



TIVETSHALL PARISH COUNCIL
Minutes of Tivetshall Parish Council Meeting
held at The Village Hall Tivetshall
on 12th September 2024 at 7.00 pm

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

Present: Councillors – Julie Brown, Steve West, Alyson Read, Carole Youngs,

Also Present:

8 members of the public but Clayton Hudson District councillor and Catherine Rowett were in attendance for public participation then left.

1. Election of Chairman to chair the meeting

It was agreed that Vice Chair Alyson Read would chair the meeting in the chair's absence

Proposed Cllr Youngs Seconded Cllr Brown

2. Apologies for absence

Apologies were received from Cllr Rob Alleguen-Porter and Cllr Kris Temple

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

Cllrs Brown declared herself as a at Trustees of the Village Hall.

All agreed to accept

4. Minutes

3.1 Minutes of the Meeting Held on 11th July 2024

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

Proposed Cllr West 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 July 2024 meeting (information only)

None.

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

District Cllr Delme Thompson sent his report **Appendix 1**

County Cllr Catherine Rowett sent the attached report **Appendix 2**

District Councillor Clayton Hudson gave the following report

Tivetshall Parish council got £220 from the litter pick award

Solar and EPV grants are available for all parish councils now.

6. Finance

6.1. To receive the balance of accounts and bank reconciliation **Appendix 3**

6.2 To note receipts since the last meeting

£200 Recycling payment

£220 Litter Pick award

6.3 To note payments made since the last meeting

No Payments made

6.4 To note payments at this meeting

Payments in August

Alan Arber	Salary July	£497.90
Norfolk Pension Fund	Clerks Pension July	£180.13
Nick Sharp	Salary July	£50.22
HMRC	Tax and NI July	£139.00
SLCC	Annual Subscription	£90.88
Payments in September		
Alan Arber	Salary August	£497.90
Norfolk Pension Fund	Clerks Pension August	£180.13
Nick Sharp	Salary August	£50.22
HMRC	Tax and NI August	£139.00
SLCC	Clerks national conference	£280.96
Excite Solutions	Gang Mowing	£211.49
NPTS	Annual subscription	£191.97
Lloyds	Credit card Charge	£3.00
Wix	Website annual charge CC	£230.40
Defib Shop	Defib Pads	£71.94

Proposed Cllr Youngs Seconded Cllr West

All agreed to accept

5.5 To note any payments after the agenda posted

None

5.6 To receive a report on the Parish Finances

The balance on the account at 1st August was £18,263.48

The Chair signed the bank statement as a true record of the balance of the account at 1st September 2024 was £17,816.43

The balance after payments made at this meeting is £15,959.62

The Clerk also commented that there is VAT to be reclaimed to date of £669.67 at the end of September

6 Reports from The Clerk and Councillors

6.1 To receive The Clerk's report including the Handyman's report [Appendix 4](#)

The Clerk produced his report and all agreed to adopt this

6.2 To review and update Community Plan

Deferred till October meeting

6.3 a) To receive the SAM reports from Dudley Adshead

Dudley Adshead had reported there is a problem with the Battery and download so there is no report this meeting.

b) To discuss the details of the 20-mph funding

Deferred till October meeting

c) To discuss Ram Lane speeding issues and signage

Deferred till October meeting

6.4 To receive an update on the Gov.uk email scheme

Deferred till October meeting but a question was raised which email address we are using the new Gov.uk email scheme as detailed by the External Auditor.

6.5 To discuss the Bio-diversity Policy with its actions and time frames

Deferred till October meeting

- 6.6 To approve updated policies including the new NPTS standing orders and financial regulations and other yearly policy update as required

Dealt with under Governance

- 6.7 To discuss the actions of securing the harness for the disability swing

Deferred till October Meeting

- 6.8 To discuss the EV charging scheme and formulate our response to the village hall.

