

5.1 To receive the balance of accounts and bank reconciliation **Appendix 2**

5.2 Receipts Since the Last Meeting
No receipts

5.3 To approve the following payments

Alan Arber salary and printer paper	£394.70
Gareth hill Salary	£33.44
HMRC	£94.80
Alan Arber Hand sanitiser	£47.99
Compass Point N H Plan report	£680.00
NPTS for Chairs Training	£72.00
ICO for annual subscription	£35.00

Councillor Alleguen-Porter

Seconded Councillor I'Anson All agreed

The Chair then checked and signed the bank statements as a true record of the council's financial records that they matched with the bank reconciliation.

6.0 Reports from Clerk and Councillors

6.1 To receive the Clerk's report including the Handyman's report

Sent to all Councillors as **Appendix 3**.

6.2 To update on the request for additional TPOs (Tree Preservation Orders).

A walk round took place on Saturday recently around the church and Church Lane and mapped the potential trees. Questions were asked on who owns the land and we need to go through the process with Imogen Mole on which trees we can get TPO on around this area. The Clerk will contact Imogen on this process and will work with her team to agree which trees we can get TPO on. Councillor Youngs thought we could protect the whole area around Church Lane on one TPO in preference to individual trees. Clerk to email Imogen Role asking her to liaise with Councillors I'Anson, Youngs and Parsons to get our concerns answered on the first area, before they move onto other areas

6.3 To Review and update the Community Plan

A review was held on each part of the plan. The Chairman indicated roles for specific councillors. All councillors agreed to undertake the roles allocated. The Chair thanked them.

6.4 To discuss the Community Action Norfolk Silver membership and whether to renew

The Clerk took the councillors through the benefits on the membership and it was agreed to renew our silver membership.

Proposer Councillor Read Seconded Councillor Alleguen-Porter all agreed

6.5 To hear an update on the SAM 2 speed device and to consider any necessary action.

No report as SAM machine in Burston this month

6.6 To hear an update on the renewal of the playing field lease

Councillor Alleguen-Porter has written to the landowners again as there has been no further communication from them. He stated our worries that we had not received any contact or correspondence on this issue. The lease runs out on 6th April 2022. The Chair stated that previously the owners had indicated that this would continue until a decision by them was made. The Chair will continue to contact the landowners to reiterate the worries the Parish Council have. The Council is specifically concerned that decisions required of any repairs or replacement of play items in their current location. Without the play field the childrens' play items may have to be moved onto our own land. There would be costs of undertaking this huge task if no long lease is forthcoming, equally it would be unnecessary if agreement is reached. The Chair was asked to inform the owners that the Parish Council would also like an option to purchase the play field.

6.7 To discuss the Queen's Platinum Jubilee project and councillors to decide on the design and agree contractor

The Clerk had now obtained the 2 quotes and outlined these to the meeting. After discussion it was agreed to go with Decking idea and allow the Clerk to move our application for funding forward asap. It was agreed that the Clerk would move this forward along and include the village sign repair added to the project. A vote was taken with all councillors voting and the decision was as follows

Deck 5 votes Beach 1 vote. All agreed to go ahead asap and get the application in by the middle of March at the latest.

6.8 To discuss Ditch clearance

Councillor Read stated that the person she had spoken to, said the farmer using more sustainable methods was not the type to get involved with sharing the information. It was agreed I to write to all landowner in September to remind them of their responsibilities on ditch and hedge clearing and maintenance. It was also agreed the Clerk to contact Mr Robert Cole (of Pulham St Mary) to remind him of his commitment to former Cllr John Powell to arrange the necessary equipment to clear the blocked drainage ditch under the entrance to his field in Green Lane.

6.9 To request a second councillor to become a CCTV user

The Chair asked for a volunteer on this and it was agreed that Councillor Brown and the Clerk would take this on board and assist. Keys were needed to be cut to assist this.

6.10 To agree the purchase of new hand driers for the village hall from the remaining Covid Grant monies

It was agreed a budget of £250 for hand driers

Proposed Councillor Youngs

Seconded Councillor Alleguen-Porter

7. Village Hall Report

Councillor Read sent the report to the Clerk who has produced copies for everyone and is attached as [Appendix 4](#)

8. Development of the Neighbourhood Plan – Update

8.1 Progress to date

Councillor Read produced a detailed report for the meeting and it is attached as [Appendix 5](#)
There are concerns that SNDC are finding difficulty with accessibility of the tables in the plan. Our consultant has spent 19 hours on this. These have to be paid for from our NPlan budget. NPTS had recommended an IT specialist after being contacted by the Clerk. Unfortunately, they were unable to resolve the problem. SNDC have recommended another IT specialist company. It is hoped that we still could be ready for submission to Cabinet in early March.

8.2 Finance to date – Clerk is working on their spreadsheet to assist the Steering Group with their budget.

9. Planning

10.1 To hear a report on planning applications determined by South Norfolk District since last meeting

10.2 Planning applications received for Long Stratton Bypass and to make comments if agree

2018/0111

2018/0112

The Clerk urged all councillors to send him their comments on this huge application so he can collate and put on the planning portal

10.3 Cherry Tree Barn Lodge Road to have a further visit from the Planning Team on the proposals.

10. To consider outstanding and new Highway issues and to consider any necessary action

The Clerk reported that all items on the highway's spreadsheet had been reported and some items had been finished and others were ongoing. The tree issue on Sheckford Lane and the recent fly tipping issues had been added and reported to the relevant agencies at SNDC and NCC Highways.

11. To hear an update on the action re the Moor Road BOAT (byway open to all traffic) 36

No further update

12. Training

Year end training has been booked for the Clerk along with. The Clerk to look at GDPR training for all councillors with NPTS

13. Tivetshall Car Scheme

The Clerk had contacted other local parish councils to see if we can piggy back onto their schemes but no local councils run these schemes within our area. This is ongoing

14. Correspondence

The following correspondence was received and noted and had been sent to all councillors in advance of the meeting.

Precept confirmation received

Neighbourhood plan documents issues regarding accessibility

Planning application for Long Stratton bypass and housing

Road closure in Tivetshall

Tree on Sheckford Lane reported to Norfolk County Council

Speed report sent to SNDC

GLS quotes for Pond and Village green work

Information Commissioner's payment confirmed for 2022-2023

Training invoice for Chairs and Clerks training

Updated Quotes for Queens platinum jubilee

Internal audit letter of engagement sent out and all agreed

Fly tipping near Pulham roundabout

Email from NALC regarding a complaint regarding the amount we donate to the church

Cockrow report required.

A discussion was held on supporting the CPRE with a financial commitment to aid their upcoming campaign. The Clerk commented that as such no monies had been allocated in the budget and recommended Councillors look at our financial situation at the end of March and add to April agenda. **All Agreed this was a good course of action**

15. To receive any urgent items for information and to consider items for the next agenda

Internal control Report and Policy

CPRE Funding

16. Date of Next Meeting

Thursday 10th March 7.00 pm, Tivetshall Village Hall

Meeting closed at 8.40pm