



TIVETSHALL PARISH COUNCIL

**Draft Minutes of Tivetshall Parish Council Meeting:
7:30 pm, Wednesday 5th September 2018, Tivetshall Village Hall**

Present: Rita Land (Chair), Alyson Read (Vice-Chair) Rob Alleguen-Porter and Ros Hill (Clerk). John Powell from item 3

Apologies: Tony Jollans

12 members of the public

1. APOLOGIES AND APPROVALS OF ABSENCE

Apologies from Cllr Tony Jollans were received and approved.

2. TO CONSIDER APPLICANTS FOR CO-OPTION

Cllr Rita Land introduced Mr John Powell from Tivetshall St Margaret who had expressed an interest in being considered as a co-opted councillor. Councillors agreed to the co-option. Mr Powell signed the Acceptance of Office Form and joined councillors as a member for the rest of the meeting.

3. TO RECORD DECLARATIONS OF INTEREST AND CONSIDER DISPENSATIONS

There were none.

4. MINUTES

4.1 The minutes of the 16th July 2018 Council Meeting were reviewed and signed as accurate.

4.2 There were no matters arising from the minutes.

5. PUBLIC PARTICIPATION – 15 MINUTES ALLOCATED FOR PARISHIONERS FORUM

5.1 Reports from District and County Councillors

There were none.

5.2 Parishioners Forum

Cllr Rita Land thanked parishioners for attending and invited them to share their views on the proposed sites displayed at the meeting. Concern was expressed about an influx of development that could open the floodgates to developers that would change the nature of the rural parishes of St Mary and St Margaret. A parishioner expressed concern that development must not be allowed to get out of control.

Cllr Rita Land read out from the letter received by the PC from Greater Norwich Local Plan regarding the current state of development.

Concern was expressed about the smallest proposed site being for over 40 dwellings and how that was too many for a small rural parish. Land contamination was also cited as a potential issue that needed to be considered.

The Clerk pointed out that there had already been a consultation period earlier in the year for some sites and that the planned consultation in the Autumn was for the new proposed sites put forward during that Regulation 18 consultation.

Concern was also expressed about protecting the diverse eco-system and the habitat of protected species, such as the greater crested newt population, known to exist in the parish close to one of the proposed sites. A parishioner had been in contact with Frog Life, advice from them was that the presence of the species needed to be registered with the relevant authorities as soon as possible. It was noted that an environmental impact assessment would be part of the process.

Parishioners also voiced concern that the existing infrastructure (suited to a small rural village) was not suitable for larger developments, in particular local shops, doctors, public transport and schools. The narrow roads and lanes were also cited as unsuitable to cope with the increase in traffic a large scale development would bring.

Parishioners expressed their hope that a parish meeting would be called once more information was known, councillors acknowledged this was being planned.

6. REPORTS FROM CLERK AND COUNCILLORS

6.1 Update on Highways and Public Rights of Way Matters

The Clerk reported that some surface dressing had been undertaken on Rectory Road by Rosario Cottage, on Ram Lane by The Old Ram and also Primrose Hill and New Road.

The Clerk reported that some ditch clearance along Gissing Road towards St Mary's ruin had been undertaken. Cllr Rita Land had expressed her thanks to the landowner for the work carried out to date.

The Clerk reported that it was unclear whether any of the footpaths were cut by NCC this summer and will follow this up with the Public Rights of Way Officer as the recent rain has resulted in a late growth of grass. There are also some repairs needed to foot bridges – off Moor Road, off Church Lane (steps need attention as very steep and there is no rail) and off Lodge Road. Councillors agreed that the Clerk should follow this up with Norfolk County Council (NCC).

6.2 Update of Installation of SAM2 machine

Cllr Rita Land reported that progress had been made in agreeing the Operational Joint Agreement following a recent working group meeting with councillors from Burston & Shimpling Parish Council. Hope is that the machine will be in operation by the end of November. The Clerk reported that she had added an inventory of equipment as an appendix to the Operational Joint Agreement and this was now ready for approval by TPC and then BSPC. Councillors reviewed and approved the Operational Joint Agreement and it was duly signed. It was noted that the Memorandum of Understanding has been approved by NCC.

6.3 Update on new Norse Maintenance Contract

The Clerk reported that she had not received the green slips left by Norse after each visit for several weeks over the summer, which made monitoring difficult. Cllr Alyson Read stated this was being addressed by VHMC who empty the post box. It was noted that the grassed areas look neat and tidy and well maintained.

