



## TIVETSHALL PARISH COUNCIL

### DRAFT Minutes of Tivetshall Parish Council Meeting: 7:30 pm, Wednesday 12<sup>th</sup> July 2017, Tivetshall Village Hall

Present: Rita Land (Chair), Robert Alleguen-Porter, Chris Sadler, Tony Jollans, Alyson Read, Ros Hill (Clerk) and Chris Miller. Martin Wilby and Bev Spratt. 2 members of the public.

#### 1. APOLOGIES AND APPROVALS OF ABSENCE

None

#### 2. TO CONSIDER APPLICANTS FOR CO-OPTION

There were none.

#### 3. TO RECORD DECLARATIONS OF INTEREST AND CONSIDER DISPENSATIONS

Cllr Tony Jollans declared an interest in items 9 and 12

Cllr Rob Alleguen-Porter declared an interest in Item 11

#### 4. MINUTES

The minutes of the meeting on 14<sup>th</sup> June were reviewed and approved as accurate.

There were no matters arising from the June minutes.

#### 5. PUBLIC PARTICIPATION

##### 5.1 Report from District Councillor

Martin Wilby reminded councillors that a grant of £250 was available again if TPC wished to apply to fund a project, he cited the possibility of refurbishment of a wooden sign post. The grant could be applied for by a community group other than the Parish Council. Martin reported that the Norfolk on Show event had been very successful. Norfolk Pub of the Year and Design Awards have been launched and residents are encouraged to vote. Norfolk Link magazine has been published. Martin referred to a consultation taking place on £2M investment for Long Stratton Leisure Centre. Martin wished good luck to Tivetshall for the events taking place at the weekend.

##### Report from County Councillor

Bev Spratt reported that the Conservatives had won the County Council elections, he hoped that there would be no cuts in services and hoped that the two grass cuts of verges per year would be maintained. Childrens' Services report showed a slight improvement in performance but Children in Care remained a drain on resources. Cllr Read asked about the publicised cuts and what impact that may have on service delivery. Bev said he believed the budget restraints could be achieved without front line services being hit.

##### 5.2 Parishioners Forum

A parishioner reported that a road sign had been damaged and pushed over into the hedge at the junction of Primrose Hill/Ram Lane. It was suggested that contractors are using unsuitable routes and junctions for such large vehicles. Clerk to contact landowners about contractors working on barley and herb fields off Primrose Hill.

#### 6. REPORTS FROM CLERK AND COUNCILLORS

##### 6.1 Update on footpath signing, misuse and access issues to public rights of way

The Clerk reported that there had been a delay in cutting the footpaths due to a breakdown of machinery but some progress has been made. Sheckford Lane has not been cut, this has been reported to NCC. Cllr Sadler/Clerk to follow up. Cllr Sadler reported that seven more footpath signs are available and awaiting collection from NCC Depot. Bev Spratt may be able to collect.

##### 6.2 Update on speeding traffic along B1134

The police are planning to put air tubes in place to monitor speeds along this stretch of road in the next few weeks, they are having to wait for a set to become available. Clerk to check progress with Norfolk Police.

##### 6.3 Update on Proposed New Dog Bin

The Clerk reported that a price list had been received from South Norfolk District Council to supply and install a new dog waste bin at the junction of Star Lane/School Road. The cost would be approximately £250 for a 25 litre post mounted bin plus 96 pence for each empty. If emptied twice a week the cost would be £100 per

year. Clerk to query number of empties per week plus possibility of purchasing a larger bin and locating it where a smaller bin is currently located, moving the smaller bin to the new location.

## **7. PLANNING**

**7.1** 2017/0543 (decision-approved with conditions) Mardle Farm Barn Ipswich Road Tivetshall St Mary NR15 2DH

**7.2** Neighbourhood Plan - Proposed Diss and District Neighbourhood Plan

Councillors did not have any comment on the plan.

**7.3** SNDC Consultation on Guidelines for Recreation Provision in New Residential Developments Supplementary Planning Document (SPD). Councillors had no comment to make.

