

**Minutes of the Tivetshall Parish Council Meeting held on Tuesday, 4 September 2012 at 7.34pm
in Tivetshall Village Hall**

Councillors present: D Gray (Chair), A Lithman, & C Paterson

In attendance: District Cllr. M Wilby, 11 members of the public & A Pullen (Clerk to the Council)

1. **To consider members for co-option** – Mrs Lynn Jollans volunteered for co-option. Mrs Jollans completed a Declaration of Acceptance of Office and joined the meeting. A councillor pack will be sent to Cllr. Jollans including:¹

- 1.1. A list of councillors and telephone numbers
- 1.2. A copy of council's Financial Regulations
- 1.3. A copy of council's Standing Orders
- 1.4. A copy of the Good Councillors Guide
- 1.5. A Register of Interests

2. **To consider accepting apologies for absence** – Cllr. Warren (Personal) & County Cllr. B Spratt

3. **To approve the minutes of the last council meeting/s:**

- 3.1. Scheduled meeting – 12 June 2012 – For ratification due to a typing error on the published agenda for the July 2012 meeting – Proposed by (PB) and seconded by (SB) Cllrs. Paterson and Lithman
- 3.2. Scheduled meeting – 2 July 2012 – PB and SB Cllrs. Lithman and Paterson

The minutes, having been previously circulated to all members were then unanimously agreed and signed by the Chair

4. **To record declarations of interest from members in any item to be discussed** - None

5. **To consider dispensations from members in any item to be discussed** – None received

6. **To adjourn the meeting to allow public participation** - Adjourned at 7.39pm

6.1. Parishioner's questions or comments - The council was asked to consider the provision of a bus shelter and lighting at the bus stop on the A140. The clerk will obtain brochures and make enquiries regarding street lighting with Norfolk County Council for the next meeting ²

Concern was raised regarding the council's intentions for the Tivetshall Grapevine. Cllr. Paterson explained that the publication will continue. Please see Item 11.1 for information

A member of public wished to express concern regarding the proposed wind turbine application. It was agreed that the meeting would be adjourned at Item 9.1 to permit the members of public to express their concerns

6.2. District & County Cllr. Reports – The District Cllr's report included the following:

- 6.2.1. Site Specific Allocations & policies
- 6.2.2. Heritage open days
- 6.2.3. Tour around Britain cycle race
- 6.2.4. Norfolk Food festival
- 6.2.5. Pub of the year award 2012
- 6.2.6. Police and Crime Commissioner elections

¹ Clerk – Forward councillors papers to Cllr. Jollans

² Clerk – Obtain bus shelter brochures and costs for street lighting on the A140 bus stop lay-by

6.3. To receive the Police Report – There were 7 crimes in total for the period May – July 2012, varying from unspecified minor offences to theft from and of motor vehicles. The report was added to the information file for circulation

7. **To re-convene the meeting** – Reconvened at 7.47pm

8. **To receive an update from the Clerk & outstanding actions** (for information only)

8.1. Planning consent required at Friends Meeting House – Andy Baines will provide an update upon his return from holiday³

8.2. £173.00 payment received – The council repaid this sum between meetings following advice from the Norfolk Association of Local Councils (NALC). The payment was intended for the Community Car Scheme and was accidentally paid the parish council by mistake

8.3. A sum of £30.50 was successfully reclaimed for VAT pertaining to the financial year 2011/12. The sum was originally claimed and repaid as a private account with a reference to the parish council was utilised for the purchase. HMRC have confirmed that as the claim was paid directly to the parish council's bank account, it was proof enough the purchase was made for the council

The meeting was adjourned at 7.52pm to permit public participation

9. **To consider new & outstanding planning applications**

9.1. 2012/1414, Friends Meeting House, Tivetshall St. Margaret, NR15 2AZ - Installation of two micro scale wind turbines (14.97m to hub, 5.6m diameter blades) – Opposed:

Following a lengthy discussion, the application was opposed by three in favour with 1 abstention. The clerk will draft a letter to South Norfolk District Council, addressing concerns raised at the meeting⁴

The meeting was reconvened at 8.20pm

10. **To discuss a request for the provision of a skateboard park on the playing field** – The council has received a written request for the provision of a skateboard park on the playing field. Unfortunately the local resident was unable to attend the meeting and it was agreed that this item would be carried forward to permit the local resident/s to attend to present their ideas for consideration.⁵ Norfolk County Council (NCC) are releasing 3.5 million funding for community projects which includes the provision of sports facilities

