



TIVETSHALL PARISH COUNCIL
Minutes of Tivetshall Parish Council Meeting
held by means of video conferencing
on Wednesday 14 April 2021 at 7.30pm

The Chairman acknowledged the sad passing of the Duke of Edinburgh who had served the country with distinction throughout his life. The Council's thoughts and deepest sympathy were with the Queen and the rest of Royal Family at this time.

Present: Councillors - Rob Alleguen-Porter (Chair), Alyson Read (Vice Chair), John Powell

Also Present: Julie King (Clerk).

1 Apologies for absence

Apologies had been received from Martin Wilby, District Councillor.

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

Julie King (clerk) declared an interest in item 19 as a Partner in Norfolk Parish Training and Support.

3 Minutes

3.1 Minutes of the Meeting Held on 10 March 2021

It was agreed to approve the minutes of the meeting held on 10 March.

3.2 Matters Arising

None.

4 Public Participation

None.

5 Co-option of Councillors

Approaches had been made but no one had yet come forward. Posters had been found to use at the Craft Fayre on 22 May and Cllr Alleguen-Porter would man the stall.

6 Report from Clerk and councillors

6.1 Clerk's report

A report had been circulated.

It was noted that additional bird spikes were required, Cllr Alleguen-Porter would check to see if there were any stored at the Village Hall and if not **it was agreed to purchase as required.**

It was agreed that once the Handyman had undertaken the work with the bark, then he should progress onto the benches to get the field looking its best in preparation for warmer weather.

7 Village Hall Report

The new kitchen would be installed in July. The painting of the stage had been completed and the risk assessment for the May elections had been carried out. The Easter boxes, offering sweet and savoury

bakes, had proved popular and were very well received. The Village Hall Committee had voiced concern at the leasing of the field to a football team and the effect it would have on weekend hires and fundraising events. An additional £8,000, 're-opening fund', had been secured and the Village Hall was in a comfortable position financially.

8 Neighbourhood Plan

8.1 Progress to date

The survey had been completed and a meeting had been held to review the results. Those completing the survey had indicated that they valued the peace, nice walks and wildlife the village offered. They were supportive of retaining the playing field and requests had been made for play equipment for the less able. The response rate of 40% was twice that normally achieved.

8.2 Finance to date

The project was currently under-budget and the money not spent in the last financial year would need to be returned to Locality with a requirement to reapply when the grant process was opened. **In the meantime, it was agreed to finance the consultant using the grant from South Norfolk Council.**

9 Flooding Mitigation for Properties and Highways and Emergency Plan

Work had been carried out drawing up risk assessments and a policy for an emergency plan. This would be submitted to the council for agreement at the next meeting including a letter that could be circulated to residents asking if they may be able to assist with equipment, skills or resources in the case of an emergency. Cllr Read continued to distribute the Lions' 'message in a bottle' to those living alone in the village.

10 Playing Field Lease

The current lease would expire on 7 April 2022, **it was agreed to approach to the landowners requesting a face-to-face meeting after the Coronavirus restrictions had been lifted further on 17 May.**

Tasburgh Football Club had approached the Parish Council to use the Playing Field. Whilst initially it had seemed an attractive proposition, concern was expressed regarding their wish for sole use of the field and car park every Saturday and Sunday from the end of August to late April and the cost involved in additional grounds maintenance and clearing of the pavilion. In addition, they wished to sign up for three or five years and with the lease due to expire in 2022 the Parish Council weren't in a position to do this. **It was agreed not to rent the playing field to Tasburgh Football Club under the current terms being offered.**

11 SAM 2 Speed Device

The device was currently on Green Lane. Burston hadn't experience a problem with the battery and the device had been running at the current location for two weeks without issue.

12 Highway Issues

The outstanding Highway issues had been collated and were reviewed.

13 Play Area Signage

A quote had been received for two signs for the Play Area, **this was agreed at a cost of £125 from Bartlett signs**, the clerk would order the signs and ask the Handyman to fit them, the old signs would be moved to more visible locations.

14 Village Gateways

It was agreed to sign the contract for the Village Gateway project and to pay the Parish Council's 50% share of £3,699.74 from the Community Infrastructure Levy (CIL) monies received.