It had been agreed via email that we would not be taking up the scheme as the village hall committee feel they are unable to support the application. An email has been sent to both EV charging scheme and the village hall committee informing both of the decision and it was hoped that if there is a second round of funding, we may look again at this. The clerk was thanked for his work on this.

- 6.9 To discuss the Christmas tree and remembrance wreaths purchase

Deferred till October Meeting

- 6.10 Bus shelter and pathway on the A140

A parishioner had brought this issue to the council's attention and this had been reported to highways who will undertake the necessary works.

7. Village Hall report –

Alyson Read gave the following report.

- 7.1 To agree nominations for the village hall from the Parish Council

No Nominations came forward.

The Minutes went distributed to all councillors as requested

8. Governance

These have all been updated as required by The Clerk and the following policies had been approved

- New NPTS Standing orders
 - New NPTS financial regulations
 - GDPR policy
 - LGA Code of Conduct policy
 - Risk assessment 2024 Policy
 - Co-option Policy
 - Grievance and Discipline Policy
- It was agreed to adopt all these policies asap

Proposed Cllr West seconded Cllr Brown

9. Planning

Standing orders Suspended to allow parishioners to speak

- 9.1 To hear any Planning applications received and any after agenda was posted

9.1a Planning application 2024/2568 Croft Lea Proposal Erection of side extensions and rear extension with associated internal reconfiguration works and material change to the elevations

The Parish council agreed to support the application and in keeping with the size of the plot

- 9.2 2024/2073 Proposal: Demolition of existing dwelling garage & erection of two self-build single storey dwellings & garages & erection of new garage to existing house The Hives Mill Road Tivetshall NR15 2BH

The Following comments were made from parishioners.

The chair asked the parishioners to only have one comment on this application

The Tivetshall Neighbourhood plan has 2 parts that this application does not meet these points. The policies are as follows 5.1.11 The development does not meet the linear form of the village and TIV 1 the pattern of the development does not meet the neighbourhood plan.

Mill Lane is a quiet road and there are horse riders, school children making this a dangerous road, plus increased in traffic significantly and, where will contractors park

The proposed buildings will be too close to the neighbour's garden and there will be light pollution from the excess cars.

The worry on the number of cars and delivery vehicles would really hinder the neighbours, having an impact the wildlife which flourishes in the area and this is a major concern

The disturbance too the neighbour's house due to the large vehicles will affect the neighbour's property along with flood issues and the habitat will also be severely affected and affect Willow Tree Farm who have paperwork that proves that their deeds show that disposal surface water or private treatment plants cannot flow into the pond or ditches of Willow Tree farm

The planning statements are not in line with planning statements in the village and the open views will not be available as agreed in the neighbourhood plan.

District Councillor Clayton Hudson spoke to the meeting and gave his thoughts and that with material planning conditions and those points raised and he is looking at taking this to committee and ask parishioners to email himself and Cllr Tompson to allow this to happen with their points and comments on material issues.

The big issue for the chair was the flooding issue and that the councillors noted that the parish council would object to any development in Mill Road and with the building not being in line with the Parish and the extra traffic would be against any more development on this site also would cause extra parking issues and the extra traffic movements on this bad corner is a definite issue.

The Parish Council have agreed that they will send these comments into the planning portal and will oppose the planning application as this does not meet the neighbourhood plan, road junction, flooding and the run off cannot go into the pond or ditch on Willow Tree Farm.

9.3 2024/2340 Proposal: Demolish 4 No. redundant storage buildings & replace with 1 No. storage building Location: Thistledown Farm Station Road Tivetshall St Margaret Norfolk NR15 2DL

The Parish Council agreed to support the Planning application

Standing orders reinstated

9.3 To hear an update on Planning Enforcement issues

No planning enforcement issues are in place at present that affect the Parish Council

10. Highways Spreadsheet – Spreadsheet was reviewed of outstanding issues and The Clerk had reported all items on the spreadsheet. Deferred to October Meeting

11. Correspondence

The following correspondence was received and noted by the clerk.

