



TIVETSHALL PARISH COUNCIL

Draft Minutes of Tivetshall Parish Council Meeting: 7:30 pm, Wednesday 14th November 2018, Tivetshall Village Hall

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

Apologies:

Cllr Martin Wilby, District Councillor (Part-time)

3 members of the public

1. APOLOGIES AND APPROVALS OF ABSENCE

There were none.

2. TO CONSIDER APPLICANTS FOR CO-OPTION

There were none.

3. TO RECORD DECLARATIONS OF INTEREST AND CONSIDER DISPENSATIONS

All declared an interest in item 7 and it was agreed that because this item affected the whole parish all councillors could participate in discussions and vote.

4. MINUTES

4.1 The minutes of the 10th October 2018 Council Meeting were reviewed and signed as accurate with an amendment to item 13, which was changed to Standing Order 3x.

4.2 Matters arising from the minutes

The Christmas tree has been ordered and Stuart Gooderham of Goodies has kindly offered to collect it and deliver it to Tivetshall at the end of November.

5. PUBLIC PARTICIPATION – 15 MINUTES ALLOCATED FOR PARISHIONERS FORUM

5.1 Reports from District and County Councillors

Cllr Martin Wilby (District Councillor)

Cllr Wilby noted the good attendance and debate by parishioners at the Extraordinary meeting the previous week.

Cllr Wilby said it was good that the Remembrance Day events were well supported across the area.

Cllr Wilby updated that the Link Magazine had been delivered and gave an update on the Business Awards 2018. It was also noted that the collection days for the brown bins has changed (details on SNC website).

Western Link – Cllr Wilby involved in his NCC roll, sensitive area but working with Natural England. It was noted that a public consultation was now taking place.

Hempnall roundabout – work proposed to be started Spring 2019 and completed by the Autumn

Cllr Wilby was asked about progress with the Long Stratton by-pass. It was noted that the planning application has been submitted and currently the outcome is being awaited.

5.2 Parishioners Forum

A representative from B4RN gave apologies for not sending a report for inclusion on the agenda due to technical difficulties. A verbal update was given that volunteer numbers have increased and that digging is nearly to the boundary of Tivetshall. Approximately £44k has been donated so far with more pledged.

B4RN aim to get the school connected and if so it will be the first school in Norfolk to have hyperfast broadband. It was explained that the project changes daily at present, requiring the team to adapt. A written update was provided for councillors.

Parishioners raised the matter of the Greater Norwich Local Plan and asked how they can make their views known on these sites. Councillors explained the process and encouraged parishioners to submit comments to

GNLP and also copy their comments to the Parish Clerk. It was flagged that mains sewer is a real issue as there is no sewer treatment works in Tivetshall apart from near School Road, the rest is pumped to treatment plant at Dickleburgh – a new plant would be needed to cope with an influx of new houses as the current pumping arrangements are not effective.

A parishioner asked about the overgrown hedge on Green Lane and highlighted the poor visibility on that bend due to it being overgrown. The Clerk clarified that the cutting of this hedge had been requested by the PC. Clerk to follow up with NCC.

6. REPORTS FROM CLERK AND COUNCILLORS

6.1 Feedback on WW1 Commemoration events

Cllr Rita Land reported on the service at St Margaret's and refreshments afterwards in the village hall with an informative WWI display and the unveiling of a commemorative plaque from the PC. A letter of thanks to be sent to those who contributed to the organisation of events. The Monday's Remembrance Service at St Mary's was attended by the school and a number of parishioners.

6.2 Update on Highways and Public Rights of Way Matters

The Clerk reported that highways had inspected Stony Road approximately three weeks ago and did not find the road excessively muddy, so will not take any action at present. PC to inform Highways Engineer if situation changes. Clerk to follow up and ask whether the disintegration of the verge was looked at. It was also raised that the road is sunk in places towards the top of Stony Road, near the junction with Grove Road. Clerk to raise with Highways.

The Clerk reported that to date none of the work requested to repair the footbridges has taken place. Clerk to follow up with Public Rights of Way Officer at NCC.

