



## TIVETSHALL PARISH COUNCIL

**Draft Minutes of Tivetshall Parish Council Meeting:  
7:30 pm, Monday 16th July 2018, Tivetshall Village Hall**

**Present:** Rita Land (Chair), Tony Jollans, Alyson Read (Vice-Chair) and Ros Hill (Clerk)

Cllr Martin Wilby (SNDC) – part-time

Apologies: Rob Alleguen-Porter

Absent: Grahame MacDonald

1 member of the public

### **1. APOLOGIES AND APPROVALS OF ABSENCE**

Apologies were received and approved from Cllr Alleguen-Porter

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

There were none.

The Clerk reported that SNDC have not received any calls for an election so the PC is now able to go ahead and co-opt a councillor to the new vacancy.

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

There were none.

### **4. MINUTES**

4.1 The minutes of the 13<sup>th</sup> June 2018 Council Meeting were reviewed and signed as accurate.

4.2 Matters arising from the minutes

Item 9 – speeding on B1134. The Clerk reported that PC Baker had been in contact and confirmed speed patrol vehicles have been out on at least two occasions and all vehicles have been recorded as within the speed limit. He had asked if a member of the PC like to accompany PC Baker on a patrol if clearance is obtained from his managers. Councillors agreed this would be beneficial. Clerk to follow up with PC Baker. Item 20 – the Clerk reported that a new bolt and padlock had been purchased under emergency measures and fitted to the pavilion as it had come to light that the old bolt and padlock did not belong to the PC and was to be returned to the purchaser at their request.

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

#### **5.1 Reports from District and County Councillors**

Cllr Martin Wilby reported on the 15th Annual South Norfolk Careers event recently held at Easton College where many agencies were represented. The vent was organised by the Fire Service and funded by SNDC Cllr Wilby expressed his congratulations to the Pink Tractor ladies on another successful charity run.

It was reported that South Norfolk on Show a successful event again.

An update was given on the Greater Norwich Development Plan timetable which has slipped. Cllr Wilby said that consultation had been agreed for October to December on new sites submitted under Regulation 18.

Voting is now open for Community Pub of the Year Competition

Norfolk Day on 27<sup>th</sup> July – SNDC and Broadland Councils are holding a Family Activity Day at Whitlingham Park.

A question was asked about progress with the Long Stratton by-pass. Cllr Wilby said that the planning application has been submitted and he estimated it will take approximately six months to go through the planning process.

A question was asked about charges for items considered as DIY waste at re-cycling centres and what had been done to inform the public about what was considered DIY waste. Cllr Wilby said that more promotion/education was to follow. Cllr Alyson Read asked whether the policy on charging for disposing of DIY waste will be reviewed. Cllr Wilby stated this was due for review in September/October.

### **6. REPORTS FROM CLERK AND COUNCILLORS**

## **6.1 Update on Highways and Public Rights of Way Matters**

The Clerk reported that an encouraging response has been received from the NCC Highways Engineer to the matters raised following the Annual Parish Meeting and the June PC meeting.

It was noted that it is NCC's intention for the road surface near Rosario Cottage on Rectory Road to be resurfaced during the current financial year, albeit with a caveat of priority being given to more urgent repairs; NCC will write to the landowner about clearing debris off Stoney Road; Highways will contact landowner to discuss timeframe for clearing ditch along Gissing Road. It was also noted that the refurbishment of the finger-post sign by the school is underway.

## **7. HIGHWAYS AND MAINTENANCE MATTERS**

### **7.1 Consideration of Security Measures for Playing Field**

Quotes/estimates to give the PC a guide price for the installation of CCTV cameras fixed to the village hall were received and councillors considered whether this was something they should pursue. Clerk to find out what other village halls/community centres have in place. It was noted that the amounts estimated range in price greatly and that the PC needed to compare like for like. Clerk to contact DPM Security to see if they can do a cheaper alternative and M Crane to ask him to visit the site to see if that would impact on the price. It was also clarified that there is a BT line to the village hall.

### **7.3 To Consider next Steps re Ongoing Problem with Fly-Tipping off Star Lane**

The Clerk reported that a response had been received from one landowner which clarified that the boundary was to the north of the stream and therefore the responsibility for the stream lays with one landowner. No response had been received from the owner of the land through which the stream runs.

The Environment Agency had been contacted and their reply was considered by councillors. They have said the landowner is responsible for disposing of the rubbish as in their view there is no imminent hazard from the waste.

Clerk to send the environment agency reply to the landowner, if no response the PC will contact the Environment Agency again to consider next steps.