7. CONSIDERATION OF PC APPROACH TO ADDITIONAL SITES FOR GREATER NORWICH DEVELOPMENT PLAN

Cllr Rita Land invited members of the public to give their views if they had not done so already.

It was noted that there had been considerable engagement and comments from parishioners on social media who had expressed concern about the size and location of the new sites put forward under Regulation 18.

Councillors considered next steps and Cllr Rita Land stated a separate parish meeting would be held for parishioners once the consultation document was published. Parishioner involvement would be welcomed to assist councillors where this is possible. Clerk to identify how members of the public can help.

Councillors agreed that Cllr Rita Land and Cllr Alyson Read would review the consultation document when it is published and bring a summary to the next council meeting.

8. HIGHWAYS AND MAINTENANCE MATTERS

8.1 Consideration of 2nd Quotes for CCTV overlooking the Playing Field

The Clerk reported that she had met with both security companies at the village hall and they had both reviewed their quotations. Councillors considered the two quotations and agreed to accept the quotation from DPM Security. Clerk to action.

8.2 To Consider Quote for Bramble Clearance along Playing Field

The quote from Norse was considered – decision to accept quote from Norse. Clerk to action and ensure Norse cut grass up to the edge once the brambles have been cleared.

8.3 To Consider Options for Stabilising Noticeboard on Moulton Road

The Clerk reported that the handyman has looked at the noticeboard and recommended that some post fix cement would be the best option for securing the posts, the alternative is to dig up and site the noticeboard in a slightly different position. Councillors agreed to go with the post fix option. Clerk to action.

8.4 Consideration of Overgrown Hedges Obstructing vision of road users

Cllr Rita Land reported that there are a number of places in the villages where hedges are now obstructing the view of road users. It was noted that of particular concern is the junction of Rectory Road/Bonds Road, in the Street by the junction with School Road and along Green Lane just past the footpath footbridge, plus on the A140 north of the junction with Rectory Road. Clerk to contact NCC Highways and identify how to proceed.

9. UPDATE FROM VILLAGE HALL MANAGEMENT COMMITTEE

Cllr Alyson Read gave a verbal report to councillors. Cash to effect of £2700 plus £5000 in savings account. Spending allocated for various maintenance matters and fund raising events. Garden clearance and planting planned for the autumn, plus a deep clean of areas not covered by cleaning contract.

10. TO CONSIDER PLAY EQUIPMENT MAINTENANCE AND REPAIRS

The Clerk had obtained a price for the supply of the spare part for the carousel. Councillors agreed to purchase this and ask the handyman to fit it. Clerk to action.

The Clerk had been in contact with Playscape and Lewis had been out to look at the adventure play equipment to assess the repairs needed. A quote for the repair of the upright post of the monkey bars and tightening of the bars from Playscape was considered by councillors. Decision to accept the quote. Clerk to action order for repairs. Playscape had also provided details of an alternative adventure play area for future consideration.

11. TO CONSIDER SUGGESTIONS FOR PARISH PARTNERSHIP FUNDING BID FOR 2018/2019

Suggestions from parishioners received via email and the PC Facebook page were read out and considered. The Clerk had asked NCC to confirm if these things were covered under the scheme but no response had been received at the time of the meeting.

Councillors would be interested to know how NCC responds to these and wait and see what impact the SAM2 machine might have. Bearing in mind current financial commitments it was agreed to look at the position of the PC budget before making a decision about submitting an application for 2018/19.

Councillors expressed concern about the speed of traffic approaching the Hales Street junction and the poor visibility for driver joining the B1134 from that junction. It was agreed that the Clerk would contact NCC about what could be done to improve the stretch of road regardless of it being under the Parish Partnership Scheme.

12. UPDATE ON B4RN PROJECT

Cllr Rita Land thanked B4RN representative for providing the report prior to the meeting. Cabling and ducting now received and will come up to Patten Lane, he stated it would be up to parishioners to get involved and make it happen for Tivetshall.

12.1 Request for Parish council to pay for hire of the village hall for the public meeting on 11th September.

Agreed for PC to contribute by paying for the hire of hall for the meeting.

13. WW1 CENTENARY EVENTS

13.1 Feedback from Working Group

Feedback on discussions and decisions from the group was presented by Cllr Rita Land, it was noted that the group is due to meet again mid-October to firm up arrangements.