Website updated

Defibs checked and new pads are needed for village hall one (they run out in 31st September2024) and the circuit updated. It was agreed The Clerk would order these asap.

Planning inspectorate information received for 2023/3215 response formulated

Litter pick award received £220

Ev Charging application email received from village hall and EV charging but due to timescale we will not be going forward and EV charging and Village Hall emailed to say this.

Excite solutions quote received for Wildflower areas on playing field

SAM 2 problem reported by Dudley
SLCC National Conference place booked for Clerk with costs shared by all his councils
NPTS autumn seminar details received
Cockrow report submitted and dates for further issues emailed to The Clerk. (Dates reminders logged)
Planning applications received and extension granted but all replies must be sent into planning by 13/9/24
Parish policies updated
Phone call made to landowner regarding the field at the back of the post office but no date fixed as yet
Nick working on the Pavilion
Email from parishioner on the A140 bus shelter and path and reported to Highways
Email from parishioner on the landowner of the field behind post office and duly noted
Grant for goalposts requested from Norfolk FA but declined as no team plays at our ground and costs are now around £650 per set of goalposts and this has not been budgeted for
Go for it grant agreed for £300
New email system working and all passwords and email boxes sent to all councillors
New bus service in place for Tivetshall and details on the website
Parish online mapping system seminar booked for the clerk
Temporary road closure in the parish on the website
Emails to harness supplier and replies emailed to councillors

12. Training –

NPTS autumn Seminar is on the 18th October and is any councillors wishing to attend as I will be.
No councillors wish to attend
Clerk attending Clerks national conference from 6/10 to 9/10
Clerk attending mapping seminar with parish online on Zoom 3/10

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

All items deferred from this agenda as normal.
Gate on pond nearest the road is jammed Nick to look at this

14. Date of Next Meeting

Next Parish Meeting Thursday 17th October 2024

Meeting closed at 20.10pm

**Cllr Delme Thompson:
Report for Tivetshall Parish Council, September 2024.**

Summer Activities

I'd like to thank all the volunteers and community groups who supported community activities across our Parishes this summer. It seems quite some time since the summer Fete now, and I've no doubt Christmas festivities will roll round very quickly! Long may the community Spirit continue.

Town and Parish forum

The town and parish forum was held last Tuesday 10th September, and the recording should be available online in the coming days.

The next Forum will be held on Thursday 3rd October 1pm – 2pm

Disabled Facilities Grants (DFG)

Residents who are elderly or have a disability, may be eligible for a Disabled Facilities Grant (DFG) to provide adaptations in their home. The focus of this grant is to make changes that can enable people to remain living independently at home.

Adaptations need to have been recommended by an Occupational Therapist, and could include:

- improving access into and around the home including main living area, kitchen, bedroom, bathroom and improving facilities or providing suitable facilities where there are none.
- making the home safer.
- improving a heating system in the home - if there is no appropriate heating system, providing a suitable one to meet a medical need.
- adapting heating or lighting controls to make them easier to use.
- improving movement around the home or so you can care for someone else who lives with you.

[Disabled Facilities Grants \(DFG\) – Broadland and South Norfolk \(southnorfolkandbroadland.gov.uk\)](https://www.southnorfolkandbroadland.gov.uk)

Warm Rooms Grant

From my initial enquires, I understand that this scheme will run again this year, and I have asked that an update be circulated to all councillors and Parish councils ASAP.

Councillor report September 2024, from Catherine Rowett

09/09/2024

Work in Progress

I am currently chasing various Highways problems: the village gates which have never arrived for Fornsett, the misplaced lorry signs for Tabernacle Lane, the request for a vehicle-activated sign in Burston, speeding and road condition problems on Upgate Street. I met up with Adam Mayo in early September to look at some of the places that are particularly problematic.

