



TIVETSHALL PARISH COUNCIL

Minutes of Tivetshall Parish Council Meeting: 8:10 p.m. Tuesday 12 May, 2015, Tivetshall Village Hall

Present: Tony Jollans (Chair), Rita Land, Christopher Miller.
Lynn Jollans, (Clerk).
5 members of the public.

1. APPOINTMENT OF CHAIR AND VICE-CHAIR

- 1.1 Tony Jollans was appointed to the Chair. Proposed by Christopher Miller, seconded by Rita Land. All in favour.
- 1.2 After some discussion it was decided not to appoint a Vice-Chair at this point in time.

2. ACCEPTANCE OF OFFICE

Acceptance of office received from all councillors and acceptance of office of Chair received from Tony Jollans.

3. DISPENSATIONS

The clerk had taken advice from SNDC and in their opinion councillors do not need a dispensation to set the precept nor to discuss and allow any expenses for themselves. Tony Jollans proposed that authority to grant dispensations be delegated to the clerk. Seconded by Rita Land. All in favour.

The clerk granted dispensation to Tony Jollans to speak and vote on matters concerning the appointment and training of the clerk as not doing so would make council inquorate.

The clerk granted dispensation to Tony Jollans to speak and vote on any allowable expenses claimed by the clerk as not doing so would make council inquorate.

Due to the small number of councillors dispensations to be a permanent item on the agenda.

4. APOLOGIES FOR ABSENCE

Apologies received from Isabelle Agrir (PCSO).

5. TO RECEIVE DECLARATIONS OF INTEREST

None.

6. MINUTES

6.1 Minutes of the April meeting were reviewed and approved.

6.2 Re. item 7.2. The clerk has withdrawn her request for council to fund CILCA training. Tony Jollans wished it to be known that there has been an official complaint against him for taking part in this discussion at the February meeting.

7. PUBLIC PARTICIPATION

7.1 Martin Wilby and Bev Spratt had both given their reports prior to the meeting. Bev Spratt has now retired from SNDC but remains representative for NCC. He reported

on two new initiatives from NCC. Parish Councils can now elect to have further roads gritted at a charge of £7.60 per mile per gritting run. There were 61 runs last winter. There is also a new Ranger scheme about to be launched where parishes can have Ranger services for a half day at a charge of £350.

Martin Wilby's District Council report will be published in the next Grapevine.

7.2 Parishioner's Forum. There were no questions or comments from members of the public.

8. PLANNING.

8.1 2015/0806 Chestnut Farm Station Road grain storage building. The clerk informed council of the objections from a neighbour and representation was made by the applicants. After some discussion it was proposed by Tony Jollans to recommend approval and seconded by Rita Land. All in favour.

8.2 2015/0813 11 Thwaites Oak Close conversion of garage and extension above. All in favour of recommending approval.

8.3 2015/0971 Owles Barn Rectory Road non-material amendment to 2014/1873. Minor changes to internal and external layout. Council had not been consulted on this but had no objections to the changes.

8.4 2015/0960 Cherry Tree Barn Lodge Road application for workshop and storage. Very recent application and no documentation available on-line to date. The clerk will request an extension if required.

9. FRONT OF HASTOE HOUSING, GREEN LANE

Holly trees planted on 17 April. One since found uprooted and replaced. School is possibly interested in taking over care but no request received as yet. 15 trees planted and 25 received. Additional trees to be offered to parishioners.

10. DOG BIN

The clerk had received an email saying that it had been installed today. Councillors to check.

11. SIGNAGE TO CHURCH.

PCC member notified of the cost. No response from PCC as yet.

12. GENERAL MAINTENANCE

12.1 Benches and notice boards. Further quote received. Work to be given to Tim Playford. Tim Playford to be asked to quote for upkeep of quiet lane posts.

12.2 Several quotes received for trees and hedges on playing field but as no work can take place now until September decision deferred to July meeting.

13. ST MARY'S CHURCHYARD.

Request for funding towards cost of putting right damage to grave stones caused by trees coming down. Consider when quote received.

14. RISK ASSESSMENT

The risk assessment was presented for approval. Tony Jollans proposed acceptance. Seconded by Christopher Miller. All in favour.

15. ASSET REGISTER

The asset register has been updated to reflect additional street furniture found to be council property and new values from insurance quote. New value has been entered in Annual Return.

16. TO NOTE CORRESPONDENCE RECEIVED

- 16.1 Concerns about safety of pond on village green. Clerk to investigate and request advice from RoSPA.
- 16.2 Request to redirect peppercorn rent for playing field. Clerk to enquire if donating this to Village Hall charity acceptable.
- 16.3 Request for information as to who owns land on far side of A140. Clerk to enquire if any local farmers have this information.
- 16.4 Play area inspection course. Not thought necessary as council has one trained member.
- 16.5 Confirmation of cheque signing arrangement amendment. Christopher Miller and Rita Land are now authorised to sign cheques.

17. FINANCE

- 17.1 Insurance. Quotes received from Came and Co. and Zurich. Council to remain with Came and Co and enter into new 3 year agreement. Clerk to enquire about increasing the amount of cover for street furniture in light of amendment to asset register.
- 17.2 Financial Regulations. These are with councillors for review and will be on the agenda for the next meeting.
- 17.3 CIL payment. Council notified that £1,381.50 received from SNDC. Decision on the use of this money deferred.
- 17.4 Annual Return
 - 17.4.1 Councillors presented with the cash book and audit breakdown. All figures agreed and part one of Annual Return signed.
 - 17.4.2 Part two of Annual Return completed and signed.
 - 17.4.3 Alison Wakeham, vice-chair of Burston and Shimpling Parish Council, was appointed as internal auditor.
- 17.5 Council received the balance of accounts.
- 17.6 To approve payments to include:
 - 17.6.1 Vivienne Dennis: April minutes and meeting £40.00
 - 17.6.2 Broker Network Ltd (insurance) £400.60.
- 17.7 A mandate change form was completed to remove Lynn Jollans as an authorised person on the bank account.

18. ANY OTHER BUSINESS.

- 18.1 Litter pick and Broadband meeting to be reported in Grapevine.
- 18.2 Playground Inspected. Net on slide needs minor part. Toddler swing needs replacing. Clerk to obtain quote. Tyres need replacing. Local garage to be approached.
- 18.3 Christopher Miller to complete new register of interests form.

19. TO SET THE DATE AND TIME OF THE NEXT MEETING.

Future meetings to be held on the second **Wednesday** of the month. Next meeting

Wednesday 10 June.

Annual Parish Meeting to take place on Wednesday 27 May at 7.30 p.m.

THE MEETING CLOSED AT 10.10 P.M.