



TIVETSHALL PARISH COUNCIL

**DRAFT Minutes of Tivetshall Parish Council Meeting:
7:30 pm, Wednesday 8th November 2017, Tivetshall Village Hall**

Present: Rita Land (Chair), Chris Sadler (Vice-Chair), Tony Jollans, Robert Alleguen-Porter, Chris Miller and Ros Hill (Clerk).
1 member of the public.

1. APOLOGIES AND APPROVALS OF ABSENCE

Apologies were received and accepted from Cllr Alyson Read.
Martin Wilby sent apologies

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 item 12
Cllr Rob Alleguen-Porter declared an interest in Item 12

4. MINUTES

- 4.1 The minutes of the 11th October Council meeting and 18th October Extraordinary Parish Council Meeting were reviewed and signed as accurate.
- 4.2 The Chair raised that she was no longer able to attend the service to lay the poppy wreath at St Mary's ruin on 11th November due to a family funeral. It was agreed that either Cllr Chris Miller or Cllr Chris Sadler would attend for the Parish Council.

5. PUBLIC PARTICIPATION

5.1 Report from District & County Councillors

There were none.

5.2 Parishioners Forum

A parishioner thanked the PC for agreeing funding for hire of the hall although not needed after all.

6. REPORTS FROM CLERK AND COUNCILLORS

6.1 Update on Public Rights of Way (PROW)

Cllr Chris Sadler reported that the remaining footpath finger-posts have been erected, apart from 2 which can be kept as spares. It was reported that way marker posts are needed for two footpaths. Clerk to contact Jody Thurston to request way marker posts.

Clerk reported that no response has been received from Jody Thurston on the repair of the footbridges.

Cllr Sadler reported that the path by Primrose Hill Farm has been cut now.

6.2 Feedback from Wacton Meeting

Cllr Rita Land read out Alyson Read's report of the meeting which had been circulated to councillors earlier. Of particular note were the environmental, traffic and highways issues. Attendance at future meetings by councillors to be arranged.

7. HIGHWAYS & MAINTENANCE MATTERS

7.1 Feedback on Bus Shelter Installation

Feedback was given and everyone agreed the shelter looked good and would offer some welcome shelter. Consideration was given to the cost of additional insurance cover for damage or theft and agreed. Clerk to action.

7.2 Consideration of grounds maintenance contracts for 2018/19

Norse contract for gang-mowing considered. Clerk to ask what price Norse would charge for a three-year contract.

James Crerar grounds maintenance contract for the areas not covered by Norse was discussed – Clerk to ask for a cost for the same contract for both a one year and three-year contact.

7.3 Consideration of Repairs to Playing Field Fence

The repairs were discussed under item 16 and it was decided to defer a decision to January 2018.

7.4 Consideration of maintenance and remedial repairs to play equipment

Considered under item 16.

7.5 Overhanging trees between the village hall/playing field and neighbouring properties

Cllr Rita Land reported a call she had taken from a parishioner about a problem of overhanging trees adjacent to her garden which were also blocking light from the property. It was agreed to ask James Crerar to investigate and advise on what work is needed and provide a cost. Clerk to action.

8. TO CONSIDER PLANNING APPLICATION 2017/2353 LAND WEST OF THE STREET, TIVETSHALL ST MARY

Councillors reviewed the planning documents and it was agreed to ask for consideration to be given to water pressure in The Street which already has issues. More information to be requested on building material proposed. Council doesn't oppose the planning application but insufficient detail provided to make an informed decision.

9. TO CONSIDER INSTALLATION SPEED AWARENESS SIGNS (APPLICATION FOR PARISH PARTNERSHIP FUNDING)

Cllr Rob Alleguen-Porter presented a quote from Westcotet for the installation of SAMS2 signs. This company is the NCC preferred supplier

Burston have agreed they would like to join Tivetshall in partnership for the scheme.

Cost of £3500 proposed including posts plus VAT. Bob West to determine site of SAMS2 signs. Data collected from the system will enable monitoring of traffic of speed. Cllr Tony Jollans proposed council moves this forward and submits a Parish Partnership application for this – unanimously agreed. Clerk to liaise with Cllr Rob Alleguen-Porter to progress, initially by arranging a site visit to agree locations for signs.

Cllr Rob Alleguen-Porter clarified that the details of the village gateways are for information only at this stage, but not to be included in Parish Partnership application for 2018/19.

