



TIVETSHALL PARISH COUNCIL

Minutes of Tivetshall Parish Council Meeting: 7:30 p.m. Wednesday 8 July, 2015, Tivetshall Village Hall

Present: Tony Jollans (Chair), Rita Land, Christopher Miller
Lynn Jollans, (Clerk)
Martin Wilby (District Councillor)
3 members of the public.

1. APOLOGIES FOR ABSENCE

A parishioner had sent apologies.

2. DECLARATIONS OF INTEREST

None.

3. DISPENSATIONS

None

4. MINUTES

4.1 Minutes of the June meeting were reviewed and approved.

4.2 There were no matters arising from the minutes.

5. PUBLIC PARTICIPATION

5.1 Martin Wilby presented his report to council:

He hoped that all parishioners had received their copy of the recent Link magazine from SNDC.

SNDC had had another successful Fun Day on Sunday 5 July but numbers were down on the previous year due to the weather but all who came greatly enjoyed the event.

He has £250 to donate to a parish project again this year and there is a Community Action Fund of £30,000 available from SNDC. This has so far been allocated to support Dickleburgh Sea Scouts, a project to extend a Village Hall and a project to install toilet facilities at Brockdish Church.

Nominations are again open for the Pub of the Year competition and SNDC is holding various free theatre events during the summer holidays at market towns across the area.

5.2 Parishioner's Forum.

No parishioner wished to speak.

6. PLANNING.

6.1 2015/1068 Telephone Exchange, Ipswich Road proposed conversion to a dwelling.
Recommend approval.

7. GENERAL MAINTENANCE

7.1 Playground. Council had only recently received the RoSPA report from 2014 and this had highlighted some damage to the climbing cone. The Chair and Clerk had had a meeting

with a representative from Action Play and Leisure, who had come to look at other equipment council wished to replace. The cone climber was examined and two ropes are damaged. He is attempting to get replacements, along with a new seat for the toddler swing and knuckle for one of the nets. The representative thought the damage had been deliberate. No prices received as yet. He thought there would be no problem with the swing, knuckle and tyres being fitted by the council. Glover Bros Garage has kindly offered to replace the perished tyres and drill the holes for us. A picture of the tyres has been sent to them to show the tyre size. Council agreed to rope off the cone climber until the damaged ropes have been replaced as there is exposed damaged metal that could be hazardous.

7.2 Trees and hedge. Council decided that Danarbor Ltd. should be asked to cut the trees and hedging on the roadside and the hedge around the bottle bank. James Crerar to be asked to cut the long hedge beside the playground. The work to take place as soon as possible in September.

7.3 Benches and notice boards. Tim Playford has scheduled this work.

8. COMPUTER FOR COUNCIL

Council discussed the need for the purchase of a laptop for the use of the clerk to avoid the situation experienced twice in the past where council did not have access to correspondence sent out by the clerk. When a clerk is employed having a council laptop will also ensure that council has access to HMRC payment data. Council could also ensure the laptop was backed up on to the existing hard drive and kept at a different location to increase the security of data. Purchase of a printer was also discussed. It was agreed in the first instance to get quotes.

9. POND SAFETY

The clerk had made enquiries about having a safety review of the village pond. It was felt that the perceived danger was not great enough to justify this level of expense. The clerk was asked to investigate warning signage and prices for a lifebelt and housing.

10. FINANCIAL REGULATIONS

The chair will shortly complete his notes on the model and expects to be in a position to forward to councillors within the week.

11. CLERK'S POSITION AND RELATIONSHIP WITH COUNCIL.

This item was added to the agenda due to further communication from parishioners. Following a long discussion, council recognised that the issue was not going to go away, and agreed to work towards being in a position to employ a clerk, the first step being to ensure that all required policies were in place. The council now considers the matter closed and will not enter into any further communication on the matter.