11. **To receive an update and review all council contracts and commitments, including but not limited to:**

11.1. Parish council publication - Tivetshall Grapevine – Cllr. Paterson updated the members with her findings following investigations. It was unanimously agreed to:

11.1.1. Continue to produce the newsletter with a more cost effective layout / design. The retention of the 'booklet' style was preferred by members of the public

11.1.2. It was agreed that the clerk will produce the communication in the future and submit for printing once the contractor is approved. Council will consider quotes for printing at its meeting in October⁶

³ Clerk – List for the meeting in October

⁴ Clerk – Draft a response for SNDC

⁵ Clerk – List the item for October and invite the local resident to attend the meeting to present their ideas for consideration

⁶ Clerk – Produce the Grapevine newsletter and obtain quotes for printing

11.1.3. The minutes would be included in summary form

11.1.4. It was agreed to continue publication using the existing setup until new arrangements were agreed⁷

11.2. Advertisers, including outstanding monies – - The clerk was asked to recover outstanding monies for adverts from local companies. The clerk will ascertain the sums involved from the most recent invoices. It was agreed to review the charges once the ‘new look’ Grapevine printing costs have been established and agreed⁸

The meeting was adjourned at 8.36pm to permit District Cllr. Wilby to present his report. Please see item 6.2. The meeting was reconvened at 8.43pm

11.3. Football team, playing field & facilities, including outstanding monies - It was agreed that the clerk would attempt to recover monies for the playing field facilities for the previous football season. This attempt follows an understanding of a previous verbal agreement from the football club that no monies were payable for last season.⁹

The clerk suggested that the pavilion is not used at the present time following a recent visit. The football club has ceased to exist and no longer require the facility. The pavilion requires modernisation to ensure safety and compliance with health and safety and fire regulations. The clerk consulted the Norfolk Fire and Rescue Service who have agreed to provide legislative information prior to a possible visit to the site. The pavilion is currently without ablutions. South Norfolk District Council has a capital grants programme for <£10,000 which expires on 31/10/12 and it was agreed to form a working party to look at the possibility of an application. Cllrs. Lithman and Jollans along with the clerk will make some enquiries and report at the meeting in October¹⁰

Mr Playford reported that remedial works to the pavilion and fencing is required. It was agreed that these works (wood preservation) is included in a review of all council owned or managed assets. The clerk has identified a number of issues, including:

- Zip wire – Broken, hazard tape applied but removed
- Hedging – Overgrown, impinging play equipment
- Play pit – Insufficient bark
- Wooden posts – Bottoms being damaged during strimming

These items are in addition to those highlighted in the RoSPA report. The clerk has contacted the play company and is awaiting an inspection list that complies with the manufacturers’ recommendations, required for insurance purposes in the case of a claim being made.

12. To discuss the ongoing problems with potholes – Several concerns have been highlighted following the recent surface dressing. Holes in School Road and Green Lane have been covered over with tar and chip without being properly filled; the roads have not yet been swept; a large tracked vehicle has caused permanent damage to the new dressing from the school junction to the commencement of the dressed area in Rectory Road. The service road opposite the village hall has still not been repaired despite several requests and no advanced warning was received from the county council to enable advanced notice of the works. A letter, highlighting the council’s concerns will be sent to the Highways Department¹¹

