



## TIVETSHALL PARISH COUNCIL

### DRAFT Minutes of Tivetshall Parish Council Meeting: 7:30 pm, Wednesday 13<sup>th</sup> September 2017, Tivetshall Village Hall

Present: Chris Sadler (Acting Chair), Tony Jollans, Alyson Read, Robert Alleguen-Porter, Chris Miller and Ros Hill (Clerk). 2 members of the public.

Cllr Chris Sadler (Acting Chair) opened the meeting and welcomed members of the public. He explained that as apologies had been received from Rita Land (Chair) he (as Vice-Chair) would be chairing the meeting.

#### 1. APOLOGIES AND APPROVALS OF ABSENCE

Apologies received and accepted from Rita Land (Chair). District Cllr Martin Wilby called in with information about the members funding questionnaire and gave his apologies for not being able to stay.

#### 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 10, 11 and 14.4

Cllr Rob Alleguen-Porter declared an interest in Item 14.6

#### 4. MINUTES

The minutes of the meeting on 12<sup>th</sup> July were reviewed and approved as accurate.

There were no matters arising from the July minutes.

#### 5. PUBLIC PARTICIPATION

##### 5.1 Report from District & County Councillors

There was no report as neither were present. Agreed to remove report from PCSO from the list. General contact with police is now available via Street surgeries.

##### 5.2 Parishioners Forum

A parishioner reported that a local village hall had an issue with a hall being hired out and left in a very poor state. It was felt that it would be useful if the police had a mechanism to warn other village hall committees of potential untrustworthy hirers and Tivetshall Parish Council (TPC) was asked if there was anything they could do to request this of the police. Cllr Read suggested village hall management committees could set up a network amongst themselves for this purpose as this was not really a Parish Council (PC) matter. It was agreed that the Clerk would email neighbouring PC Clerks giving Tivetshall VHM contact details for passing to their village halls to support networking.

#### 6. REPORTS FROM CLERK AND COUNCILLORS

##### 6.1 Update on highways matters and feedback from Highways engineer's visit on 10<sup>th</sup> August (Clerk)

The Clerk reported that she and Rita Land had had a very encouraging meeting with Ben Rayner of Norfolk County Council Highways. The purpose of his visit was a site visit for the bus shelter but whilst in the village he agreed to look at various matters raised by Council. He inspected the road surface of Rectory Road by Rosario cottage and agreed that a longer-term solution for the surface was needed; he agreed to report back and arrange the repair of the railings at the end of Ram Lane; he inspected the damage to the road at the junction of Ram Lane/Primrose Hill and said he would discuss this with his manager; he inspected the trod path and undertook to give feedback to the team carrying out the works; he looked at the finger-post sign by the school; he inspected the recent pot hole repairs and in particular a repair in The Street around a drain; he also looked at the surface water drain outside the Post Office and said he would ensure this was put on the list for cleaning and the vegetation cut back to the verge. He took photographs of most of the locations viewed. An update has been received from Bob West in relation to the finger post sign by the school, he has agreed to repair this in wood now he understands this is located in the centre of the village. Ben Rayner has confirmed that an order to carry out the work to clean the drain and clear vegetation around the gully by the Post Office

has been submitted. An update on the other matters is still awaited. Clerk is to ask for an update on the works and ask what timeline is for the Highway Rangers to undertake the works requested earlier in the summer.

**6.2 Update on weekly play equipment inspections and remedial action**

The Clerk reminded councillors to ensure they gave her completed weekly checklists for retention on file. The weekly checks have identified cleaning is needed of some equipment and clearing of debris off some surfaces (basketball square and under main swings). It was also noted that there is a problem with moles by the toddler play area in particular – this is not covered under the maintenance contract. It was agreed that some of the general cleaning was not urgent but needed doing. It was agreed that the mole problem was best tackled before it gets too bad. The Clerk to make contact with a pest control contractor and obtain a quote for eradicating the moles. Clerk to ask J Crerar to cut back hedging round basketball square on next visit. Repair to the kick wall, as identified in annual inspection. Playscape have recommended that a bricklayer or odd-job person is engaged to replace the two missing bricks as that would be more cost effective than them coming out. It was agreed that the wall is sound and poses no real risk to users so it was agreed to wait and see if a local person could do the repair.