12. TO NOTE CORRESPONDENCE RECEIVED

12.1 A parishioner has asked again why the council has not advertised the position of clerk and attached a copy of a document sent to him by the previous clerk. The chair had responded to the parishioner when he had previously asked the same question. The parishioner suggested that council should publish the document from the previous clerk. The document in question is the previous clerk's view of events during her employment over twelve months ago. This document had not been sent to council but is private correspondence to the parishioner, and the chair said that council had no right to, and no

intention of, publishing this document and was not at liberty to present a contradictory view of events either. The chair did accept that he had been remiss in not recording thanks to resigned councillors as pointed out in the same letter from the parishioner.

- 12.2 A parishioner had expressed concerns about the legality of having a volunteer clerk and Proper Officer, and attached a copy of an email she had received from NALC on the subject. She also questioned the procedure for granting dispensations. The parishioner was present during the discussions at item 8, when it was felt that the first concern had been covered. Regarding the dispensation procedure, the clerk said that she had taken advice from Leah Mickleborough at SNDC, who was fully aware of the relationship between chair and clerk, and was following her instructions on dispensations
- 12.3 A parishioner had requested from the chair various council documents under the Freedom of Information Act. The chair had responded to the parishioner informing her of the correct person to send the request to and explaining that, as most of the information in question is freely available via other means, it did not qualify under Freedom of Information rules. Nevertheless council requested the clerk to provide all the requested documents and information to the parishioner.
- 12.4 Council had received details of the Highway Ranger scheme, which was mentioned by Beverly Spratt at an earlier meeting. The cost is £300 plus VAT for two rangers per half day.
- 12.5 NCC has informed council that the Parish Partnership scheme will be continuing during 2016/17 and for future years. The 2016/17 allocated fund is £300,000 and is available on a 50/50 basis.
- 12.6 The Pension Regulator had asked the council to nominate a contact by 30 June. The clerk has registered the parish clerk e-mail address with the Regulator. The staging date for the council is 1 October 2016.
- 12.7 NCC has informed the council that work will be taking place in School Road on the drainage commencing on 19 October, 2015. It is anticipated that the work will take two weeks and the road will be closed for that time.
- 12.8 Barclay's Bank has informed council that they were unable to action the request for a £5 standing order to Tivetshall Village Hall and needed more information. As the circumstances have changed since the request was made no further action is to be taken.
- 12.9 Barclay's Bank notified council that their Long Stratton branch will be closing on Friday 18 September, 2015.

13. FINANCE

- 13.1 Internal Audit. The clerk said that the Internal Audit had been completed and that the Annual Return was now with the External Auditor. The Internal Auditor, Alison Wakeham, had recommended a change which had resulted in an amendment of the figures from those presented to council in May. The clerk explained the changes and what action she had taken. Alison also said that councillors examining invoices should initial them to show they had been checked. She had recommended that the clerk have a look at the Microsoft Money free download, as it can be used to quickly produce reports for council. The clerk understands that the software can be linked to online banking to pull down up to date figures. Council decided to request the bank for read only online access to the bank

account in order to have up to date statements at meetings. Clerk to produce letter to bank for signatures.

13.2 VAT. There had been an error on last year's form, picked up by the 2014/15 Internal Auditor Vivienne Dennis, and £33.34 had been over claimed. On Vivienne's recommendation the clerk will include a letter with this year's claim explaining the situation and asking that they withhold £33.34 from the claim. Total VAT paid last year was £779.96 minus overpayment means council should receive £746.62.

13.3 Details of the Football Club usage for 2014/15 had been received. Due to the club's spending in order to make the pitch usable it was agreed that no charges were due for the 2014/15 season. All councillors agreed to continue to offer the club use of the pitch at a charge of £10 per game.

13.4 Council received the balance of accounts and a statement of spending against budget for the first quarter.

13.5 The following payments were approved:

13.5.1 Viking £28.08

13.5.2 Internal Auditor £50.

13.5.3 Playsafety 2014/15 playground inspection £103.20

13.5.4 Payment of £95 for the councillors' training was also agreed to be paid when invoiced.

14. ANY OTHER BUSINESS

None.

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

Owing to other commitments by the Councillors during September, the date of the next meeting has been brought forward to **7:30 pm on Wednesday 26 August 2015.**

THE MEETING CLOSED AT 10.25 P.M.