



## TIVETSHALL PARISH COUNCIL

**DRAFT Minutes of Tivetshall Parish Council Meeting:  
7:30 pm, Wednesday 14th February 2018, Tivetshall Village Hall**

Present: Rita Land (Chair), Tony Jollans, Chris Miller (Part-time), Alyson Read and Ros Hill (Clerk).  
4 members of the public.  
Cllrs Martin Wilby and Cllr Bev Spratt (part-time)

### 1. APOLOGIES AND APPROVALS OF ABSENCE

Apologies were received and accepted Cllr Rob Alleguen-Porter. The Chair reported that Cllr Chris Miller was going to join the meeting late. The Clerk confirmed that Council was still quorate so the meeting proceeded.

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

It was reported that there were no requests for an election to be held during the 14 day notice period and that Council was now free to co-opt to the vacancies.

There were no applications for co-option.

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

Cllrs Alyson Read declared an interest in Item 13 (also applicable to Chris Miller)

### 4. MINUTES

4.1 The minutes of the 17<sup>th</sup> January 2018 Council meeting were reviewed and signed as accurate.

### 5. PUBLIC PARTICIPATION

#### 5.1 Report from District & County Councillors

Cllr Bev Spratt – Norfolk County Council. Council Tax increase of 5.99% being proposed to ease pressures due to the increased funding required for Adult Social Services and Children's Services. The increase in council Tax would also be used for general services and to fund the nationally agreed staff salary increases.

It was reported that there were improvements in Children's Services performance but still more children being taken into care. Cllr Spratt noted that South Norfolk schools were performing slightly better than the national average.

The amalgamation of the Police and Fire Service is under consideration by Norfolk County Council, this would deliver significant budgetary savings if approved.

Pot holes – it was reported that the West Depwade area is keeping on top of them but a lot of work can't be done until it's drier. Chair pointed out that the machine makes a lot of mess around the pot holes and on the verges. Cllr Read asked what was being done about the pot holes on the B1134 going towards Pulham Market.

Cllr Martin Wilby –South Norfolk District Council (SNDC). Cllr Wilby reported that a full council meeting on 17/2/18 was planned to agree the SNDC budget for 2018/19. It is proposed to increase Council Tax by 3.66%. Details of the annual Big Litter Pick running from 1<sup>st</sup> February to 31<sup>st</sup> May were provided.

Fly-tipped litter in the ditch, Martin apologised and agreed that SNDC would review once the weather is drier. South Norfolk Community Awards are being awarded again volunteers making a valuable contribution to their community – details of how to nominate will be in the next Link magazine

SNDC Pick and Mix sessions – details of the next meeting were provided.

Cllr Wilby informed the PC that WW1 grants are being made available to communities under SNDC's pop-up fund.

Cllrs Wilby and Spratt left the meeting.

#### 5.2 Parishioners Forum

Parishioner reported that the work is now completed on the footbridge alongside Rectory Road.

Broadband – a parishioner reported that good progress has been made in Scole with the first fibre cables being blown from Scole Community Centre to Billingford, it was hoped that these will go live very soon. It was hoped that the next phase of the project will be to get cabling to Thelveton, then hopefully Tivetshall.

### 6. REPORTS FROM CLERK AND COUNCILLORS

### **6.1 Update on Highways and PROW Matters**

The Clerk reported maintenance work on the ditches alongside the B1134 near the waste recycling centre has been undertaken as part of the planned work to resolve the flooding issue. Clerk to write to parishioners who had contacted the PC updating them of progress.

It was reported that NCC are looking into the flooding issues on the B1134, West of the junction with Green Lane and are making contact with the landowner to assist with drainage issues.

The Clerk stated that the NCC Highways engineer has been asked to attend a site meeting to review ditch maintenance where it appears that the digging out of gullies has pushed vegetation into the ditches, thus exacerbating the problem. It was also reported that a pile of leaves has been left on the verge next to a ditch along The Street, which will inevitably end up in the ditch causing blockages.

It was reported that people have been seen walking around the edges of and across fields instead of using the designated footpaths, this is trespass as the public are only entitled to use the marked footpaths. The Clerk will put a reminder to residents on the PC Facebook page and in The Grapevine about keeping to footpaths and the proper disposal of garden waste.

