



TIVETSHALL PARISH COUNCIL
Minutes of Tivetshall Parish Council Meeting
Tuesday 13 May 2014 at 8.20pm at Tivetshall Village Hall

Present: Tony Jollans - Chair (T.J.), Claire Kirby - Vice Chair (C.K.), Pam Carpenter (P.C.), Lynn Jollans - RFO (L.J.), Sally Chapman (Clerk), 5 Parishioners.

1. ELECTION OF CHAIR AND VICE CHAIR AND DECLARATION OF OFFICE

- 1.1 Tony Jollans accepted the position of Chair; proposed by Pam Carpenter, 2nd by Claire Kirby.
1.2 Claire Kirby accepted the position of Vice-Chair; proposed by Tony Jollans, 2nd by Lynn Jollans.

2. APOLOGIES FOR ABSENCE

None

3. RECEIVE DECLARATIONS OF INTEREST

None

4. CONSIDER APPLICANTS FOR CO-OPTION

None

5. CONFIRMATION OF MINUTES

The minutes of the 8th April 2014 meeting were approved and signed.

6. PUBLIC PARTICIPATION

A parishioner asked if there was any news of Broadband being improved in the village. The Chair said he was unaware of any plans and advised NCC website may have an update.

7. PLANNING APPLICATIONS

Reference 2014/0772 Walnut Tree Cottage, Lodge Road, Tivetshall St. Margaret – single storey hardwood conservatory. No objections. **Action Clerk.**

8. RECEIVE REPORTS FROM COUNCILLORS AND CLERK

- 8.1. Playing field/Play area update
8.1.1 Maintenance around the playing field is still in progress.
8.1.2 Tasburgh football club would be using the playing field for the next season. All Councillors' agreed in charging £10 per game for upkeep and to apply for a £250 grant for goalposts. **Action TJ.**
- 8.2. Oil buying group
CK is the temporary co-ordinator until a new co-ordinator is found. **Action TJ to advertise.**
- 8.3. Saffron Affordable Housing on The Street/Rectory Road/A140 junction
8.3.1 Saffron Housing is advertising for tenants.
8.3.2 No response from NCC Highways regarding licence for reflector posts at A140/Rectory Road junction.
- 8.4. Bunny's Burrow land ownership
Clerk to re-apply to Land Registry regarding this issue. **Action Clerk.**
- 8.5. Trees in Church Lane
Councillors still awaiting further information before deciding the way forward.

- 8.6. Litter Pick
Councillors were disappointed with the small turnout of parishioners at the Litter Pick at Easter. They wished to express their thanks for the parishioners who did and for the 15 bags of rubbish and mattress collected. SNDC collected the bags within 2 days.
- 8.7. Purchase of hedging/bollards for village hall site
Clerk has sent a letter to Hastoe regarding tenants driving on the grass from the village hall and parking in front of their houses and suggested Hastoe to pay for the bollards. No response as yet. Councillors agreed to go ahead with the bollards and decide on the number required. **Action all Councillors.**
- 8.8. Policies and Procedures
Chair confirmed all the Parish Council policies need to be updated and adopted and the policies on the TPC website were out-of-date. The Clerk has yet to be issued with the policies listed in her contract. **Action Councillors.**
- 8.9. The Ram's signage
A parishioner reported that a sign advertising the Ram was in a dangerous position. The sign has now been moved. **Action CK to reply to parishioner's email.**
- 8.10. Local Development Plan
No response from SNDC to letter sent 23 April 2014 as yet.
- 8.11. A140 Bus Stop Lighting
There were concerns that the angle of the light might not illuminate the crossing area. LJ said she would investigate and contact the installers if required. **Action LJ.**
- 8.12. Fly tipping/Horse Riding – St. Mary's Churchyard
CK reported computers and garden waste has been dumped in the churchyard and horse riders are taking a shortcut through the churchyard. The Friends of St. Mary are going to contact the PCC regarding a sign. **TJ to put notice in Grapevine.**
- 8.13. Broad Lane/Broad Way/Back Lane Footpath
The Clerk had received an email from Pauline Brooks: 'Just to report that despite the rain, 55 Wensum Ramblers enjoyed the walk at Tivetshall. I am grateful to whoever saw to the blocked path and thank you and your councillors for giving it your attention'.
- 8.14. B1134/Station Road/Moulton Road traffic
A parishioner had reported speeding traffic and suggested speed bumps. Although the Councillors recognise the dangers, they cannot action this and will pass the correspondence on the NCC Highways Department.

9. TO NOTE CORRESPONDENCE RECEIVED

- 9.1. Pulham Surgery Support Group (Community PSSG)
Councillors agreed this was a valued support group which benefited local villages including the Tivetshalls' and suggested a £25.00 donation. Proposed LJ, 2nd CK. All agreed. **Action Clerk.**

10. FINANCE

- 10.1. Balance of accounts
Copy given to all Councillors
- 10.2. Risk Assessment
To complete. **Action PC**
- 10.3. Internal Audit and 2013/14 Annual Return
Mrs V. Dennis has been appointed the Internal Auditor and will liaise with the RFO to complete the annual return before 30 June 2014. **Action LJ.**
- 10.4. Aviva Local Council Insurance quotation
All Councillors agreed payment.

10.5. Approved payments:	
10.5.1. SNDC – dog Bins	£147.12
10.5.2. Buildbase maintenance materials	£205.61
10.5.3. Timothy Playford maintenance work	£500.00
10.5.4. Clerk’s salary – April	£157.39
10.5.5. Community car scheme	£45.75
10.5.6. Aviva Insurance	£410.42
10.5.7. Clerk’s Expenses	£12.40

11. TO RESOLVE OUTSTANDING EMPLOYMENT ISSUES

Members of the public were excluded while confidential issues were discussed – Confidential Minutes.

12. COUNCILLORS’ COMMENTS/FUTURE AGENDA ITEMS

None

DATE OF NEXT MEETING: Tuesday, 10 June 2014 at 7.30pm

Meeting closed at 10.20pm