

**Minutes of the Tivetshall Parish Council Meeting held on Tuesday, 12 February 2013 at 7.34pm
in Tivetshall Village Hall**

Councillors present: D Gray (Chair), V Warren, C Paterson, T Jollans and A Lithman

In attendance: County Cllr. B Spratt, District Cllr. M Wilby, 5 members of the public & A Pullen (Clerk to the Council)

1. **To consider members for co-option** - None
2. **To consider accepting apologies for absence** – Cllr. L Jollans
3. **To approve the minutes of the last council meeting/s** – Unanimously approved 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
6. **To adjourn the meeting to allow public participation** – Adjourned at 7.34pm
 - 6.1. Please visit <http://tivetshallpc.norfolkparishes.gov.uk/News> for the County and District Cllrs. Reports
7. **To re-convene the meeting** – Reconvened at 7.48pm
8. **To receive the Chair's report** – Nothing to report
9. **To receive an update from the Clerk & outstanding actions** (for information only) – The clerk is awaiting news from Norfolk County Council (NCC) in respect of the licence application for the proposed bus stop. The insurance claim for the zip wire has been settled and the clerk is awaiting an insurance chequeⁱ
10. **To consider new & outstanding planning applications:**
 - 10.1. 2013/0077, 8 The Street, Tivetshall St Mary NR15 2BU – Unanimously supportedⁱⁱ
11. 2013/0071, Land South Of Shangri-la, The Street, Tivetshall St Mary – Supported with a comment relating to parking by a majority of four (two in favour of no comment) and 1 abstentionⁱⁱⁱ
12. **Finance** - Payments of £347.68 were unanimously approved. Item 11.2.3 of £100.00 was the repayment of Item 17.2.1 on 13/11/12. Encashment of the original cheque was under claimed by Lloyds TSB Bank which resulted in an underpayment to the clerk
13. **To consider moving the May meeting from 14 to the 21 May 2013** – Unanimously agreed^{iv}
14. **To consider a draft proposal for advertising charges and production of the Tivetshall Grapevine** - The advertising charges were carried forward to the next meeting as Cllr. L Jollans was absent. Due to exam pressures, the clerk is unable to continue to produce the newsletter. Cllr. T Jollans will ask Cllr. L Jollans if she is prepared to take on the production of the newsletter^v
15. **To consider adoption of the National Association of Local Councils template for Standing Orders** – Cllr. T Jollans will review the council's previous Standing Orders for items other than the statutory requirements for member's consideration and adoption in March^{vi}
16. **To consider adoption of Grievance and Discipline policies** - Unanimously agreed
17. **To consider the adoption of a Publication Scheme** – Unanimously agreed
18. **To receive the findings of a review from the Finance Working Group (FWG) on 11 January 2013** – Cllr. Warren updated the members with findings following the review. The areas covered included Risk Management and all aspects of Internal Control
19. **To discuss correspondence received** – Correspondence was discussed and noted and the Information File circulated to members. The clerk was asked to write to South Norfolk Council if the mast was not dismantled on 13/01/13.^{vii} For details on the repair of the zip wire, see Item 9
20. **To consider a response to the government consultation for 'Planning Matters'** – No comment
21. **To consider renewal of membership to the Norfolk Association of Playing Fields Association of £20.00** – Unanimously declined

22. To receive and discuss items from Parish Councillors:

22.1. Action X from the January meeting was not completed as the clerk had exceeded her working hours for the month^{viii}

23. To receive items for the next Agenda - To consider the erection of a bus shelter at the railway crossing and flooding in School Road. List the insurance implications of regular inspections

24. Date and time of next meeting – 12 March 2013

25. Meeting close – Closed at 9.13pm

- i Clerk – Respond to parishioner letter
- ii Clerk – Return planning consultation
- iii Clerk - Return planning consultation
- iv Cllr. T Jollans – Confirm the village hall is available?
- v Cllr. T Jollans – Ascertain if Cllr. L Jollans is prepared to produce the Grapevine
- vi Cllr. T Jollans – Review the previous SOs for any additional items for member consideration
- vii Clerk Write to SNC if the test mast is not dismantled
- viii Clerk – Action, Action X from January meeting