15 Backing up of Council Data

Thanks to Cllr Powell, a hard drive had been purchased and the necessary software had been installed on the Parish Council laptop.

16 BOAT (byway open to all traffic) 36

Cllr Read would contact Burston and Shimpling Parish Council to obtain an update.

17 Tree Preservation Orders (TPOs)

The Conservation and Tree Officer from South Norfolk Council had asked if the trees requiring a preservation order could be mapped or if a site visit could be arranged. **It was agreed that Cllr Read would contact the Conservation and Tree Officer.**

18 Armed Forces Covenant

It was agreed to sign the Armed Forces Covenant including all the suggested wording except the appointment of a champion, this would be reviewed once the capacity of the council had increased.

19 Support Services

It was agreed to re-subscribe to Norfolk Parish Training and Support at a cost of £140 but, due to the current financial situation, not to re-subscribe to Norfolk ALC.

20 Handover Plan – Defibrillator, CCTV monitoring, SAM 2 Speed Monitoring Device, Litter Pick

It was agreed that when Cllr Powell wanted to resign from the council, Cllr Alleguen-Porter would take on the monitoring of the CCTV, the Handyman would be asked to complete the defibrillator weekly check and Cllr Read would oversee the lending out of the litter pick equipment. It was hoped that a member of the public would take on the responsibility of moving the SAM 2 device and downloading the data.

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

21 B4RN – Broadband for Rural Norfolk

A financial contribution had been requested, **it was agreed that the Parish Council couldn't afford to support the project and to refer the request to the Village Hall Committee as they benefited from free Wi-Fi.**

22 Church Maintenance

A financial contribution had been requested, **it was agreed to donate £300.**

23 Planning

23.1 2021/0305 – Rosemary Cottage, Hales Street – Extension to annexe and a new conservatory to dwelling

It was noted that there was no overlooking, the proposed extension was small and at the rear. **It was agreed to recommend approval.**

23.2 Determined Planning Applications

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

2021/0042	Elm Tree Farm, School Road (variation of conditions)	Approved with conditions
2021/0107	Elm Tree Farm, School Road (variation of conditions)	Approved with conditions
2021/0134	10 Moulton Road	Refused
2021/0292	Rosemary Cottage, Hales Street	Approved with conditions

23.3 Planning Enforcement

The advertising signage had been reported to planning enforcement. Concern had been expressed regarding outside lighting at The Maltings, **it was agreed to report this to Planning Enforcement.**

24 Correspondence

The annual play area inspection was due to take place in June at a cost of £95 plus VAT. £38.05 had been received from Eastern Power Networks as wayleave payment.

25 Finance

25.1 Balance of Accounts and Bank Reconciliation

This had been circulated and was agreed.

25.2 Receipts Since the Last Meeting

Rosie Richards	Repayment of CiLCA training	£75.00
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25.3 Payments Made Since the Last Meeting

None.

25.4 Payments

Norfolk PTS	Locum clerk support – March	£704.52
G Hill	Salary and expenses – April	£75.48
HMRC	Tax & NI	£15.60
Mrs RH Leggett	Consultant Neighbourhood Plan	£2,560.00
Norfolk County Council	Village Gateways	£3,699.74
Norfolk PTS	Subscription	£140.00
JM Crerar	1 st quarter grass cutting	£702.50
J Powell	Hard drive for back-up	£38.00

25.5 Online Banking

Further consideration was given to setting up online banking for the Council's account. **It was agreed to switch the Parish Council bank account to Unity Trust Bank, the signatories would remain as Cllr Powell and Cllr Read for the time being.**

26 Urgent Items and Items for the Next Agenda

It was noted that there was a fallen tree across a public right of way, the Clerk would report this to Highways.

27 Date of Next Meeting

Due to the end of the ability to hold virtual meetings and the current Covid restrictions making face-to-face meetings difficult, **it was agreed to bring the next meeting forward to Wednesday 5 May after the Annual Parish Meeting which would begin at 7.30pm.**

28 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.

29 Recruitment of Clerk

There had been three applicants. **It was agreed that Cllr Alleguen-Porter, Cllr Read and Cllr Powell would interview all three candidates.**

Meeting closed at 10.14pm