



TIVESHALL PARISH COUNCIL

Minutes of Tivetshall Parish Council Meeting: 7:30 p.m. Wednesday 11 November, 2015, Tivetshall Village Hall

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

1. APOLOGIES FOR ABSENCE

Apologies received from District Councillor Martin Wilby and Isabelle Agrir, PCSO.

2. DECLARATIONS OF INTEREST AND CONSIDER DISPENSATIONS

Item 6.1 Planning application Mill Green Farm: Cllr. Land declared an interest as she is a close neighbour.

Item 11 Bicycle stand discussion Cllr. Cocks declared an interest as her son would benefit from having such a facility.

3. TO CONSIDER APPLICANTS FOR CO-OPTION

None.

4. MINUTES

4.1 Minutes of the October meeting were reviewed and approved.

4.2 There were no matters arising from the minutes.

5. PUBLIC PARTICIPATION

5.1 Parishioner's Forum.

David Evans reported on the progress of the footpath survey. Brian Fletcher and his 'team' has done a wonderful job and produced a comprehensive report to go to the Highways contact. David asked that the Council forward the plan to Highways. Clerk to action.

David also said that he had produced a piece for the Village Hall to go into the next Cock Crow. He had mentioned the poor turnout for the defibrillator meeting and asked for suggestions of how communications could be improved. Flyers and email correspondence, to parishioners willing to agree to this, when there are significant village events was discussed.

6. SUSPENSION OF STANDING ORDER

6.1 The Chair proposed that Standing Order 8(c) was suspended for the duration of item 6.1 of the agenda, to allow Cllr. Land to remain in the room whilst this item is considered. Cllr. Miller seconded and all approved.

7. PLANNING.

7.1 2015/2310 Mill Green Farm, Ran Lane. Plans were circulated and the conversion was discussed and approval agreed. Cllr. Land did not take part in the discussion or the vote.

7.2 2015/2200 3 The Street. Plans were circulated and discussed. Agreed to recommend approval.

8. TO DISCUSS THE FINANCIAL REGULATIONS

Council is planning a review of policies at the next meeting and the revised Financial Regulations will be presented then.

9. TO RECONSIDER THE OFFICE OPTIONS FOR THE NEW COMPUTER

The Chair had spoken with Microsoft and been told Office 365 is not an option for the Council. Council agreed to authorise the purchase of Office with the correct licencing agreement. Different figures had been found for this but the purchase would not exceed £250. This is a one off purchase, not an annual subscription.

10. DEFIBRILLATOR

Following the Defibrillator Meeting of 22 October there has been communication between councillors and with CHT (Community Heartbeat Trust). Council agree to opt for a 'Managed Solution'. This means that the equipment is covered by CHT's insurance.

The Council also agreed to opt for the support package at a cost of £126 per year (minimum 4 year agreement). St Margaret's Allotment Charity has kindly offered to cover the cost of this support package for the first year, and subsequent years, funds permitting. The Charity has also offered to cover the cost of installation up to £200. The Chair expressed thanks to the Charity.

11. TO DISCUSS PLANS FOR CHRISTMAS LIGHTS

11.1 A 16ft tree has been ordered and will be delivered to the village green by 27 November at a cost of £70 plus VAT.

11.2 The Cherry Lane lights were found to be unsuitable so two sets of 720 lights have been purchased from Amazon and have been delivered and checked.

11.3 The school has been contacted to ask if the children would like to make decorations for the tree. Cllr. Cocks suggested that each child could make a red heart with their name on to raise awareness of the defibrillator project.

11.4 A date of Sunday 29 November was agreed for the erection of the tree, decorating and turning on the lights. It was hoped that this could be combined with a 'Grand Opening' of the defibrillator. It was agreed to invite parishioners to partake of mulled wine and mince pies following the switching on of the lights. Council agreed to the expenditure of £40 for mulled wine. The clerk offered to make the mince pies if Council would cover the cost of the ingredients which was agreed.

11.5 There was some discussion about a risk assessment for the event and the possible requirement to PAT tests the older lights. It was agreed to just use the new lights until the regulations investigated.

12. TO DISCUSS THE POSSIBILITY OF PROVIDING A BICYCLE STAND

Following some discussion it was agreed to contact Roger Martin regarding possibly locating a stand on his property and to investigate the likely cost of a stand. The clerk to action.

13. TO DISCUSS THE DAMAGE TO THE FENCE POSTS ON THE PLAYING FIELD

13.1 The clerk had contacted Norse and their response was that they only ever sprayed weeds around fence posts and had photographic evidence of this. It was agreed that to try and progress this further with them was pointless.

13.2 A parishioner suggested that a solution would be to purchase a length of pipe and cut into sections that could be fitted around each post. Council agreed that this would be the simplest and most cost effective solution. No action to be taken at present but something to be implemented prior to the start of the next season.

14. TO NOTE CORRESPONDENCE RECEIVED

14.1 The clerk had received 2 e-mails from the Highway Rangers. The first said they would like any needed work notified by 18 November, the second said they had visited on 18 October. The clerk will coordinate any requests on the basis that they are still visiting in November.

14.2 Notification has been received concerning the closure of Primrose Hill from 11 November for 2 days. They apologised for the late notification

14.3 A letter has been received from SNDC concerning the adoption of three local plan documents. The clerk will forward to Councillors.

14.4 A parishioner has complained that now that the hedges have been cut she can see the recycling bins from her front window. The clerk apologised to the parishioner. There is nothing that can be done but wait for the hedge to grow back in the spring but note was made that, in future the hedge should remain proud of the fence height to provide adequate screening.

15. FINANCE

15.1 The balance of accounts was received. The clerk reported that she finally had access to the bank account on-line and had successfully logged on and printed an up to date balance. Despite asking for read-only access the clerk said that perhaps it would be a good idea to make sure by trying to make a payment on-line. Council agreed read-only access should be confirmed.

15.2 To consider banking option.

The clerk reported that there had been e-mails circulating between local clerks about the efficiency of various banks and Starston Parish Clerk, who instigated the mailing, had collated the information received. The clerk will forward the information to councillors.

15.3 The budget figures for 2016/17 were provided to councillors and explained by the clerk. No further action can be taken until January when the grant figure is known and the precept set.

15.4 The following payments were authorised:

Cllr. Land travel to training	£7.20
Cllr. Miller travel to training	£13.50
Cllr. Jollans travel to meetings	£19.35
Norfolk ALC transparency Briefing	£30.00
Community Heartbeat Trust	£2,146.00
Mp Stephenson and Sons Christmas Tree	£84.00
Clerk's Expenses (Christmas Lights)	£71.39

16. ITEMS FOR THE NEXT AGENDA

None.

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

The date of the next meeting was confirmed as **7:30 pm on Wednesday 13 January 2016.**

THE MEETING CLOSED AT 9.35 P.M.