



TIVETSHALL PARISH COUNCIL
Minutes of Tivetshall Parish Council Meeting
held at The Village Hall Tivetshall
on Thursday 9th May 2024 at 7.00 pm

These are draft minutes and will be approved at the next meeting

Present: Councillors – Rob Alleguen-Porter (Chair), Julie Brown, , Steve West, Alyson Read

Also Present:

2 members of the public arrived at 7.30pm

1. To elect a chairman

Cllr Alleguen-Porter agreed to stand as Chair

Proposed Cllr Read Seconded Cllr Brown All agreed

Cllr Alleguen-Porter then signed the acceptance of Office form witnessed by The Clerk

2. To elect a Vice-Chair

Cllr Read agreed to stand as Vice Chair

Proposed Cllr Alleguen-Porter Seconded Cllr Brown All agreed

Cllr Read then signed the acceptance of Office form witnessed by The Clerk

3. Apologies for absence

Apologies from Cllrs Temple, Younges and District Cllr Delme Thompson were received. All agreed to accept.

4. Declarations of interest on items on the agenda and consideration of requests for dispensations

Cllrs Brown and Read declared themselves at Trustees of the Village Hall.

All agreed to accept

5. Minutes

3.1 Minutes of the Meeting Held on 11th April 2024

It was agreed by all to approve the minutes of the meeting held on 11th April 2024

Proposed Cllr Alleguen-Porter Seconded Cllr Brown All agreed to accept

The Chair signed as a true record of the meeting

3.2 **Matters arising from the meet of the 11th April 2024 meeting (information only)**

None.

6. Public Participation (including reports from District and County Councillors)

District Cllr Delme Thompson sent no report

County Cllr Catherine Rowett sent the attached report [Appendix 1](#)

District Councillor Clayton Hudson sent the attached report [Appendix 2](#)

7. To adopt the General Power of Competence

It was agreed to continue to adopt the general power of competence by all councillors after the Clerk took the councillors through the benefits as detailed in the Internal Auditors Report

Proposed Cllr Alleguen-Porter Seconded Cllr Brown All agreed

8. Finance

8.1. To receive the balance of accounts and bank reconciliation [Appendix 3](#)

8.2 To note receipts since the last meeting

SNDC	Precept	£10,792.60
SNDC	CIL Payment	£936.18

8.3 To note payments made since the last meeting

No Payments made

8.4 To note payments at this meeting

Alan Arber	Salary April	£497.90
Norfolk Pension Fund	Clerks Pension April	£180.13
Nick Sharp	Salary April	£50.22
HMRC	Tax and NI Feb	£138.80
Lloyds	monthly credit card Charge	£3.00
Mrs S Blythe	Internal audit	£120.00
J M Crerar	Gang Mowing	£837.50
Clear Councils Ins	Parish Insurance	£616.41

Proposed Cllr Alleguen-Porter Seconded Cllr Read

All agreed to accept

8.5 To note any payments after the agenda posted

None

8.6 To receive a report on the Parish Finances

The balance on the account at 1st May was £24,676.32

The Chair signed the bank statement as a true record of the balance of the account at 1st May 2024 was £24,676.32

The balance after payments made at this meeting is £22,232.36

The Clerk also commented that there is VAT to be reclaimed to date of £91.04

Proposed Cllr Brown Seconded Cllr Read

8.7 To agree the Parish council Insurance

The clerk took the council through the new insurance policy that we are on a 3-year Long Term Agreement with BHIB now called Clear Councils Insurance

Proposed Cllr Read Seconded Cllr Alleguen-Porter

8.8 To receive the Internal audit report and note any actions

Notes / recommendations for 24/25: S137 – Council confirmed in May 2023 that it holds the General Power of Competence. This power supersedes S137, and as such S137 should not be used in future. These payments can be recorded under your other budget categories, such as admin or grants, as required. **This is ongoing and should be in place by the end of may**

Page 6 of 6 Insurance – the insured sum for £21k for the Pavilion seems extremely low for a rebuild cost. It might be that the rebuild responsibility falls to the management committee, but if it doesn't then I would recommend an insurance valuation of the building be carried out to check the insurance is adequate. **The council will look into this once the renovation is complete**

When budget setting it is best practice to have a complete budget year on the document for Council to see. For example, when setting the 24/25 budget, you would have had a full year showing for 2223, then the estimate to the end of 2324, then the 2425 budget line for consideration. This helps to have a full summary of the financial position available. **Clerk has undertaken this already**

