



## **TIVETSHALL PARISH COUNCIL**

### **Minutes of Tivetshall Parish Council Meeting: 7:30 p.m. Wednesday 14 October, 2015, Tivetshall Village Hall**

Present: Tony Jollans (Chair), Rita Land, Christopher Miller  
Lynn Jollans, (Clerk)  
Isabelle Agrir (PCSO)  
2 members of the public.

#### **1. APOLOGIES FOR ABSENCE**

District Councillor Martin Wilby had sent apologies.

#### **2. DECLARATIONS OF INTEREST AND CONSIDER DISPENSATIONS**

None.

#### **3. TO CONSIDER APPLICANTS FOR CO-OPTION**

Joanne Cocks introduced herself to council and said she was willing to be co-opted. Council voted unanimously to accept Joanne and she will join council at the November meeting.

#### **4. MINUTES**

4.1 Minutes of the August meeting were reviewed and approved.

4.2 Matters arising from the minutes

- 4.2.1 Item 5.2. The following action has been taken to find people willing to join the council. An article has been written and printed on the cover of the Grapevine. The same article will be published in the next issue of the Cock Crow and the village magazines of both Pulham and Dickleburgh. Cllr. Miller has uploaded a poster produced by Claire Kirby to social media sites. Thanks were expressed to Claire for the poster. The clerk has contacted Gary Day of Simpson's Malt who has agreed to display said poster on their notice boards.
- 4.2.2 Item 7.1. The climbing cone has been dismantled and is with Tay Play in Scotland for repairs. A cheque for £728 has been received from the insurance company. The excess of £250 to come out of council's insurance reserve.
- 4.2.3 Item 7.2. The playing field fence has been repaired. Thanks expressed to Cllr. Land's husband, Chris.
- 4.2.4 Item 9. Alternative suppliers had to be found for the life buoy. Thanks to Cllr. Land for organising the purchase.

#### **5. PUBLIC PARTICIPATION**

5.1 Isabelle Agrir, PCSO, said it had been a fairly quiet period. There was a report of criminal damage (climbing cone) in August and a theft in Tivetshall St. Mary in September.

5.2 Parishioner's Forum.

No parishioners wished to comment.

## **6. CHAIR'S REPORT**

- 6.1 The chair had attended a chairman's briefing in Long Stratton on 29 September, which was primarily about the upcoming boundary review. Whilst not directly affecting Tivetshall the chair found the meeting beneficial and hoped there would be others.
- 6.2 Correspondence received from parishioner requesting the council to assist refugees. The chair said that council had no facilities or resources to do so but would assist in any way it could if requested by NCC.
- 6.3 Complaints had been received about parking on The Street opposite Bramble Close. Whilst the chair acknowledged that this was annoying to other residents, especially the owner of the property whose verge is being used, it is not actually illegal. The chair said the fault lay with SNDC and Saffron Housing who had ignored concerns about parking provisions on the Bramble Close development.
- 6.4 The chair and clerk had attended a Transparency Briefing at County Hall on 12 October to find out more about the new rules for smaller parishes re. publishing information on the internet. The chair informed council of the currently available grants to facilitate councils to become compliant.

## **7. PLANNING.**

- 7.1 2015/2007 Lavender Barn, Ipswich Road. Installation of wood burner with flu. Agreed to recommend acceptance.
- 7.2 Thistledown Farm, Station Road change of use to storage of banqueting hire equipment. A representative of the banqueting hire firm spoke about the company. Council agreed to recommend acceptance.

## **8. TO REVIEW THE PROGRESS OF THE FOOTPATH PROJECT.**

- 8.1 David Evans reported that he has been able to locate a detailed map of all the footpaths in the parish online. He will forward a link to the clerk. He is working on recruiting a group of volunteers to each take a path and walk it, on a weekend to be decided, and report. David has a contact at Highways to report to. The clerk to co-ordinate reports from parishioners on landowners failing to maintain footpaths and report to David's contact. It was noted that no action had been taken by Highways on two footpaths issues raised, one 3 months ago and one 2 months ago.

## **9. TO DECIDE ON MAKE AND MODEL OF COMPUTER FOR COUNCIL**

The clerk presented a report on local suppliers and models available. Council decided to purchase an HP Pavilion from 121 in Diss. It was also agreed to purchase a Brother printer. The cost for both items to be claimed from the transparency fund.