## **8. HIGHWAYS & MAINTENANCE MATTERS**

### **8.1 To Consider Next Steps for Bus Shelter on A140**

The bus shelter selected in the funding application was not the correct type of shelter. Bob West at NCC Highways has confirmed that he will arrange a licence for the works. NCC have confirmed that the purchase and installation of bus shelters is the responsibility of Parish Councils. He also confirmed that the incorrect type of bus shelter had been selected on the application submitted by TPC as it needs to be the cantilever model, which is cheaper. TPC are to arrange the purchase and installation of the bus shelter and pay for the works once completed. Site visit to be requested with Bob West to consider options – Clerk to action.

### **8.2 To Consider Next Steps for Playing Field Fence Replacement**

Indicative drawings have been produced by Cllr Chris Miller. Cllr Read has a name of another fencing company who may wish to quote – SM Fencing. The Clerk reported that quotes have been requested for the revised works but no responses have been received to date. Cllr Sadler passed over a quote from Nick Thrower.

Jordan Fencing (Bungay) also to be asked for a quote.

Clerk to acknowledge receipt of quote from Nick Thrower and request quotes from the two other companies.

Oil tank protection discussed, the tank is not bolted down also pipe into the hall is vulnerable where it goes over grass. The VHMC to make a decision about the oil tank protection, David Evans to confirm if a cage is required.

### **8.3 Damage to bench from strimmer on playing field**

A report of damage to a bench from strimming has been received from a parishioner. The Clerk has investigated and this aspect of the maintenance work is part of the contract being undertaken by James Crerar. Clerk has spoken to James who has said that a Flymo with a guard is used so this shouldn't be causing any damage. Clerk to write and inform him that parishioners have seen strimming taking place recently and ask him to take steps to prevent further damage being caused. The option of spraying weed killer around the fence posts and picnic tables/benches instead of strimming was discussed but it was agreed that this looked unsightly. It was agreed to accept James' offer to cut into the goal mouths for no extra charge. Clerk to write to James Crerar.

### **8.4 To consider actions for Highways Rangers, Ketteringham Depot**

It was agreed that the Clerk will respond outlining work to be undertaken. Councillors to email the Clerk with any suggestions by 24<sup>th</sup> July.

## **9. VILLAGE HALL REPORT**

The Chair of the Village Hall Management Committee presented a report to TPC, this had also been displayed on the village hall notice board. Cllr Read requested a copy of the Governance Document for TPC records and the VHMC agreed to provide this. Cllr Read asked what the maintenance and repair schedule was for the village hall. The Chair of the VHMC listed the fire door being replaced, the door to the bar area to be replaced and emergency lights (5 to be replaced and 1 new light to be fitted) as works to be carried out this year and gutters are cleaned annually.

VHMC asked if anyone knows of an odd-job person who might be willing to carry out small jobs. The notice placed in The Grapevine had not resulted in any expressions of interest. Consideration to be given to next steps.

## **10. USE OF PAVILLION AND SECURITY**

Cllr Rita Land outlined that the security of the pavilion had been a concern since it was last discussed by Council in January. A bolt had been secured to the door and a key is now held by the caretaker/cleaner of the village hall and the Clerk. A decision remains to be made about the long-term use of the pavilion as per the Community Plan.

## **11. SITING OF CARS TAKING PART IN CAR BOOT SALE**

Item no longer necessary so not discussed as only a few car boot bookings have been made.

## **12. BROADBAND PROJECT**

The report circulated to councillors prior to the meeting was summarised and key information highlighted by David Evans of the Management Committee. The project is moving forward at a good pace.

## **13. PLAY EQUIPMENT INSPECTION**

### **13.1 Annual Inspection Report from Play Safety Ltd**

The annual inspection report from Play Safety was reviewed, overall the findings of the report were favourable with very few matters needing attention. Rating on metal swings seemed rather harsh as it was believed this work was carried out last year.

Action agreed:

Kick Wall – the suggestion was for this to be removed as there is very little evidence of it being used. Agreed that further investigation into cost of removal versus cost of repair to be undertaken. Clerk to action.

