



TO MEMBERS OF THE COUNCIL:

**You are duly summoned to a Meeting of TIVETSHALL PARISH COUNCIL to be held on
Wednesday 9th January 2019 7.30 pm at Tivetshall Village Hall**

Ros Hill, Parish Clerk: Leylandii, Rectory Road, Tivetshall St Mary, Norwich. NR15 2AL Telephone 07830292074

SIGNED: *R G Hill*

DATED: 3rd January 2019

AGENDA

- 1. APOLOGIES AND APPROVALS OF ABSENCE**
- 2. TO CONSIDER APPLICANTS FOR CO-OPTION**
- 3. TO RECORD DECLARATIONS OF INTEREST AND CONSIDER DISPENSATIONS**
- 4. MINUTES**
 - 4.1 To approve the minutes of the 7th November Extraordinary and 14th November Parish Council meetings.
 - 4.2 Matters arising from the 14th November minutes
- 5. PUBLIC PARTICIPATION – 15 MINUTES ALLOCATED FOR PARISHIONERS’ FORUM**
 - 5.1 Reports from District Cllr and County Cllr, if present
 - 5.2 Parishioners' Forum
- 6. REPORTS FROM CLERK AND COUNCILLORS**
 - 6.1 Update on Christmas tree arrangements (Clerk)
 - 6.2 Update on Highways and Public Rights of Way matters (Clerk)
 - 6.3 Update from Planning Workshops (Cllr A Read)
- 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)**
- 8. HIGHWAYS AND MAINTENANCE MATTERS**
 - 8.1 To consider email from Highways detailing funding to resurface Rectory Road by Rosario Cottage
 - 8.2 To consider maintenance contracts for next year
 - 8.3 To consider maintenance of ditch drainage
- 9. UPDATE FROM VILLAGE HALL MANAGEMENT COMMITTEE**
- 10. TO CONSIDER EMERGENCY PLANNING ARRANGEMENTS WITHIN COMMUNITY PLAN**
- 11. TO CONSIDER MATTERS RELATING TO SAM2 MACHINE**
 - 11.1 To agree amount of Tivetshall Clerk’s time for installation to be charged to BSPC
 - 11.2 To consider operational arrangements within the Tivetshalls
 - 11.3 To review data captured and agree format for future
- 12. TO CONSIDER MATTERS RELATING TO B4RN**
 - 12.1 To consider retrospective approval of thermometer, sign on The Green
 - 12.2 To consider request for space for a regular update in The Grapevine
- 13. TO CONSIDER FUTURE FORMAT AND PRODUCTION OF THE GRAPEVINE**
 - 13.1 Agree future format of The Grapevine
 - 13.2 To consider advertising for 2019/20
 - 13.3 Determine responsibility for production of The Grapevine
- 14. TO CONSIDER APPOINTMENT OF INTERNAL AUDITOR FOR 2018/19**
- 15. TO CONSIDER ACTIONS RELATING TO PARISH COUNCIL ELECTIONS ON 3RD MAY**
 - 15.1 To consider how best to encourage potential councillors to come forward
 - 15.2 To consider whether to promote co-option in lead up to elections
 - 15.3 To note key dates

- 15.4 To determine dates of Annual Parish Meeting and Annual Parish Council Meeting
- 15.5 To consider risk of having insufficient signatories after May and mitigation measures

16. TO NOTE CORRESPONDENCE RECEIVED

- 16.1 To note responses to GNLP received by PC from parishioners
- 16.2 To note Asset of Community Value Appeal, Railway Tavern, Tivetshall St Margaret
- 16.3 To note correspondence from Norfolk Parish Training and Support

17. FINANCE

- 17.1 To receive the balance of accounts and bank reconciliation
- 17.2 To note the Parish Precept set by South Norfolk Council for 2019/20
- 17.3 To review and agree budget figures for 2019/20
- 17.4 To note payments received
- 17.5 To note VAT reclaim submitted for period April 2018 to December 2018
- 17.6 To note payments made since last meeting
- 17.7 To approve payments to include:
 - 17.7.1. Clerk's monthly gross salary for period 01/01/19 to 31/01/19 of £324.55, including additional 5.5 additional hours accrued
 - 17.7.2. Handyman's monthly gross salary for period 01/01/19 to 31/01/19 of £80.87
 - 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

18. STAFFING MATTERS (CONSIDER EXCLUDING THE PUBLIC)

- 18.1.1. To consider working arrangements for Handyperson, plus consideration of a variation to contract of employment – by mutual agreement

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

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

Proposed as Wednesday, 13th February 2019 at 7.30pm