



**Minutes of Tivetshall Parish Council Meeting: 8.20 p.m. Tuesday 21<sup>st</sup> May, 2013, Tivetshall Village Hall.**

Present: Pam Carpenter, Lynn Jollans (Acting Clerk), Tony Jollans (Chair), Claire Kirby, Vivienne Dennis (taking minutes), Martin Wilby (District councillor), 5 members of the public.

1. Election of Chair and Vice Chair and Declarations of Office.
  - 1.1. Tony Jollans accepted the position of Chair; proposed by Claire Kirby and seconded by Pam Carpenter.
  - 1.2. Claire Kirby accepted the position of Vice-Chair; proposed by Pam Carpenter and seconded by Lynn Jollans. The necessary declarations were completed and signed.
2. Appointment of Casual Minute Taker.

In the absence of a permanent clerk, Vivienne Dennis agreed to take the minutes; proposed by Tony Jollans & unanimously agreed.
3. Apologies.

Received from Isabelle Agrir (Community PCSO) and Beverley Spratt (County Councillor).
4. Consider Applicants for Co-option.

David Evans expressed a willingness to become a councillor; it was agreed that he would meet with the Chair to discuss further.
5. Receive Declarations of Interest.

There were none.
6. Confirm/Appoint Members of Working Groups.

It was agreed unanimously that for the time being each of the working groups, Employment, Finance and Standing Orders, will comprise all four members of the Council.
7. Minutes.

The minutes of the meeting 9<sup>th</sup> April, 2013, were approved and signed.
8. Matters Arising from the Minutes.

There were none.
9. Public Participation.

Martin Wilby (DC) spoke on behalf of Bev Spratt (CC).  
The issue of dog waste and fouling raised yet again. It was agreed that the Council would contact SNC for further advice.
10. Review of Standing Orders, Financial Regulations & Insurance.
  - 10.1. Confirmation that the Council follows the NALC model for Standing Orders, but having reviewed the orders, some minor changes have been introduced, as per the working group report, a copy of which is attached.
  - 10.2. Financial Regulations had been reviewed in January, so it was agreed that they would stand.

10.3. New insurance arrangements were agreed last year; tied into a three year agreement to obtain preferential discounts.

11. Planning applications.

11.1. 2013/0600. Land east and north of Fernleigh Farm, Station Road. Screening opinion for proposed solar pv installation. Developers to attend June meeting. Agreed to put notice in Grapevine.

11.2. 2013/0725. Land east of Semere Green Road, Pulham Market & Dickleburgh. Erection of three wind turbines. New application following recent rejection. Agreed to discuss at next meeting, and to put notice in Grapevine.

11.3. 2013/0800. Mardle Barn, Norwich Road. Proposed dairy alterations to satisfy previous conditions & amended design and finishes to previous applications 2011/1444 and 2013/1445. Approved.

12. Report on Planning Decisions

12.1. 2013/0077. No. 8 The Street. Extension at rear. Approved by SNC.

13. Receive Reports from Councillors on various issues including :

13.1. Zip wire has been repaired. Estimates to follow in respect of play bark required and tidying up.

13.2. School to be asked if interested in inviting suggestions for Street naming for new Saffron development, before placing notice in Grapevine.

13.3. Following public meeting in respect of Partnership Funding Application, general feeling is that safety issues are paramount, namely a) exiting Hales Street, which Highways will be asked to investigate, and b) pedestrian safety mainly along Green Lane / School / The Street / Rectory Road. Council has submitted application in respect of 'trod' path (between School Road and Mill Road, and The Street/Post Office corner) and lighting for the southbound bus stop on the A140. This at a cost of £20,000, Tivetshall Parish Council to contribute £5000, (£3500 in budget for capital expenditure); if approved, possibility of additional funding/s available. Council will contact Isabelle Agrir, (PCSO) in the first instance, for advice regarding speeding throughout the village.