### **7.5 To Consider Maintenance Contract for Grass Cutting of Public Areas**

A quote was received from Norse to take on the maintenance of public areas that are the responsibility of the Parish Council from 1<sup>st</sup> August 2018, immediately after the existing contract terminates. Council unanimously agreed to accept the Norse quote. Clerk to confirm acceptance with Norse and reiterate that further strimmer damage is to be avoided.

Clerk to chase up quote regarding bramble clearance.

The Clerk confirmed that there is one more final invoice to be paid to the current contractor for 1-31st July.

## **8. UPDATE FROM VILLAGE HALL MANAGEMENT COMMITTEE**

**Cllr Alyson Read gave a report to councillors.** The mediumship evening was popular and a great success, it raised in excess of £600.

The village hall AGM is planned for 7<sup>th</sup> August.

Installation of a hearing loop is being considered

Wasp nest in the air brick above the door, being dealt with and users able to use an alternative door in the meantime.

## **9. PLAY EQUIPMENT ANNUAL INSPECTION**

9.1 Councillors received a copy of the annual inspection carried out by RoSPA Play Safety. Overall the report was positive and found the play equipment to be in a safe usable condition. Cllrs liked the improved format of the report.

9.2 Remedial actions as set out in the report were considered and agreed as follows:

Swings (page 5) – Clerk to ask insurers whether a trip hazard sign would be advisable.

Goal post (page 11) – monitor through weekly inspections

Cableway (page 14) – monitor through weekly inspections

Carousel (page 18) – Clerk to contact Husson International or Playscape to see if parts are available

Adventure Trail (page 19) – Clerk to contact Playscape for cost of replacement of damaged parts.

## **10. TO CONSIDER BID FOR PARISH PARTERSHIP FUNDING FOR 2018/2019**

Letter circulated from NCC Highways inviting parishes to bid for Parish Partnership funding for 2018/19. It was noted that projects covered by the scheme are outlined in the letter. The Clerk reported she'd had a conversation with Highways and they confirmed that bids should be for something that will benefit most parishioners.

Councillors discussed the possibility of a 20mph temporary speed limit or a bus shelter on Moulton Road. Clerk to obtain costs. Clerk to ask for views on these suggestions or alternative ideas in Grapevine and via PC Facebook page.

#### **11. UPDATE ON B4RN PROJECT**

A parishioner provided an update on the B4RN project and some difficulties that have been encountered by the local project team. An update will be given to residents once the steering group for Tivetshall has met and decided which direction to follow.

It was agreed to suspend Standing Order 3X as the meeting was going to exceed 2 hours.

#### **12. TO CONSIDER PC CONTRIBUTION TO WW1 CENTENARY EVENT**

The Chair reported that TFAF had some plans for an event, also the church will be having a service in St Margaret's on the Sunday and at St Mary's on the Monday with school children.

One suggestion from a parishioner had been received to replace the conifer tree currently on The Green, which is not thriving, with a potted conifer. The Chair asked for ideas from councillors and it was agreed to pursue a plaque on the plinth of the village sign.

Chair reported that TFAF Chair would like to take the lead with arrangements, but councillors agreed this should still be led by the PC, it was agreed that a meeting of representatives from the various village organisations be reconvened to determine progress. It was agreed that the PC would not make a monetary donation to the proposed TFAF ceilidh event.

The PC donation to Royal British Legion was discussed and it was agreed for this year to donate a one-off donation of £100 for the wreaths.

#### **13. TO REVIEW AND ASSIGN RESPONSIBILITIES FOR WORKSTREAMS IN COMMUNITY PLAN**

Defer to next meeting.

#### **14. TO CONSIDER ADDITIONAL SITES SUBMITTED TO GREATER NORWICH DEVELOPMENT PLAN**

Councillors received documents and maps outlining potential additional sites submitted under Regulation 18. Although consultation has not started yet it was noted that this was a large piece of work which needed careful planning and engagement with parishioners.

Clerk to send information for inclusion in next Grapevine and link on the PC Facebook page.

To be carried forward to agenda for September meeting.

Councillors identified that consideration needs to be given to developing a neighbourhood plan for the villages to shape housing. To be on the agenda for September.

#### **15. INSTALLATION OF SAM2 EQUIPMENT**

##### **15.1 To Review and Approve the Memorandum of Understanding (MOU)**

The Clerk reported that the draft MOU had been circulated to Highways for their approval. The approved draft had been circulated to Burston and Shimpling PC who have agreed the document is an accurate reflection of the locations and have arranged to sign the MOU at their PC meeting on 17<sup>th</sup> July (if approved by Tivetshall PC). The Clerk reported that it will then need to be sent to NCC Highways for formal approval and signature. MOU agreed by councillors and signed by the Chair.