13.2 To Agree Design and Location of Commemorative Plaque

Design one agreed by councillors, with addition of wording 1914 – 1918. Parishioners present had the opportunity to look at the mock up design. It was agreed that the plaque would be placed on the wall of the village hall as this was a more permanent location than the village sign. Clerk to order plaque, size 12 x 16, as quoted.

14. TO REVIEW AND ASSIGN RESPONSIBILITIES FOR WORKSTREAMS IN COMMUNITY PLAN

Community Plan was reviewed and updated. Clerk to update and circulate.

15. CONSIDERATION OF DEVELOPMENT OF A NEIGHBOURHOOD PLAN

Attendance at Community Led Planning Workshops – agreed that TPC will send two councillors (Cllr Alyson Read volunteered and it was suggested that Cllr Tony Jollans might also wish to attend) with a view to identifying the most suitable community plan for Tivetshall. Clerk to contact SNDC and obtain presentations or information from past workshops.

It was agreed by councillors that involvement from parishioners on the development of the plan might be beneficial. Clerk to find out how parishioners could be involved.

16. MAINTENANCE AND DAMAGE OF VILLAGE GREEN AND ONGOING PARKING ON THE GREEN

The Clerk reported that a parishioner has offered to repair the damaged edge of the green and re-turf it. It was agreed to take up the offer from the parishioner to repair the damaged section. Clerk to contact parishioner and accept their offer to repair the green. PC to pay for any materials required.

Councillors considered photographs that had been sent to the PC showing cars parked on the village green on a number of occasions over the summer. It was agreed for the Clerk to write to the residents of Thwaites Oak

Close asking them to ask visitors not to park on the green and ensure the road is not blocked on bin collection days. It was noted that there is ample alternative parking close to Thwaites Oak Close. It was agreed to suspend Standing Order 3X as the meeting was going to exceed 2 hours.

17. ASSET OF COMMUNITY VALUE

An application to make The Railway Inn, Tivetshall St Margaret an Asset of Community Value was considered and councillors agreed to support the nomination. Clerk to respond.

18. TRAINING FOR NEW COUNCILLORS

It was agreed that it would be beneficial for Cllr John Powell to attend the training being offered by Norfolk Parish Training and Support. Clerk to arrange.

19. TO NOTE CORRESPONDENCE RECEIVED

Clerk to identify ownership of the benches mentioned in the email and who is responsible for maintaining them. Clerk to also identify cost of maintaining.

Councillors agreed to stand by previous decision to do nothing about the planted conifer on the green. Clerk to reply to parishioner. Clerk to ask for cost of updating and reproducing the walks maps.

20. FINANCE

20.1 The Clerk reported that the third signature was still not set up due to Barclays querying a signature again. The change mandate had been submitted several weeks ago. A process for signing the September salary cheques was approved by councillors, pending confirmation of acceptance of the third signature from Barclays. It was agreed to progress the move of bank account to Lloyds once third signature in place.

20.2 The balance of Accounts and bank reconciliation for July and August were received and approved. Cllr Alleguen-Porter confirmed the quarterly audit of accounts in July.

20.3 The following payments were authorised:

20.3.1 Clerk's monthly gross salary for period 01/09/18 to 30/09/18 of £267.89

20.3.2 Handyman's monthly gross salary for period 01/09/18 to 30/09/18 and arrears for period 13/08/18-31/08/18, total £130.64

20.3.3 Clerk's expenses, reimbursement of office supplies £46.59 and mileage £9.00

20.3.4 The Primrose Press, Grapevine Printing - £112.00

20.3.5 Handyman's Expenses, reimbursement for personal protective equipment - £58.92

21. STAFFING MATTERS

21.1 Update on Induction of Handyman and Consideration of Future Tasks

The Clerk reported that all tasks identified for the Handyman last month had been carried out to a very high standard. Councillors agreed that the handyman is settling into the job well.

Tasks were discussed and agreed for the next few weeks.

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

Pop-up mobile library proposal from NCC. Clerk to investigate options with village hall committee and bring to next meeting if necessary.

Planning application 2018/1921 received too late to be included in agenda. It was agreed there was no need to have an extraordinary meeting, therefore email to be circulated to councillors for comment and response to be submitted via email to Clerk for submission to SNC by deadline.

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

Agreed as Wednesday 10th October 2018.

Meeting finished at 10.27 pm