10. TO CONSIDER PROVISION OF ADDITIONAL DOG BINS IN STAR LANE AND THE STREET

Requests have been received from parishioners over the past few months for additional dog bins in The Street close to the public footpath and near the junction of Star Lane and School Road. Councillors discussed the additional cost taking into consideration the increased emptying costs of £100 per bin from SNDC coming in next year. It was proposed that with the increased costs that the Parish Council could only accommodate a maximum of two more dog bins. Parishioners would need to be aware that these would be the final two dog bins for village. A vote was taken and unanimously agreed.

11. UPDATE ON BROADBAND PROJECT

B4RN have been on site this week in Billingford carrying out site surveys in the area (including Tivetshall) and has not found any issue with the proposed routes. Meeting held at Gissing with approximate 60 local residents in attendance, including landowners. Timescale is dependent on a number of issues, including the interconnecting villages – between Tivetshall and Billingford.

Project will ensure PC is kept updated.

12. TO CONSIDER VILLAGE HALL MANAGEMENT MATTERS

The Clerk explained that the three councillors appointed to be trustees of the VHMC would need to complete new Disclosure of Interest forms to be sent to the Monitoring Officer at SNDC. The forms were given to Cllrs Rob Alleguen-Porter and Chris Miller for completion and return to Clerk. Clerk to return to SNDC.

13. TO NOTE CORRESPONDENCE RECEIVED

13.1 Notice from Norfolk Association of Local Councils (NALC) AGM

No councillors wished to attend.

13.2 SNDC – Community Infrastructure Levy payment relating to St Mary

The Clerk reported that an email had been received from SNDC confirming a CIL payment was to be paid to TPC, this should show up on the next bank statement.

13.3 Consultation on updating Disqualification criteria for councillors – NALC

No comment from Council on consultation.

13.4 Correspondence querying village hall booking

This correspondence had been passed to the VHMC and a reply sent. The concern expressed was noted by Council

13.5 Town and Parish Clerks Consultation – South Norfolk District Council

The Clerk reported that this is to be held on the evening of 7th December but she is unable to attend due to other commitments. Clerk to forward email to Cllr Tony Jollans to decide whether he would like to attend.

13.6 NPTS Date Protection Training resulting from legislative changes

Clerk to see if anymore dates are planned and to identify what the planned changes are to identify whether training is necessary.

14. FINANCE

14.1 The Clerk presented the balance of accounts and bank reconciliation as at 4th November 2017 plus the list of payments for authorisation in November.

The bank reconciliation was approved by Cllr Rita Land (Chair).

14.2 It was noted that approval for the PC to fund rent of village hall for a B4RN meeting on 7th November was given under emergency measures

The Clerk explained that although this had been approved under emergency measures it had not been required as the meeting did not take place.

14.3 The Clerk presented documents showing the forecast on spending for the remainder of the current year and a forecast budget for 2018/19. Council reviewed the figures and considered the projected spending and precept figures. Clerk to make a few amendments and bring to Council in January to be considered alongside the precept.

14.4 The following payments were authorised:

14.4.1 Clerk's expenses for mileage and office supplies - £21.12

14.4.2 Clerk's monthly gross salary for period 01/11/17 to 30/11/17, £211.10 plus 15 additional hours - £155.89

14.4.3 J Crerar Invoice for grass-cutting and maintenance (3rd quarter) - £705.50

14.4.4 Invoice from Norfolk Parish Training and Support for Budget training - £36.00

14.4.5 Royal British Legion donation under Section 137 – Remembrance Day Wreaths - £75.00

14.4.6 St Margaret's Parochial Church Council for upkeep of churchyard - £300

14.4.7 Donation under Section 137 to Friends of Tivetshall School - £120

14.4.8 Donation under Section 137 to Dickleburgh Sea Scouts - £120

14.4.9 Clerk's monthly salary of £211.10 for December agreed.

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

15. URGENT ITEMS FOR INFORMATION AND CARRYING FORWARD TO NEXT MEETING

Consideration was given to whether there were any urgent matters that needed a meeting prior to January and it was agreed that there was no need.

16. STAFFING MATTERS

Members of the public had already left the meeting so there was no need to exclude the public.

The working group gave feedback from the interviews for the handyperson role and it was agreed to appoint Dean Forbes to the casual role of Handyperson with effect from 13th November, subject to a review of this role on 31st March 2018. It was agreed that no more than an average of two hours per week would be worked carrying out routine tasks. Clerk to action.

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

Proposed as Wednesday 10th January 2018 at 7.30pm

Meeting finished at 10.10 pm