**6.3 Report on resurfacing of trod path (Cllr Sadler)**

Cllr Chris Sadler reported that the resurfacing of the trod path had been completed and first impressions of the work was that it had been completed to a high standard. Positive feedback has been received from parishioners. It is hoped that residents will find the path easier to use now.

**6.4 Report from meeting at Wacton on proposed housing development in Long Stratton**

Cllr Alyson Read summarised feedback from her report of the meeting circulated earlier. Wacton PC have sent a summary of the main concerns raised at the meeting, circulated previously. It was noted that a future meeting with a planning official is planned in September.

The meeting centred on infrastructure and the importance of having the infrastructure in place before commencing the building of the development. Cllr Alyson Read stated that the Long Stratton Area Action Plan would be useful to have as a hard copy within the PC for reference when attending meetings. Clerk to print off copy of document. Roads an issue, single carriageway by-pass being proposed but feeling is that this does not allow for increased cars in the future as more houses are built, a dual carriageway is the preferred option. Likely to be a large scale and lengthy campaign needing support from neighbouring parishes. The outcome of the meeting was for all representatives to report back to their parish councils for consideration of and to determine involvement so that representatives of parish councils attending meetings are doing so with the backing of their PC. Cllr Alyson Read and Cllr Tony Jollans both stated they were keen to attend future meetings, their involvement was agreed by Council. It was agreed that the Clerk to write a letter to Wacton PC thanking them for bringing this to the attention of neighbouring PCs, confirming representatives from TPC and PC support for issues raised in the seven point plan. Copies to be sent to District Councillor, County Councillor, and neighbouring Parish clerks to raise awareness.

**6.5 Public Space Protection Order**

The Clerk reported that no comments had been received from Councillors by the deadline for response, therefore no response had been sent on behalf of Council. The contents of the proposed Order were noted by Council.

**7. HIGHWAYS & MAINTENANCE MATTERS**

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

Feedback following Norfolk County Council's Highways site visit to consider placement of the shelter indicated that to keep within the agreed PC budget and funding agreed via the Parish Partnership bid that the two bay cantilever bus shelter facing towards the road was the best option. There was also a concern that any other type of shelter (or alternative placement of it) may impair visibility for traffic turning out of Rectory Road. BC Shelters have inspected the plans of underground utilities at the site (provided by NCC Highways) and they agree with NCC's assessment and recommendation. Council voted and agreed to authorise the Clerk to proceed with ordering the two-bay cantilever shelter from BC Shelters and instruct commencement of the works as recommended by NCC.

**7.2 To consider quotes received for replacement of playing field fence**

Two quotes were received and considered by Council. There was concern at the increase in cost of the replacement of the fence and gate. It was decided not to proceed with the work due to cost constraints, but undertake repairs and replacement to poles and cross rails as and when required. Clerk to contact contractors who have submitted, thank them for their interest and inform them of decision. Council to consider

alternative options for repair of the fence. Cllr Chris Sadler to inspect fence to ensure it is safe, reporting any need for urgent repairs to the PC.

Fence by the garden along the end of the village hall – Tivetshall Village Hall Management Committee (TVHMC) said they would repair the fence by making use of the existing fence posts and rails. TVHMC to undertake work to protect the oil tank. TPC agreed these works were the responsibility of TVHMC.

### **7.3 To note repairs to Moulton Road and resulting traffic management**

Notification has been received that repairs to Moulton Road are to commence week commencing 18<sup>th</sup> September and are expected to last for approximately 3 weeks, which include a period of road closure for Moulton Road. Clerk to post information on the PC website, the PC Facebook page and ask TFAF to share the information to their Facebook group.

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

The PC had met informally to discuss possible options for the future of The Grapevine and opinions had been sought from residents about what they would like to see. It was suggested that publications would contain a summary of PC business/activities; an article from Tivetshall Families and Friends; information about a local organisation; an article from the school and information about local benefits for residents. It is proposed to make hard copies of the full minutes of PC meetings available from the Post Office for those who prefer a hard copy or who don't have internet access. The Clerk confirmed that Mary Snelling is in agreement. Update on progress with first issue from Cllr Chris Miller. Draft version to be circulated by Chris Miller to PC by 18<sup>th</sup> September.