6.3 Update of Installation of SAM2 machine

Two new road sign posts have been requested to replace those posts too short or too weak to attach the SAM2 equipment. Westcotec have programmed work, which is likely to take place by the middle of December. The invoice has been received and the Clerk will arrange payment once the work is complete. Councillors agreed for payment to be made before the next meeting, once the work was satisfactorily completed.

6.4 Update on Parking on the Village Green

It was noted that whilst reports of parking on the Green were received by the PC in early October there have been no issues reported to the PC since letters to residents were sent out. Councillors were pleased that this appears to have resolved the issue.

6.5 Update on Installation of CCTV Equipment at the Village Hall

It was reported that the work to install the CCTV equipment was nearly complete with just a connection to be made in the cupboard then DPM will hand over to the PC.

The PC will need to determine the frequency of checks on the equipment and who will undertake these.

Clerk to put some information about the CCTV in Grapevine so people are aware. Councillors agree for Cllr John Powell to check CCTV images fortnightly. Clerk to arrange access to village hall and cupboard housing CCTV monitor.

It was noted that the PC will need to add this equipment to the PC insurance and asset register but that the village hall might need to check with their own insurers.

6.6 Update from Planning Workshop

Cllr Alyson Read gave a brief overview of the workshop attended in October. This workshop looked at development preferences and neighbourhood plans.

7. GREATER NORWICH DEVELOPMENT PLAN

7.1 To Consider Next Steps Following the Extra-Ordinary Meeting

Cllr Rita Land explained that councillors were in the process of considering the consultation documents.

Cllr Alyson Read put forward that there was no reason for a fuel station and retail units as proposed for site ref GNLP2103 due to the fuel station and retail outlets already being built at the junction of the A140/A143 at Scole. In addition, retail units already exist in the vicinity at Cherry Lane and could have a detrimental impact on an already established business. Cllr Alyson Read proposed that this site would make sense to develop for housing due to the access to the road network.

Consideration was given to the other three new sites put forward and issues with utilities, sewer, road access, historical interest, listed buildings, environmental importance and loss of open spaces were all identified as factors.

Councillors agreed to support development on new site GNL2128 for residential properties, but noted that there could be issues with land contamination, and oppose development of the other three sites (GNL2103, 2041 and 2042).

The information flyers that were agreed at the EOM have started to be distributed by parishioners. The Clerk summarised the roads already covered and asked councillors how they wished to cover the remainder of the villages. Parishioner offered to do Thwaites Oak Close and Green Lane, Cllr Rob Alleguen-Porter to do the remainder of The Street and Mill Road, Cllr A Read to do Hales Street, Cllr T Jollans to do Moulton Road, Station Road, plus outlying houses.

The draft minutes of the Extraordinary meeting on 7th November were available for reference and it was agreed that this had been a very worthwhile meeting to gauge the strength of public opinion.

The Clerk reported that so far one resident had forwarded their response to the PC. Clerk to forward any copies of responses received to Cllrs Rita Land and Alyson Read.

7.2 To Consider Issues Raised by the Campaign for the Protection of Rural England (CPRE)

The letter received from CPRE had been circulated and the contents considered. Councillors agreed this document might be a useful reference when responding.

8. HIGHWAYS AND MAINTENANCE MATTERS

8.1 Consideration of Relocating the Dog Bin in Star Lane

It was agreed to relocate the dog bin on Star Lane to the other side of the footpath sign. Clerk to ask handyman to move the bin if he can. Handyman to clear vegetation around the dog bins to make them more accessible.

8.2 To Consider Comments Relating to Bird Spikes on the Play Equipment

Cllr Rita Land reported that there had been comments about the safety of having bird spikes on the top of play equipment. It was noted that the ROSPA inspection in June 2018 did not identify any safety concerns with having bird spikes on play equipment. Clerk to ask the handyman to check for missing bird spikes and schedule in replacing missing spikes as and when necessary.

9. UPDATE FROM VILLAGE HALL MANAGEMENT COMMITTEE

Cllr Alyson Read reported that ongoing maintenance has been undertaken, including a clear out and stock take. Pop-up coffee shop trials are ongoing. A new cleaner has been sourced and the contract commenced. £87.30 was raised in donations for the Royal British Legion at the gathering at the village hall on Remembrance Day.