13.4. Advertising for Parish Clerk : discussed at recent working group, a copy of which report is attached. Council proposes changes to working practices and will advertise locally in the first instance with a view to filling post as soon as possible.

13.5. .Printing of the Grapevine : the recent change of printing arrangements proved unsatisfactory at the time of the last print; thanks to Primrose Press for printing the magazine at short notice. It was proposed by Lynn Jollans, and unanimously agreed, that Primrose Press be approached and requested to resume the Grapevine printing.

13.6. Repair of Dog Waste Bin: repaired free of charge; thanks to Playford family.

13.7. Correspondence Received.

Police Commissioner's Newsletter.

SNC Circular.

Long Stratton Area Action Plan.

Wymondham Area Action Plan.

Proposed Metal Detecting weekend.

ROSPA Inspection notification for June.

Society Local Council Clerks information.

14. Finance.

14.1. Not in a position to agree 2012/12 Annual Return at this meeting; defer to next meeting.

14.2. Internal audit; despite a number of attempts to contact the auditors appointed last year, there has been no response. Having taken advice, it is confirmed that it is perfectly acceptable to return to previous arrangements; Vivienne Dennis agreed to undertake the internal audit; proposed by Lynn Jollans and seconded by Claire Kirby.

14.3. The following payments were approved

Norfolk Association of Local Councils membership	£129.64
Rural Community Council Silver level membership	£50.00
South Norfolk District Council Printing of 'The Grapevine' Feb	£74.38
Action Play and Leisure Zip Wire Repair	£783.81
Final salary payment to A. Pullen	£131.78
HMRC Income Tax on A. Pullen final salary	£32.95
Primrose Press Printing 'The Grapevine' April	£96.00
Community Car Scheme	£37.64
Total Outgoings	£1336.20

14.4. Payment for insurance renewal deferred to June meeting.

15. Councillors Comments/Future Agenda Items.

Claire Kirby proposed a vote of thanks to Tony and Lynn Jollans.

16. Date of next meeting.

Tuesday 11<sup>th</sup> June at 7.30 p.m.

17. Meeting closed at 9.40 p.m.

## Employment Working Group

### Current Vacancy for Clerk

1. The basic hours of work to be 4 flexible hours per week but to include attendance at evening meetings when required (generally the second Tuesday of the month every month except August and December).
2. The minimum academic qualifications held to be 5 GCSEs Grade A to C, to include English and Maths.
3. The Clerk should not hold the position of Responsible Financial Officer; this office should continue to be held by a councillor.
4. The start of year for annual leave purposes to be 1 April.
5. Annual leave should be taken in August and December wherever possible. If there is a requirement to work public and statutory holidays, time off in lieu may be taken by agreement.
6. The position to be initially advertised locally (Grapevine, Post Office, and web site). The working group will review the situation should this approach fail to find any potential candidates.

Procedures will be adopted for the proper recording of hours worked and holiday and, if necessary, illness, taken.

### Standing Orders Working Group.

Council had attempted to contact Heelis and Lodge on several occasions to query their recommendation that the NALC model was adopted following last year's internal audit but had not received any response from them.

The Standing Orders were compared to the NALC model Standing Orders, and no significant deviations were found.

Nevertheless the working group made the following recommendations for changes to the current document

1. Item 1 Meetings
  - 1.1. Paragraphs 1(e), 1(f), 1(g) and 1(h) removed as being unnecessarily restrictive.
  - 1.2. re. recording of meetings paragraph 1.i amended to remove 'written'.
  - 1.3. Paragraph 1(u) amended to now read 'Meetings are not expected to exceed 2 hours'.
2. Item 3 Proper Officer
  - 2.1. Paragraph 2.B(i) added 'or electronically' after 'by delivery or post at the residences'.
3. Item 26 Financial Matter
  - 3.1. Reference error at paragraph 26.a(v) corrected, now reads 'subject to standing order 26(b) below'.