Council voted and agreed that hard copies of the draft September minutes to be put in the Post Office.

Broadband update to be provided by the Project Team and an article about The Monday Club from Cllr Alyson Read. It was noted that Grapevine is delivered by the Cock Crow volunteers, for which the PC would like to express its thanks.

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

Council received the recommendations from this exercise. SNDC has clarified that the merging of joint Parish Council of Tivetshall St Mary and St Margaret into one parish council to be called Tivetshall Parish Council will mean (if approved) that in future the PC will not need to have a separate allocation of councillors from each parish. It was agreed to resubmit the original response from TPC and agree with the recommendations for the merging of the Parish Council. It was agreed to post details on PC website, PC Facebook page and put information in Grapevine so residents are aware of the plans and have the opportunity to comment. Clerk to action.

### **10. VILLAGE HALL REPORT**

No written report was received. Cllr Tony Jollans stated that whilst the PC had requested a regular report he was not aware that the PC had requested a written report.

It was stated by a TVHMC representative (member of the public present) that he was unsure exactly what the PC required in terms of a report, was it to cover internal or external matters. It was noted that in July a written report on internal works was provided as well as being displayed on the village hall notice board. He agreed that TVHMC would provide a regular report to the PC but clear guidance from the PC would be needed detailing the content expected. He reported that major internal works had recently been completed including refurbishment of the floor.

Cllr Chris Sadler (Acting Chair) explained that it would be helpful for the PC to have an update of work carried out and planned works.

Cllr Alyson Read stated that councillors have had comments from parishioners about the state of repair of the village hall and having a report would provide something to quote from when responding to parishioners. Parishioners have said that they are contacting TPC because they have not had a response to emails sent to the VHMC. The VHMC defended this and said all emails received are responded to, although it was acknowledged that there have been issues with emails not arriving. It was also noted that VHMC meetings do not take place in public which could make it difficult for parishioners to feel they have a voice. The VHMC representative said that they would welcome new members coming forward to join the committee.

It was suggested that VHMC could provide a list of jobs needing to be done and ask if volunteers would be willing to undertake work.

If was felt that clarification is needed about the role of TPC in relation to the VHMC. Cllr Chris Sadler (Acting Chair) suggested that such an important subject needed more time to consider the role of the PC as a holding

trustee for the VHMC, an extraordinary meeting was briefly discussed but it was agreed as not necessary at present.

Council agreed that it was important for councillors to attend the TVHMC AGM if they are able so that any issues or concerns can be addressed.

Item 14.4 relating to correspondence about the village hall was considered as part of item 10 so that all matters about the village hall could be considered together. Correspondence was noted from two parishioners expressing concern about the state of repair of the village hall. Clerk to reply to parishioners saying their comments had been noted and suggest they use the TVHMC AGM to voice their concerns.

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

## **11. BROADBAND PROJECT**

### **11.1 Review of project update circulated to Councillors**

The report circulated to councillors prior to the meeting was received and reviewed by TPC.

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

Council considered the location of the cabinet as identified in the documents circulated prior to the meeting. The location adjacent to the village hall car park to the left of the entrance between the gateway and the recycling centre on village hall land was agreed by Council. Council agreed to sign the Way-Leave Agreement and David Evans agreed to provide a map detailing the exact location prior to the Agreement being signed by the PC.

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

Updates on the resurfacing of the trod path and bus shelter to be taken from items 6.3 and 7.1 respectively as these had already been covered.

Cllr Rob Alleguen-Porter presented a paper outlining measures to be considered for speed management within the village. He asked councillors to consider the document in readiness to discuss further at the October meeting. Feedback from councillors should be given direct to Cllr Rob Alleguen-Porter before the next meeting.