10. TO CONSIDER DEFERRING PARISH PARTNERSHIP PROJECT FOR 2018/19

It was agreed to not submit an application for Parish Partnership funding due to time constraints and other matters taking priority at present. It was agreed to discuss other options (such as using CIL money) for funding village gateways at a future PC meeting.

11. TO CONSIDER FEEDBACK FROM DISCUSSIONS WITH BSPC ON SHIMPLING BOAT

Cllr Alyson Read reported on the meeting she and Cllr Rita Land had with the Chair of BSPC. Bollards were put in to prevent four-wheel drive vehicles from accessing the BOAT. BSPC have raised £4k from individuals towards legal fees to have the BOAT redesignated as a bridleway if necessary. BSPC have asked TPC to make a £500 contribution towards legal costs as NCC do not have funds to do this. Councillors agreed in principle to contribute up to £500 if required to apply for the redesignation to a bridleway and councillors support in principle.

Councillors agreed for BSPC to take the lead on this but in consultation with TPC on any matters relating to the section of the BOAT that is within the Parish of Tivetshall prior to any decisions being made.

12. TO CONSIDER RESPONSE TO SOUTH NORFOLK ROUGH SLEEPER SURVEY

It was agreed that there was no evidence of rough sleepers in the area on the survey date. Clerk to respond.

13. TO CONSIDER RESPONSE TO NORWICH WESTERN LINK CONSULTATION

Councillors agreed that option C seemed the best option. Clerk to respond to consultation.

Agreed to suspend Standing Order 3X as meeting likely to exceed two hours.

14. TO CONSIDER RESPONSE TO NCC BUDGET CONSULTATION

It was felt the proposals for Adult Social Care are unacceptable. Councillors view is that NCC should go to government and say that because of phased removal of government funding, they are in real danger of being in a position of being unable to fulfil their duties.

15. TO APPROVE TRAINING ON PARISH COUNCIL ELECTIONS FOR CLERK

The Clerk reported that a provisional place had been booked on this course on 21st November, cost £38.00. Agreed by councillors.

16. TO NOTE CORRESPONDENCE RECEIVED

16.1 An email had been received from SNC and the date of Parish Council elections as 2nd May 2019 was noted. It was also noted that the boundary of Tivetshall Parish Council will change to encompass Tivetshall St Mary and St Margaret.

19.2 It was noted that the Asset of Community Value nomination for The Railway Inn has been agreed by SNC.

17. FINANCE

17.1 The balance of Accounts and bank reconciliation for October were received and approved.

17.2 The Clerk presented the proposed budget for 2019/20. It was agreed that funds needed to be held in reserve for legal costs and potential costs associated with planning matters. Clerk to adjust figures as agreed with councillors and bring to the January meeting for a final decision once the tax base is known from South Norfolk Council. The deadline of 21st January for submission of the Parish precept was noted.

17.3 CIL payments

The Clerk presented the CIL reports for St Mary and St Margaret and these were duly approved as accurate. Councillors agreed to use CIL money towards the purchase of the SAM2 and CCTV equipment.

17.4 The following payments were authorised:

- 18.4.1** Clerk's monthly gross salary for period 01/11/18 to 30/11/18 of £345.15
- 18.4.2** Handyman's monthly gross salary for period 01/11/18 to 30/11/18 of £108.69
- 18.4.3** Clerk's Expenses – office supplies - £39.44
- 18.4.4** Playscape Playgrounds – maintenance of adventure play equipment - £540.00
- 18.4.5** Guy & MacGregor Associates Ltd - £9.00
- 18.4.6** Donation to Royal British Legion for Poppy Appeal wreaths - £100
- 18.4.7** Tivetshall Village Hall, hire charges for June to October - £104.12
- 18.4.8** Russell Play – part for carousel - £30.39
- 18.4.9** NPTS Elections Training for Clerk - £28.00

18. STAFFING MATTERS

Clerk to agree duties with the handyman over the next two months.

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

There were none.

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

Next meeting agreed as 9th January 2018.

Meeting finished at 22.27pm