### **6.2 Update from WW1 Centenary Celebrations Working Group**

The Chair read out a summary of discussions from the meeting of the joint working group held on 8<sup>th</sup> February which covered details of what usual practice is when Remembrance Day falls on a Sunday. The working group have proposed various activities over the weekend, these will be made public once confirmed. The refurbishment of the village sign by the PC and a separate WW1 commemorative beacon is proposed. Cllr Alyson Read proposed this is put on the agenda for March to review costs of the beacon and refurbishment of the village sign, plus associated matters. Clerk to investigate costs.

## **7. HIGHWAYS & MAINTENANCE MATTERS**

### **7.1 Consideration of Maintenance on the Playing Field – Rear or Pavilion and Bramble Clearance**

The costs provided for the hire of a wood chipper and labour by the handyman to clear the waste from the rear of the pavilion were considered. Cllr Tony Jollans stated that a wood chipper was not a good idea as the wood chips are not suitable for using on the play area as special bark has to be used. Agreed that a skip would be a better option and look at what needs disposing of out of the pavilion as well. Handyman to get a skip – councillors approved a cost of up to £250 plus VAT for the skip hire. Labour to be paid separately.

The costs provided by the handyman for equipment and labour to clear the brambles along the left-hand side of the playing field were considered. Councillors approved the cost of £179.00 for this work and agreed to go ahead so it is completed before the cutting season commences.

### **7.2 Consideration of State of Road near St Margaret's church**

NCC have confirmed that work is programmed to undertake verge reinstatement along Stony Road by St Margaret's church in the Spring/Summer, once the weather has dried up. The road surface remains rutted with mud and difficult for road users, NCC have offered to remind the landowner of their responsibility to clear excessive mud off the road, where this has been caused by farming operations if the PC can provide the name and address of the landowner. PC agreed for The Clerk to ask NCC to write to the landowner. Trees by the Church appear to be encroaching on the road, so ask Highways to give a view on whether the trees are contributing to the issue.

Cllr Chris Miller joined the meeting.

### **7.3 Consideration of paying for materials in advance for playing field fence repairs**

Costs of materials had been circulated to councillors for consideration prior to the work being carried out. Clerk to contact Browns Timber about the PC having an account with them. Councillors approved paying in advance for materials for a maximum amount of £1577.75.

## **8. GREATER NORWICH DEVELOPMENT PLAN CONSULTATION**

### **8.1 To Receive Report from Cllrs Land and Read**

Cllr Alyson Read presented a report of findings following the research she had undertaken with Cllr Rita Land. Consideration had been given to land proposed for housing sites within the Parish of Tivetshall, bearing in mind the facilities within the village and the developments proposed for Long Stratton, Diss and other areas.

### **8.2 To Consider Timeframe for Response from PC to Consultation Document**

The deadline for a response to the consultation is 15<sup>th</sup> March 2018. Cllr Alyson Read proposed that the document is circulated to councillors for review and agree prior to the clerk submitting the responses online.

To be circulated and agreed and returned to the Clerk by the end of February to allow sufficient time to input online.

**8.3 To Consider Request from the Campaign for the Protection of Rural England (CPRE)**

CPRE have written asking the PC to sign a pledge stating support for the CPRE view that no new land should be identified for building until the current land allocation has been used. Cllr Jollans voiced concern at signing a pledge for another company. Councillors agreed that it was not appropriate for the PC to sign it although parishioners may wish to sign it as individuals. Clerk to post details on the PC Facebook page.

**9. TO CONSIDER PROMOTION OF COUNCILLOR VACANCIES**

There have been no expressions of interest from people wishing to be considered for co-option onto the Parish Council despite details being put in The Grapevine, posted on the PC website, the PC Facebook page and being shared by Tivetshall Families and Friends. Councillors considered what further action to take to promote the vacancies to ensure the vacancies are filled. The Clerk to draft an advert for the Facebook page, PC website and The Grapevine plus the Notice Boards, Post Office, The School and The Old Ram.

**10. TO CONSIDER CHARITABLE DONATIONS FOR 2017/18**

Charitable donations were considered to the following:

- 10.1 Friends of Tivetshall School - £120 agreed
- 10.2 Parochial Church Council (St Margaret's Church) £250 agreed
- 10.3 Dickleburgh Sea Scouts - £120 agreed
- 10.4 Borderhoppa - £100 donation agreed as residents in the village benefit from the service
- 10.5 Monday Club – agreed to consider a donation if there is something specific they would like to do as a group.
- 10.6 Request from Resident for Camps International Aid Trip to Kenya – resident explained that the purpose of the trip was to bring aid to animals and people in Kenya. Councillors applauded the young resident for making the effort to do this and make a positive contribution to society. Councillors agreed to donate £100. Chair to reply to resident.