It was noted that there is still some outstanding work on footbridges and footpaths which needs following up with Norfolk County Council. For example, the footbridge by Rose Farm Barn on Rectory Road has been marked up for repair since early in the summer but the work has not been carried out. Also, some of the footpaths were not cut as planned and are no longer traversable, Sheckford Lane was cited. Clerk to contact NCC and request an update. It was noted that TPC is still waiting for a number of footpath finger-posts from NCC. Clerk to follow up.

## **13. TRAINING**

13.1 Attendance at Getting your Community Project off the Ground training by Alyson Read on 19<sup>th</sup> September at a cost of £60 was considered and approved. The Clerk explained that the invoice requested payment within 15 days but was not received until after the agenda was published. It was agreed this could be paid before the next meeting. Clerk to action.

13.2 Attendance of the Clerk at the Planning Workshop at Dickleburgh Community Centre on 25<sup>th</sup> September at a cost of £25.00 was considered and approved.

13.3 Attendance of the Clerk at Budgeting and Precept Preparation Training (NTPS) on 11<sup>th</sup> October at a cost of £48.00 was considered and approved.

## **14. TO NOTE CORRESPONDENCE RECEIVED**

### **14.1 Pennoyer Centre – request for donation towards Silver Sunday event**

The suggested donation of £25 towards the costs of arranging this event was considered and it was agreed that Council would not support this event. Clerk to respond.

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

An email was received from a parishioner requesting assistance because notification had been received at short notice that the provision of transport by school bus from Tivetshall St Mary had been withdrawn. It was noted that this was extremely disappointing but out of the powers of the PC. The Clerk had forwarded the email to Bev Spratt for assistance and replied to the parishioner. The response from the Clerk was noted as covering all relevant points. Clerk to contact parishioner and see if this matter has been resolved – offer whether a piece in Grapevine might help to put parents in touch with one another.

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

An email had been received from a parishioner concerned at the poor state of repair of the finger-post sign at the junction of Lodge Road, which had one finger hanging down at an angle. The Clerk shared a photograph of

the sign taken last week. Cllr Chris Sadler (Acting Chair) confirmed that he will look at the sign, remove the finger that is currently hanging if necessary and carry out repairs during the winter months. Cllr Chris Sadler (Acting Chair) to respond to parishioner.

**14.4 Village hall – repairs and maintenance**

Considered under item 10.

**14.5 Fly-tipping near the ford in Star Lane**

Correspondence has been received from a parishioner about the fly-tipping of large items in the stream by the ford in Star Lane. The Clerk reported that SNDC had committed to remove the rubbish or liaise with the relevant body to ensure the removal but as yet the rubbish is still there. Clerk to follow up with SNDC.

**14.6 TEN Notice relating to Tivetshall Families and Friends Disco**

Council noted the TEN Notice issued for a pay bar at a family friendly disco to be held on 23<sup>rd</sup> September in the village hall.

**15. FINANCE**

**15.1 To Receive the Balance of Accounts and Bank Reconciliation**

The Clerk presented the balance of accounts and bank reconciliation as at 7<sup>th</sup> September 2017 plus the list of payments for authorisation in September. The Clerk explained that an account for the printing of The Grapevine was paid by cheque (number 200213) during August to avoid delay.

The bank reconciliation was approved by Cllr Chris Sadler (Acting Chair).

**15.2 Quarterly Review of Council Finances**

Cllr Rob Alleguen-Porter reported that he had inspected the first quarter accounts after the July meeting as part of the Council's internal financial controls and found everything to be in order. The accounts had been signed accordingly.

**15.3 To Receive the Completed Annual Return**

Council received notice of the completed Annual Return. The Clerk read the report from the external auditors (Mazars) and it was noted that there were no matters of concern to them. The Clerk confirmed that notice of the completion of the Annual Return had been posted on notice boards and on the PC website.

**15.4 The Following Payments were Authorised:**

- 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**

Cllr Alyson Read requested that the renewal of the playing field lease be on the agenda of the next PC meeting. This was agreed.

**17. STAFFING MATTERS**

Members of the public had already left the meeting so there was no need to exclude the public. Confidential minutes are held separately for this item.

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

Proposed as Wednesday 11th October, 2017 at 7.30pm

Meeting finished at 10.35pm