be used to purchase village gates at the entrance to the village = 2 sets of gates on Station Road and Rectory Road

- 13. RE-ALIGNMENT OF CCTV CAMERA** – This will be fitted at the end of July, it would then be possible to access through a mobile phone app. Cllr Powell agreed to fit a network switch prior to this at a minimal cost to enable a smooth transition

- 14. ROSPA REPORT** – Following a brief discussion by Cllrs it was agreed to bring this to the next meeting, there did not appear to be any matters requiring urgent attention.

- 15. PPE – TOTAL SPEND TO DATE - DISCUSSION ON THE PURCHASE OF FURTHER PPE OR OTHER REQUIREMENTS** – Nothing further required at this time

16. TO NOTE CORRESPONDENCE RECEIVED

16.1 Speeding on Station Road – email from concerned resident – Already covered

- 16.2 Hastoe Housing Association – email offering 1 bed flat to residents of Tivetshall St Margaret, Tivetshall St Mary and Gissing – Cllr Alleguen-Porter will add to the PC website and Facebook page
- 16.3 "Parish Partnerships" scheme for local highway improvements – invitation to bid – Following discussion Cllrs agreed not to pursue at this time
- 16.4 Grass cutting at the Green – email praising the contractor - Noted
- 16.5 Minutes of the meeting – Saints Yard/Town Lands/Fuel Allotment Charity – Noted for information
- 16.6 Emergency Road Closure - Anglian Water repairs to a burst water main the use by vehicles eastwards will be temporarily prohibited from 28th June 2020 to 2nd July 2020 - Noted

17. INTERNAL AUDIT AND ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR)

- 17.1 To receive the Internal Auditors Report and consider recommendations - Noted
- 17.2 To consider and approve the Annual Governance Statement (AGAR) Proposed Cllr Land, seconded Cllr Alleguen-Porter **ALL AGREED**
- 17.3 To consider and approve the Accounting Statements for 2019/20 (AGAR) – Proposed Cllr Read, seconded Cllr Land **ALL AGREED**
- 17.4 To appoint a councillor as Internal Audit Control Officer for the coming year – Cllr Alleguen-Porter was appointed
- 17.5 To approve the Certificate of Exemption (AGAR) – Not able to be exempt
- 17.6 To receive and approve the explanation of variances report - None
- 17.7 To approve the period for Exercise of Public Rights – Proposed Cllr Alleguen-Porter, seconded Cllr Read **ALL AGREED**

18. FINANCE

- 18.1 To receive the balance of accounts and bank reconciliation -
- 18.2 To receive confirmation of payments received into bank
- 18.3 To receive confirmation of payments made since 10th June 2020
- 18.4 To approve payments to include:
 - 18.4.1. Clerk's monthly gross salary for period 01/07/2020 to 31/07/2020 of £274.92 plus additional hours of £126.00 Total gross salary £400.92
 - 18.4.2. Handyman gross salary for June – £60.96
 - 18.4.3. Clerk's Reimbursement of Mileage - £40.95

These were agreed by councillors, Proposed Cllr Land, seconded Cllr Alleguen-Porter

ALL AGREED

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

20. TO AGREE THE DATE AND TIME OF THE NEXT PARISH COUNCIL

Proposed as Wednesday, 9th September 2020 at 7.30pm, in the Village Hall

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

Meeting Closed: 21.28

Signed: (Chair)

Date: