



TIVETSHALL PARISH COUNCIL

**Draft Minutes of Tivetshall Parish Council Meeting:
7:30 pm, Wednesday 9th January 2019, Tivetshall Village Hall**

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

Apologies: Rob Alleguen-Porter, Cllr Martin Wilby District Councillor

2 members of the public in attendance (part-time)

1. APOLOGIES AND APPROVALS OF ABSENCE

Apologies were received and accepted from Cllr Rob Alleguen-Porter, who was absent due to illness.

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, it was agreed that Cllr Jollans could participate in discussions and decision making.

Cllr John Powell declared an interest in Item 13.2, it was agreed that Cllr John Powell could participate in discussions and decision making.

4. MINUTES

4.1 The minutes of the 7th November 2018 Extraordinary Council Meeting and 14th November 2018 Council Meeting were reviewed and both signed as accurate.

The Clerk pointed out that two amendments had been made to the draft minutes of 14th November to Item 7.1 to correct the GNLP reference number to GNLP2128 and the year to 2019 in Item 20..

4.2 Matters arising from the minutes

There were none.

5. PUBLIC PARTICIPATION – 15 MINUTES ALLOCATED FOR PARISHIONERS FORUM

5.1 Reports from District and County Councillors

The District and County Councillors were not present, so there were no reports.

5.2 Parishioners Forum

No matters raised.

6. REPORTS FROM CLERK AND COUNCILLORS

6.1 Update on Christmas Tree arrangements (Clerk)

The Clerk reported that Stuart Gooderham had kindly collected the tree from Holton and delivered it to the village hall. It was noted that it had taken some time to liaise with the tree grower and Stuart to confirm arrangements. It was noted that in future Council may wish to consider paying to have the tree delivered on a set date by the grower as this might be more efficient. To be discussed further in July. Letter of thanks to be sent to Stuart Gooderham. Clerk to action.

6.2 Update on Highways and Public Rights of Way Matters

The Clerk reported that as yet the cutting back of hedges obstructing the roads had not been done. Highways have been in touch to ask for further details, so this is in hand.

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

Concerns had been expressed by parishioners about contractors spraying water on extremely muddy roads, but not removing the excess mud with brushes, this could cause drains to become silted up and cause flooding, in addition to dangerous road conditions. The Clerk reported that Highways had been asked to inspect and flush out the drains by the Post Office. Highways will also speak to the landowner concerned. It

was also noted that signage was very poor as it did not cover the whole area affected. The junction with the A140 was also very slippery.

6.6 Update from Planning Workshop

Cllr Alyson Read circulated a summary report of the recent workshops attended by herself and Cllr John Powel, Cllr Read explained that all documents are available online. The content was noted by councillors.

7. TO CONSIDER PLANNING APPLICATION 2018/2727, ERECTION OF SINGLE STOREY DWELLING AND DOUBLE GARAGE. LAND ADJ TO WAGTAIL LODGE RECTORY ROAD TIVETSHALL ST MARY (RELATED CASE 2018/1921)

The clerk explained that an extension to the deadline had been granted so councillors could discuss this further. Councillors considered whether there were material differences to the revised outline planning application, compared to the previous application made last summer, to which the PC had objected. Councillors unanimously agreed to object to the revised application and reiterate the concerns raised in relation to the original application made last summer, plus that visibility is still an issue on this section of road, despite hedging having been cut back.

8. HIGHWAYS AND MAINTENANCE MATTERS

8.1 To consider email from Highways detailing funding to resurface Rectory Road by Rosario Cottage

Councillors were pleased to note the planned work to resurface Rectory Road (by Rosario Cottage). Clerk to reply to Highways confirming agreement to the work and asking for more information about the planned date for the work

8.2 To Consider Maintenance Contracts for 2019/2020

The Clerk reported that the flail cutting of the brambles along the left hand side of the field and the cutting of the hedges had taken place early January, having chased Norse several times over the autumn and winter. The Clerk brought to councillors' attention that a parishioner had cut the hedge in front of the village hall by the roadside voluntarily. Quotes for 2019/2020 maintenance contracts had been sought from two contractors. It was agreed to accept the quote from Norse for gang mowing, and the quote from James Crerar for the general grounds maintenance contract. Clerk to contact contractors and confirm outcome. Clerk to do a letter of thanks to Steve West for cutting the hedge.

8.2 To Consider Maintenance of Ditch Drainage

Cllr Alyson Read reported that water is still not draining away on Gissing Road between St Mary's church and Rectory Road and that there is also a problem with water running off the fields and onto Grove Road by Glebe Road junction. It was noted that the Tivetshall boundary is Grove Road/Gissing Road. Clerk to make contact with Gissing PC to make them aware of the problem of water running onto Grove Road/Gissing Road. Cllr Alyson Read reported that not all gullies are being cut long enough to reach the ditch so water sits in the gully, so it appears there is no consistent approach. Cllr Read is to ask Highways what the specification for the cutting of gullies is so comparisons can be made.

9. UPDATE FROM VILLAGE HALL MANAGEMENT COMMITTEE

A report was handed out to councillors of the VHMC meeting on 8th January.

A plan from B4RN showing the proposed siting of cabinet by the side of the hall/path to Thwaites Oak was circulated. Councillors had no objections to the proposals.

10. TO CONSIDER EMERGENCY PLANNING ARRANGEMENTS WITHIN COMMUNITY PLAN

The previously circulated draft emergency plan was noted and councillors were asked to consider this against further information provided in readiness for a future meeting. Cllr Alyson Read explained the message in a bottle scheme, with a view to investigate whether this as a scheme which could be introduced in the village. Councillors to review and give feedback via The Clerk.

11. TO CONSIDER MATTERS RELATING TO SAM2 MACHINE

11.1 To agree amount of Tivetshall Clerk's time spent on administration of the installation to be charged to BSPC.

It was agreed that TPC will not charge BSPC at present.

11.2 To consider operational arrangements within the Tivetshalls.

It was noted that moving and repositioning the machine is a two-person job due to the weight and size of the equipment. It was agreed that the Clerk would charge the batteries at the village hall and that the PC would contribute to the cost of electricity. Councillors agreed to leave the SAM2 machine in one location for four weeks.

11.3 To review data captured and agree format for future.

The Clerk presented the data captured on Green Lane during December. Queries were raised about the accuracy of the data. Clerk to check accuracy of data reports with Westcotec.

12. TO CONSIDER MATTERS RELATING TO B4RN

12.1 To consider retrospective approval of thermometer, sign on The Green.

The sign was no longer there so approval was not needed. Councillors made it clear that permission from TPC is required if B4RN wish to place a sign on the Green in future. B4RN representative said he was unaware that the sign had been erected on the Green. B4RN to arrange for an aerial photo to be done to identify where the pipe for the fibre will go. The B4RN representative apologised for comments/emails made to the PC as these had got out of hand, the desire to move forward was expressed. Training to be given to volunteers on how to install and B4RN would like to use the village hall for this and asked whether the PC would consider paying the hire charge. It was agreed to put this on the PC agenda for next month. The B4RN representative confirmed that the school and village hall will benefit from free connection to B4RN.

12.2 To consider request for space for a regular update in The Grapevine

The Chair reported that a request had been received from the Chair of the Steering Groups. TPC wants to demonstrate their support for B4RN as a community project. It was agreed that the PC will fund a maximum of four pages in each edition of The Grapevine, with a maximum of two in colour.

13. TO CONSIDER FUTURE FORMAT AND PRODUCTION OF THE GRAPEVINE

13.1 Agree future format of The Grapevine.

It was agreed to keep to the existing booklet format as this is the preferred format for readers and those involved in the printing and delivery of the magazine.

13.2 To consider advertising for 2019/20

The process of charging in arrears was discussed and how this is very unusual. Invoicing for the year ahead was considered, but it was agreed this would need to be introduced to be done as a gradual change. It was agreed for the Clerk to invoice now, sending an invoice for the previous year (as is current practice) and a second invoice for six months in advance. In January 2020 advertisers to be invoiced for the second half of 2019/20 and in advance for 2020/21.

Due to the planned increase to printing and paper costs it was agreed that regrettably advertising costs would need to increase by 5% to offset the expected increase in costs. This still represented good value for money for advertisers compared to other parish magazines.

Clerk to send a covering email/letter with this year's invoices explaining the changes.

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

13.3 Determine responsibility for production of The Grapevine

Chris Miller kindly agreed to work on the next edition with Cllr Rita Land, who will undertake a trial of editing with effect from the April edition. Cllr Land to speak to Lynda Sullivan, who has kindly offered to assist with formatting, to see if she will take this on from April.

14. TO CONSIDER APPOINTMENT OF AUDITOR FOR 2018/19

The Clerk asked for approval to approach Pauline James regarding the PC audit for 2018/19. Council agreed as this has worked well the past two years.

15. TO CONSIDER ACTIONS RELATING TO PARISH COUNCIL ELECTIONS ON 2ND MAY

15.1 To consider how best to encourage potential councillors to come forward

It was agreed to have an article in The Grapevine, use parish noticeboards, social media, the PC website and use the front page of The Grapevine for maximum impact.

15.2 To consider whether to promote co-option in lead up to elections

It was agreed to continue to promote co-option of councillors via the PC website, social media and The Grapevine.

15.3 To note key dates

The timetable provided by South Norfolk Council was considered and the deadline of 3rd April for the submission of nomination papers was noted. It was agreed the Clerk should download 10 sets of candidate information packs from the SNC website (when available) and put in the minute folder in Post Office. Clerk to print off sets of papers for existing councillors and distribute.

15.4 To determine dates of Annual Parish Meeting and Annual Parish Council Meeting

In order have a better fit with the date of the parish elections it was agreed to have the Annual PC meeting on 15th May 2019 and the Annual Parish Meeting on 22nd May 2019.

15.5 To consider risk of having insufficient signatories after May and mitigation measures.

It was agreed to pay the Clerk and Handyman for April and May salaries in April to avoid the risk of being unable to pay salaries on time in May.

16. TO NOTE CORRESPONDENCE RECEIVED

16.1 To note responses to GNLP received by PC from parishioners

The Clerk reported that copies of letters and emails had been received from 19 parishioners, these had been forwarded to GNLP with a covering email asking the GNLP to ensure they were included in the consultation feedback.

16.2 The Asset of Community Value Appeal relating to the Railway Tavern, Tivetshall St Margaret was noted.

16.3 Correspondence from Norfolk Parish Training and Support was noted

17. FINANCE

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

17.2 To note the Parish Precept set by South Norfolk Council for 2019/20

Councillors expressed concern that TPC was being treated as a new council and not having any say in the setting of the parish precept for 2019/20, thus making budgeting difficult. Clerk to liaise with SNC to ensure they are aware of the views of the PC and identify whether they are able to take these into consideration.

17.3 To review and agree budget figures for 2019/20

The Clerk presented revised budget figures for 2019/20, these were approved.

17.4 To note payments received

There were none.

17.5 To note VAT reclaim submitted for period April 2018 to December 2018

The Clerk explained that this was in process but there had been technical issues with the HMRC site. A total of £1611.55 was being claimed back.

17.6 To note payments made since last meeting

The Clerk reported that December salary payments had been approved, plus the PAYE liability to HMRC. Payment had also been made to DPM security upon completion of the installation of the CCTV equipment as the cost had previously been approved.

17.7 The following payments were approved:

- 17.7.1 Clerk's monthly gross salary for period 01/01/19 to 31/01/19 of £324.55, including an additional 5.5 additional hours accrued
- 17.7.2 Handyman's monthly gross salary for period 01/01/19 to 31/01/19 of £40.43, less adjusted hours, as agreed in 18.1
- 17.7.3 Clerk's expenses, reimbursement of office supplies £57.09
- 17.7.4 Clerk's Mileage Expenses – £21.60
- 17.7.5 Councillors mileage expenses (A Read) - £18.00
- 17.7.6 Westcotec Invoice for SAM2 machine -£4126.80
- 17.7.7 Primrose Press, printing of The Grapevine - £92.00
- 17.7.8 Registration with Information Commissioner's Office - £40.00
- 17.7.9 South Norfolk Council – Annual Dog Bin charge 2018/19 - £960.00
- 17.7.10 Tivetshall Community Car Scheme - £7.00

18. STAFFING MATTERS (CONFIDENTIAL)

There were no members of the public still present at the meeting, therefore, there was no need to exclude the public. The Clerk referred to the document outlining matters to be considered.

Separate confidential minutes are held for this item.

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

Agenda item for B4RN – payment for Village Hall

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

Next meeting agreed as 13th February 2019.

Meeting finished at 10.36 pm