## **10. TO DECIDE ON THE DISPOSAL OF REDUNDANT COUNCIL PROPERTY AND DOCUMENTS.**

After some discussion it was agreed to take all council's old documents to the archive office at County Hall and to dispose of the computer, screen and printers, after removing the computer hard drive. It was agreed that the mugs left over from the Jubilee would be offered, in the first instance, to the school and the village hall.

## **11. FINANCIAL REGULATIONS**

Deferred to the November meeting.

## **12. DEFIBRILLATOR**

The clerk reported on the current status of this project. A meeting has been organised for Thursday 22 October, when Martin Render, from Community Heartbeat Trust will be in attendance to show council the defibrillators and cabinets on offer.

Thanks were expressed to those parishioners who have already made donations to the project. The clerk to update the website with meeting details and forward the poster to Cllr. Miller for inclusion in social media.

## **13. TO DISCUSS I.C.O. REGISTRATION**

After taking advice from NALC and the monitoring office and some discussion it was reluctantly agreed that council had no choice but to register. The clerk to action.

## **14. DONATION FOR WREATHS**

It was agreed to make a donation to the Royal British Legion of £60.

## **15. CHRISTMAS TREE FOR VILLAGE GREEN**

15.1 The clerk had obtained a quote for an 18 foot tree at £90 plus VAT. Council thought this would be too large and asked the clerk to organise the purchase of a 15 foot tree.

15.2 It was also reported that more lights were needed and council agreed to investigate lights available at Cherry Lane and make a purchase not to exceed £100.

## **16. TO NOTE CORRESPONDENCE RECEIVED**

16.1 SNDC is developing a new housing strategy and inviting comments in their on-line survey at [www.smartsurvey.co.uk/vmpnb](http://www.smartsurvey.co.uk/vmpnb).

16.2 A letter has been received from SNDC monitoring office offering support to the council in complying with the recommendations of the Standards Committee. The clerk to contact them with a view to arranging training for the new councillors.

16.3 Further communication received from the Pension's Regulator. No action required.

16.4 Letter received from East Anglian Air Ambulance asking for a donation. Council's opinion was that it should be a matter for individual parishioners, not the council to support such charities. A council policy to be drawn up to this effect.

16.5 A notification received that School Road will be closed for drainage work for three weeks from 19 October.

16.6 Notification received that the Tree Warden Scheme is changing. Full details will be presented at the next clerk's meeting and the clerk will report following this.

16.7 NALC AGM was to take place on Saturday 17 at Carrow Road. This has been postponed.

16.8 Leaf clearing is taking place again this autumn. If there are further problem areas identified they can be reported via [litterpick@s-norfolk.gov.uk](mailto:litterpick@s-norfolk.gov.uk) for inclusion.

## **17. FINANCE**

17.1 To receive the External Auditors report.

17.1.1 The only comment made was that council should have completed Section 4 of the audit form (Internal Auditor's Report) prior to completing Section 2 (Annual Governance Statement). Duly noted and council will comply in future.

17.1.2 An e-mail had been received from the Auditor querying the July minutes, item 13.2, where Vivienne Dennis is referred to as the 2014/15 auditor. This was a mistake in the minutes. Vivienne was council's auditor for the 2013/14 financial year.

17.2 The comparison between actual amounts spent and budget figures for the second quarter of the year were presented to council. Currently no category exceeds the budget figure.

17.3 A bank reconciliation exercise was completed and Cllrs. Land and Miller signed the bank statement confirming the figures. It was noted that the only cheque not presented is for the peppercorn rent, but as the standing order for the same has been paid council has still fulfilled its contractual obligations.

17.4 The following payments were reported

17.4.1 Brian Ward alternative suppliers of life buoy £20. (August meeting Page 444 Item 9.)

17.4.2 Norfolk Parishes Training Partnership £95 (July Meeting Page 441 Item 13.5.4)

17.5 The following payments were authorised:

Buildbase Wood for fence repair	£16.70
Norse Playing Field and Green contract	£1,323.62
Mazars External Audit	£120
Primrose Press October/November Grapevine	£112.00
Community Car Scheme	£28.00
SNDC New Dog Bin	£237.60

It was noted that no bill for dog bin emptying has been received.

#### **18. ITEMS FOR THE NEXT AGENDA**

It was agreed to consider the provision of a bicycle stand for children using the school bus.

Cllr. Land said that the strimming done by Norse was damaging the fence post and asked if this could be addressed

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

The date of the next meeting was confirmed as **7:30 pm on Wednesday 11 November 2015.**

THE MEETING CLOSED AT 9.50 P.M.