##### **15.2 To Review the SAM2 Joint Agreement between Tivetshall and Burston and Shimpling PC**

The Clerk reported that unfortunately she had been unable to draft a document for consideration due to the time taken looking into an additional site for the machine on behalf of Burston and Shimpling PC. The Clerk has arranged a meeting with Cllr Rob Alleguen-Porter to progress this next week and arrange a meeting to agree content with Burston & Shimpling, if necessary. The Clerk asked if councillors would be willing to approve the joint agreement via email and for the Clerk to obtain a signature from the Chair to avoid waiting until the September meeting. This was agreed. It was suggested that the order for the installation should not be submitted to Westcotec until signatures had been obtained on all documents by all parties.

#### **16. VILLAGE GREEN AREA**

##### **16.1 To Consider Suggestion Box Request from Tivetshall Families and Friends (TFAF)**

TFAF would like to position a suggestion box on the frame of the notice board on The Green to give residents a facility to make suggestions or comments about TFAF events if they do not have internet access. Councillors agreed to give permission provided TFAF monitor and maintain it. Public liability insurance needs to be in place. Clerk to clarify whose responsibility.

**16.2 To Consider Next Steps regarding Vehicle Damage to the grassed area and the edge of the roadway**

SNDC have instructed drivers of the bin lorries to avoid driving over the grass adjacent to Thwaites Oak Close unless the road is blocked and that is the only way to reach bins.

PC has identified that damage to the unadopted road is not the responsibility of Highways or the Parish Council and suggests residents of Thwaites Oak Close check their deeds to identify ownership and responsibility. The PC has been instructed by NCC that it is not allowed to make any modifications to The Green adjacent to the NCC owned part of the road.

The PC considered a suggestion to place specialist matting on the grass next to the unadopted section of the road but agreed this represented too greater risk of trips and agreed they would not pursue this.

**17. TO CONSIDER PROCESS FOR SUBMITTING GRAPEVINE CONTENT**

It was noted that now the Editor of The Grapevine was no longer a parish councillor the PC would need to agree a process and responsibility for submitting content relating to PC matters for inclusion in Grapevine and approval for printing the PC publication. Clerk to send to send a brief summary of the minutes for inclusion. Agreed that the Editor should send a draft of the publication to the Chair for approval.

**18. TO NOTE CORRESPONDENCE RECEIVED**

18.1 A letter from Historic England confirming the award of Protected Building Status for the War Memorial in St Mary's churchyard was noted.

18.2 A letter of thanks from Dickleburgh Sea Scouts for the recent donation from the PC was noted.

**19. FINANCE**

19.1 The Clerk requested that councillors set up another signatory for the Barclays account until such time as the PC changes banks as this could take several weeks and the risk to Council being unable to operate is too great.

19.2 The balance of Accounts and bank reconciliation for June were received and approved.

**19.3 To consider action relating to outstanding invoices for Grapevine invoices for 2017/18.**

The Clerk reported that there were still a total of four invoices outstanding despite chaser emails or phone calls being made, these total £165.00. One business has confirmed they no longer wish to advertise but had said payment would be made for 2017/18. Councillors agreed that the Clerk should chase again and inform advertisers that if no payment is received by 1<sup>st</sup> September their advert will not be placed in future.

19.3 The following payments were authorised:

- 18.3.1. Clerk's monthly gross salary for period 01/07/18-31/07/18 - £267.89 monthly salary
- 18.3.2. Clerk's monthly gross salary for period 01/08/18-31/08/18 - £267.89 monthly salary
- 18.3.3. Anglia Book-Keeping for payroll administration - £13.50
- 18.3.4. Play Satefy Ltd (Annual Inspection) - £113.40
- 18.3.5. Tivetshall PCC (donation for upkeep of St Mary's churchyard) - £30
- 18.3.6. Clerk's expenses, bolt and padlock for pavilion - £11.71
- 18.3.7. Tivetshall Community Car Scheme - £9.26

**20. STAFFING MATTERS**

**20.1 To Consider Next Steps in Recruitment to Handyperson Vacancy**

Councillors considered applications received and a short-list for interview was agreed. Clerk to invite shortlisted applicants to attend.

The Clerk presented a draft interview schedule for consideration.

Interview panel agreed.

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

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

Agreed as Wednesday 12<sup>th</sup> September 2018. Cllr Rita Land gave her advance apologies.

Meeting finished at 10.46pm