



**TO MEMBERS OF THE COUNCIL:**

You are duly summoned to the next meeting of **TIVETSHALL PARISH COUNCIL** to be held on

**Wednesday 13h September 2017 at 7.30 pm at Tivetshall Village Hall**

Ros Hill, Parish Clerk: Leylandii, Rectory Road, Tivetshall St Mary, Norwich. NR15 2AL Telephone 07830292074

**SIGNED:** *R G Hill*

**DATED:** 7<sup>th</sup> September 2017

**AGENDA**

**1. APOLOGIES AND APPROVALS OF ABSENCE**

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

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

**4. MINUTES**

4.1 To approve the minutes of the 12<sup>th</sup> July Council meeting

4.2 Matters arising from the minutes.

**5. PUBLIC PARTICIPATION – 15 MINUTES ALLOCATED FOR PARISHIONERS' FORUM**

5.1 Reports from District Cllr, County Cllr, and Police Community Support Officer if present

5.2 Parishioners' Forum

**6. REPORTS FROM CLERK AND COUNCILLORS**

6.1 Update on highways matters and feedback from Highways engineer's visit (Clerk)

6.2 Update on weekly play equipment inspections and remedial action

6.3 Report on resurfacing of trod path (Cllr Sadler)

6.4 Report from meeting at Wacton - proposed housing development at Long Stratton (Cllr Read)

6.5 Public Space Protection Order – response to consultation

**7. HIGHWAYS AND MAINTENANCE MATTERS**

7.1 To receive feedback from site meeting and determine position and style of bus shelter

7.2 To consider quotes received for replacement of playing field fence

7.3 To note repairs to Moulton Road and resulting traffic management

**8. TO CONSIDER CHANGES TO THE GRAPEVINE AND PUBLICATION OF PC MINUTES**

**9. TO CONSIDER RECOMMENDATIONS OF SNDC GOVERNANCE REVIEW**

**10. VILLAGE HALL REPORT (REPORT NOT RECEIVED)**

**11. BROADBAND PROJECT**

11.1 Review of project update circulated to Councillors

11.2 To consider location of cabinet adjacent to village hall and sign-off of Way-Leave Agreement

**12. TO REVIEW AND UPDATE PROGRESS ON COMMUNITY PLAN**

**13. TRAINING**

13.1 To consider attendance at Community Projects training by Alyson Read

13.2 To consider attendance of Clerk at Planning Workshop at Dickleburgh

13.3 To consider attendance of Clerk at Budgeting Training (NTPS)

**14. TO NOTE CORRESPONDENCE RECEIVED**

14.1 Pennoyer Centre – request for donation towards Silver Sunday event

14.2 School bus transport to Archbishop Sancroft High School from Tivetshall St Mary

14.3 Poor state of repair of finger-post road sign at junction of Lodge Road/B1134

14.4 Village hall – repairs and maintenance

14.5 Fly-tipping near the ford in Star Lane

14.6 TEN Notice relating to Tivetshall Families and Friends Disco

**15. FINANCE**

15.1 To receive the balance of accounts and bank reconciliation

- 15.2 Feedback from Cllr Alleguen-Porter on quarterly review of Council finances
- 15.3 To receive the completed Annual Return
- 15.4 To approve payments to include:
  - 15.4.1. Clerk's expenses for mileage and office supplies - £14.82
  - 15.4.2. Clerk's monthly gross salary for period 01/09/17 to 30/09/17 - £211.10
  - 15.4.3. Mazars Invoice for Audit of Annual Return - £120.00
  - 15.4.4. SNDC overdue account for Dog Bin emptying dated April 2015 - £147.12
  - 15.4.5. Peppercorn rent for playing field (M A Myhill) - £5.00

**16. URGENT ITEMS FOR INFORMATION AND CARRYING FORWARD TO NEXT MEETING**

**17. STAFFING MATTERS (PUBLIC TO BE EXCLUDED)**

- 17.1 To determine recruitment and selection process for handyperson role

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

Proposed as Wednesday 11th October, 2017 at 7.30pm