**11. GENERAL DATA PROTECTION REGULATIONS**

**11.1 Report from Clerk**

The Clerk referred to a report that had been circulated to Councillors with the agenda. This identified that a number of decisions about roles and actions were required by Council to ensure compliance for when the new Regulations come into force in May 2018. The Clerk reported that further clarification is still emerging from the Information Commissioner's Office but that preparations need to be underway. Having undertaken the online checklist for Data Processors the PC is showing a red rating which identifies a number of tasks that still need to be undertaken.

It was noted that Council must determine whether the Clerk will undertake the role of Data Protection Officer – subject to confirmation that this is allowable.

**11.2 To Determine Next Steps to Ensure Compliance**

The Clerk suggested that one or two councillors need to work with her to programme requirements and carry out an information audit to present to councillors at the next meeting. Cllr Rita Land and Cllr Alyson Read offered to work with the Clerk on this.

**12. TO CONSIDER NEXT STEPS RE FLYTIPPING OFF STAR LANE**

Update received from Cllr Martin Wilby under item 5.1.

**13. UPDATE FROM VILLAGE HALL MANAGEMENT COMMITTEE**

The village hall now has a cleaner in place. The Fire Officer has been in and carried out an inspection, identifying a few small matters to be resolved. Bookings and terms and conditions being researched by the secretary. Spring cleaning day to be planned.

**14. TO DETERMINE CHARGES FOR ADVERTISING IN THE GRAPEVINE FOR 2018/19**

The Clerk reported that the cost of advertising needs to be determined for the coming year so this can be quoted when writing to advertisers with the invoices for the current year. £105.00 for a colour full page advert, £52.50 for a colour half page, £30 for third page black and white and £15.00 for black and white sixth page. It was agreed to apply a 5% increase in costs for 2018/19, it was noted that this was the first increase for a number of years.

**15. APPOINTMENT OF INTERNAL AUDITOR**

The Clerk reported that Pauline James was willing to undertake the internal audit again this year and her charge would be £30 per hour plus travelling expenses. Council agreed to appoint Pauline James again this year. Clerk to confirm.

**16. TO PARTICIPATE IN SNDC LITTER PICK**

Cllr Alyson Read proposed this should be organised by the Parish Council this year. Agreed that the PC arrange this and propose for this to take place on the morning of 18<sup>th</sup> March. Clerk to contact SNDC about availability of litter picking equipment.

Agreed to suspend Standing Order 3W as meeting likely to exceed 2 hours.

**17. TO CONSIDER REQUEST FROM TFAF RELATING TO THE FETE AND DOG SHOW**

Agreed to allow Tivetshall Families and Friends to use the playing field for car parking and the dog show again. Councillors agreed this is a good event for the village.

**18. TO NOTE CORRESPONDENCE RECEIVED**

18.1 Letter from Norfolk County Council about Good Company Summit was received and noted.

**19. FINANCE**

19.1 The Clerk presented the balance of accounts and bank reconciliation as at 8<sup>th</sup> February 2018 plus the list of payments for authorisation in February. The Clerk reported that cheque 200126 for £16.46 was missed off the list of payments for January - this was noted on the February bank reconciliation.

19.2 It was noted that confirmation had been received from SNDC that the Parish Precept would be £43.11 for a Band D property.

19.3 The following payments were authorised:

- 19.3.1 Clerk's expenses - £31.93 (office supplies) £13.73 (mileage)
- 19.3.2 Clerk's monthly gross salary for period 01/02/18 to 28/02/18, £235.46
- 19.3.3 Handyman's gross salary for hours claimed - £26.62
- 19.3.4 The Primrose Press for Feb/March Grapevine printing - £92.00
- 19.3.5 Anglia Book-Keeping for months 7,8 and 9 payroll administration - £13.50
- 19.3.6 Community Car Scheme - £15.40
- 19.3.7 Norfolk Parish Training and Support, GDPR Training - £28.00

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

Power Failures to be on the agenda for next month

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

Proposed as Wednesday 14<sup>th</sup> March 2018 at 7.30pm

Meeting finished at 9.45 pm