⁷ Clerk – Contact Primrose Press to advise of council’s agreement

⁸ Clerk – List a review of the Grapevine advert charges for the next meeting

⁹ Clerk – Attempt to recover monies from the former football club

¹⁰ Clerk – List for the meeting in October

¹¹ Clerk – Write to Highways about the potholes

13. **To receive a copy of the completed external audit report for 2011/12** – The annual return has been received with a qualified opinion. Mazars has recommended that the council addresses the “significant weaknesses in the council’s internal control and governance arrangements” during the financial year 2012/13
14. **To receive an update from the Finance Working Group to review Quarter 1 Internal Control and Risk Management** – The Finance Working Group (FWG) consisting of Cllr. Warren and the Responsible Finance Officer met in July 2012 to review the councils position and addressed concerns highlighted previously. Several areas were reviewed including:
- 14.1. Risk Management – The council’s existing policy was expanded to include:
- 14.1.1. Finance Controls
 - 14.1.2. Third party liability
 - 14.1.3. Employer liability
 - 14.1.4. Legal liability
- 14.2. Internal Control – A ‘tick’ sheet has been created looking at the following areas which are reviewed quarterly by the FWG:
- 14.2.1. Proper bookkeeping
 - 14.2.2. Standing Orders, Financial Regulations & Payment Controls
 - 14.2.3. Risk Management
 - 14.2.4. Budgetary Controls
 - 14.2.5. Income Controls
 - 14.2.6. Asset Controls
 - 14.2.7. Year End procedures
- 14.3. Asset Register – The asset register will be updated to include information recommended by the Internal Auditor, Heelis & Lodge. The updated version will be listed for review by members on October 2012 ¹²
- 14.4. Financial Regulations & Standing Orders – To adopt the national models as recommended by the Internal Auditor, Heelis & Lodge ¹³

It was agreed to unanimously adopt the documentation presented

15. **To review the asset register and organise an inspection of all council owned/managed assets for condition and wear/repair** – The clerk will review the asset register, highlighting the condition of all assets for council attention ¹⁴
16. **To consider the purchase of a four drawer filing cabinet for council records** – It was unanimously agreed to approve a sum of <£168 unless a used lockable cabinet can be located elsewhere. Cllr. Paterson kindly agreed to visit a local branch of the Salvation Army to see if they stock a suitable unit ¹⁵
17. **To approve the final draft of the S106 agreement for the village green for signature** – Unanimously signed and witnessed. The Clerk will forward the said documentation to Simon Burt, Gudgeons & Prentice for registration ¹⁶
18. **To approve delegation to the Proper Officer for emergency repairs <£500** – Unanimously approved
19. **To receive and discuss items from Parish Councillors** - None
20. **Finance**

¹² RFO – Update Asset register for the October meeting

¹³ Clerk – List adoption of the national models for SOs and FRs < December 2012

¹⁴ Clerk – Visit all assets to inspect condition

¹⁵ Cllr. Paterson – Inform the clerk of a suitable cabinet can be located prior to purchase

¹⁶ Clerk – Forward S106 agreement to SB, GP

20.1. **Bank Balances**

20.1.1. Current Account	Statement date 10/08/12	£3,974.94
20.1.2. Account Plus	Statement date 16/08/12	£6,260.65

20.2. **Account Income**

20.2.1. HMRC	VAT overpayment	£30.50
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20.3. **Account Payments**

20.3.1. A Pullen	Salary for September	£183.99
20.3.2. A Pullen	Expenses for September	£53.25
20.3.3. PSSG	Donation	£25.00
20.3.4. *Friends of St Marys	Donation	£121.36
20.3.5. HMRC	Q2 tax for PAYE	£107.20
20.3.6. Heelis & Lodge	Internal Audit 2011/12	£64.75
20.3.7. Primrose Press	Grapevine	£115.20

The bank balances were noted. Payments of the accounts presented were noted and unanimously approved

21. **Correspondence received** – Noted and circulated

- 21.1. Parishioner correspondence – Concerns regarding proposed affordable housing & layout of agenda – Noted. The council have been notified that the proposed affordable housing application has been withdrawn. Planning applications received by the council following publication of the agenda will be considered alongside listed applications
- 21.2. Parishioner correspondence – Concerns regarding maintenance of council owned assets and Tivetshall Grapevine – Noted. It was agreed that council assets will be reviewed as part of the council's ongoing risk management. The grapevine was dealt with at Item 11.1
- 21.3. Norfolk Association of Local Councils (NALC) AGM – Nominations and resolutions – No nominations or resolutions
- 21.4. The clerk received an e-mail confirming that South Norfolk District Council has apologised to the owners at Friends Meeting House for incorrectly advising them in respect of planning consent for recent works. Planning permission was not required for the new vehicular accesses as the accesses are not on to a classified road. However, as the driveways are sited on agricultural land outside the residential curtilage of the dwelling house planning permission is required for the change of use of the land and the creation of a hard standing

22. **To receive items for the next Agenda:**

- 22.1. To consider the cost of advertising in the Tivetshall Grapevine
- 22.2. To review the updated Asset register
- 22.3. To receive an update on the capital grant programme for the pavilion refurbishment

23. **Date and time of next meeting** – 16 October 2012, commencing at 7.30pm

24. **Meeting close** – The meeting closed at 9.30pm