Cable-Way – the replacement of the rotted wood at the base to be undertaken. It was agreed that Cllr Chris Sadler would look at what repair was needed and if possible carry out the work.

Swing Set – Clerk to check on past invoices from Play Scape to identify whether work to replace bushes is detailed on an invoice as proof or work done.

### **13.2 To Agree process for Weekly Inspections of Play Equipment**

The Clerk reported that Came and Co recommend training for lay inspectors but it is not crucial, the main thing is that Council is able to evidence that weekly inspections are taking place. The proposal of a rota of volunteers to inspect the play equipment was put forward and a sample form to record weekly inspections was reviewed. Following a vote to adopt a rota for inspections by volunteers, it was agreed that Cllrs Read, Alleguen-Porter, Sadler, Miller and Land plus the Clerk would be on the rota. Clerk to draw up rota and initiate start of checking as soon as possible using the weekly checking sheet to record.

## **14. COMMUNICATIONS STRATEGY**

### **14.1 To Consider Future of The Grapevine**

Consideration was given to how best to engage with parishioners to ensure as many people as possible are reached. Social media, email, TPC website and written copy are all important mediums and reach different audiences. Agreed that councillors will meet up during August to share thoughts on the future of Grapevine and ideas for the future.

### **14.2 To Approve Communications Schedule**

It was agreed that the new arrangements of the communications schedule for sharing documents on One Drive is working well and initial access issues are being overcome. It was agreed to adopt the schedule.

## **15. MEMBERSHIP OF NORFOLK TRAINING AND PARISH SUPPORT**

The cost of membership would be 1% of the precept, which for TPC would equate to approximately £80 per annum. The benefits would be 20% off training events and no charge for the Clerk to attend the Clerks' networking meetings, plus access to support and template documents for Councillors and the Clerk. The charge would be off-set by reduced training costs for training already being considered for later in the year. A vote was taken and it was agreed to take up membership and compare benefits against membership of NALC over the next few months. Clerk to action.

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

### **16.1 Reported Fly Tipping**

An email had been received from a parishioner detailing a report of fly-tipping that had been submitted to SNDC. No further action required as it appears the rubbish has now been removed.

### **16.2 Community Action Norfolk Membership**

TPC has had bronze membership in place in 2016/17 at a cost of £20. Benefits considered and decided to continue with Bronze membership so the parishioners benefit from the oil buying scheme which gives parishioners a discount on oil purchased via the scheme. Clerk to action.

It was agreed to suspend Standing Order 3W as the meeting was likely to exceed 2 hours.

### **16.3 Email from parishioner regarding highways matters**

This was forwarded to Bob West who has responded confirming what action is being taken. His email asked if TPC would be willing for the broken wooden finger-post sign on School Road corner to be replaced with plastic. Cllr Read moved to accept NCC offer to replace with plastic, following a vote this was agreed.

## **17. FINANCE**

**17.1 To Receive the Balance of Accounts**

The Clerk presented the balance of accounts and bank reconciliation as at 05/07/17 plus the list of payments for authorisation in July. The bank reconciliation was approved by the Chair.

**17.2 The Following Payments were Authorised:**

- 17.2.1 Clerk's expenses for office supplies - £43.34
- 17.2.2 Clerk's monthly gross salary for period 01/07/17 to 31/07/17 - £211.10
- 17.2.3 Play Safety Annual Inspection of Play Equipment - £109.20
- 17.2.4 Community Car Scheme Invoice - £17.19
- 17.2.5 Mileage expenses for Chair's training £18.00
- 17.2.6 J M Crerar Maintenance Invoice for 2<sup>nd</sup> quarter -£705.50
- 17.2.7 Anglia Book Keeping Payroll Administration months 1,2 &3 - £13.50
- 17.2.8 Clerk's monthly gross salary for payment in August - £211.10

**18. URGENT ITEMS FOR INFORMATION AND/OR CARRYING FORWARD TO NEXT MEETING**

None

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

Proposed as Wednesday 13<sup>th</sup> September, 2017 at 7.30pm

Meeting finished at 9:40pm