9. Reports from The Clerk and Councillors

9.1 To receive The Clerk's report including the Handyman's report **Appendix 4**

The Clerk produced his report and all agreed to adopt this

9.2 To review and update Community Plan **Appendix 5**

The Community Plan was updated with actions noted to be carried out

9.3 Receive update on requests to reduce speed limits on Station Road and around the School, Village Hall and Village Green

Nothing as yet has been received on our application for a new SAM 2 machine to be confirmed

9.4 To agree the nominations for the Village Hall from the Parish Council

No nominations received from the Parish Council

9.5 To Receive details of the 20-mph funding

Awaiting details on this.

9.6 To receive a report on the Gov.uk email scheme progress

We are very close to finalising this and it should be in place by end of May as all passwords have been received and The Clerk has attended training to move this forward.

9.7 Update to flooding and pumped sewage This is a repeat of April meeting minutes

Nothing heard back from Anglian water Parish Councils have the same powers I do in asking for the assistance of landowners to do this, and if you don't get an acceptable response within an allotted time, I am more than happy to write and/or visit them after. Under the Land Drainage act 1991, and The Highways Act 1980 it is an offence to allow water to flow onto a highway and therefore acceptable works need to be completed. This may well include the removal of vegetation, trees, shrubs, loose branches, litter etc, with the removal or digging out of the base layer of silt build up and clearance or unblocking of all attached culverts. 9.8 To discuss the adoption of a Biodiversity Policy and Check list of Actions [Appendix 6](#)

9.8 The Clerk has done a lot of work on this and produced the plan for the council to look at and agree actions in the June meeting.

9.9 To decide how we spend the £300 Clean It and Bloom grant

Ideas were requested and it will be discussed in June.

This is a repeat of April meeting minutes

County Councillor Catherine Rowett is looking into this for us.

9.10 To receive the SAM 2 reports from Dudley [Appendix 7](#)

The Clerk produced these and they are very good at last and proving the SAM 2 machine is working well. The reports were for April.

10. Village Hall report –

It was noted the 17th May Sons of Mark live music evening has been cancelled. TCfitness is not meeting at the village hall during the summer months. The tyres are still housed in the Pavillion. CCTV will be checked to ensure the play field is not being used for business use. First Aid training (incl Defibrillator) is booked for 15th June. Current account £4092.01 and deposit account £18022.50 Electric vehicle charging point – agreed in principle by the Trustees. Siting is to be agreed. The Chair stated that a discussion needed to take place with SNC.

11. Governance

The Clerk has started work on the new NPTS standing orders and they should be completed by the June meeting along with other policies to be adopted.

12. Planning

a. To hear any Planning applications received and any after agenda was posted

The Clerk commented that he had attended the planning meeting regarding the application we supported for Thistle barn and was ashamed to say this was refused despite many proposals to adopt by a verdict of 5-4 The Clerk felt the committee were railroaded by the planning officers and did not understand the decision

2024/1191 Friends Meeting House Lodge Road Tivetshall St Margaret

The parishioners for this planning application gave a detailed report on the property and what they planned to do moving forward with the construction of a First-floor extension above existing single storey side wing to provide an additional bedroom and en-suite.

The councillors agreed to support the application as it met with all the local policies in our Neighbourhood Plan.

13. Planning Enforcement issues – These were noted by the council

14. Highways Spreadsheet – Spreadsheet was reviewed of outstanding issues and The Clerk had reported all items on the spreadsheet and the unfinished works were ongoing

a), Village sign repairs

The Chair commented that this had been dealt with earlier.

b). The Chair and Councillors did comment that the large A140 sign has been replaced.

15. Training –

Clerk asked if he could book his place on the SLCC Annual Conference and it was agreed this was fine as the council and clerk got lots of information and networking from the event and the costs are shared with all his councils.

16. Correspondence

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

Website updated

Gov.uk email will be completed in the coming weeks

New Standing orders being worked on

Salaries paid for April along with Clerk's pension

HMRC paid for April

Internal Audit completed and collected from internal auditor

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

Year-end work to be completed

Biodiversity and green initiatives

Standing orders from NPTS

Meeting with Katie Spillman

14. 18 Date of Next Meeting

Next Parish Meetings Thursday 13th June 2024 at 7pm

Meeting closed at 20.25 pm