I'm checking in with the officer who is in charge of the Norfolk County Council energy plan, to see what we can do about the future plans for onshoring power from new windfarms off the Norfolk coast. I am trying to set up a meeting for two of us from the Green Group to get a sense of whether they have a good idea how to deliver the grid upgrades needed in a future proof way without destroying everything in the process, and to ensure that demand-reduction is on the agenda and not just increasing supply.

I'm working with residents on a number of issues where feelings are running high due to concerns about planning permission and licensing in particular places. These are mainly district council issues, but where they impinge on County Council responsibilities I have been able to raise queries with the officers concerned. I am also trying to find out who can explain the absence of wild flowers on the A140 roundabout at Tivetshall to see if we can have flowers there too.

County Council:

Infrastructure & Development committee meets on 11th September and includes work on the climate action plan, economic strategy, local transport plan and county tree policy. Full Council meets on 24th September.

Info from Norfolk police and crime commissioner, Sarah Taylor

The new Norfolk police and crime commissioner is holding some surgeries to give you the chance to help shape Norfolk's policing and crime priorities over the period from 2025 to 2029.

She is proposing ten core priorities: Focus on Prevention, Restoring Trust and Confidence in Policing across Norfolk, Improving Road Safety, Tackling Extremism and Community Tensions, Making Norfolk Streets Safer, Effective Criminal Justice System, Support for Victims, Tackling Violence Against Women and Girls, Improving Rural Response, Tackling organised Crime and Criminal Exploitation.

Sarah will be at

- The Millennium Library Norwich from 10.00am until 4pm on Saturday, 14th September,
- Diss Corn Hall on Monday 16th September from 5.30 pm to 8 pm.

Why not pop along to say hello and let her know that we need safer speeds on rural roads around here! Alternatively, you can share your views by taking the short online survey at <https://www.smartsurvey.co.uk/s/NorfolkPCP2025/> Closing date Friday 1 November 2024.

Info from Norfolk County Council

House fires caused by e-bike and e-scooter batteries charging at night

It's important to buy lithium-ion batteries only from reputable and safe retailers, to ensure they meet UK safety standards and aren't a fire risk.

Norfolk Fire & Rescue Service and Norfolk County Council's Trading Standards team are investigating a house fire in Bowthorpe which is believed to have been started by a battery purchased from an online retailer, which was charging indoors. This is just one of an epidemic of

such house fires across the UK with devastating consequences, deaths, serious burns and massive losses of property and housing.

[Find out more about how to stay safe with lithium batteries.](#)

[Read more about the Lithium-ion battery safety bill.](#)

Long Stratton Bypass

Along with other members of the Long Stratton Bypass board, I visited the site at Long Stratton in July to see how it is progressing.

The main construction began in late May. They estimate it will cost around £46.9m. Funding is coming from The Department for Transport, a £14.5m commitment from the Greater Norwich Growth Board, and the local developer. They expect it to be complete by late 2025.

National government news

Household support fund extended by 6 months

The government has extended the Household Support Fund for another 6 months.

The money will help Councils to support the most vulnerable who are struggling with household bill costs, such as food and energy. This is especially important for the most vulnerable people who tend to fall through the gaps of other support schemes.

Contact me on

Catherine.rowett.cllr@norfolk.gov.uk for Council-related business. See also my Facebook page [here](#).

Catherine Rowett

9th September 2024

Pylon Response submitted by Catherine
Planning application allowed for sub station
at Swardesh

Planning for huge solar farm near Tivetshall
been sent in. - Meeting arranged to discuss
this

Devolution deal turned down by government
due to issues they felt did not help.
Now deal from Labour government ongoing
E-bikes fire safety of charging indoors due
to fires from these
Norfolk Rail prospectus under consultation to
deliver a better service for Pensioners +
large infrastructure projects

Appendix 3

31-Mar-24		Running Total	
Current Account	£13,971.30	B/F	13,971.30
		Expenditure	10,660.46
		Income	12,648.78
Total	13,971.30	Total	15,959.62
		Unity Trust account	15,959.62
		Total	15,959.62

Summary of Financial Position

Bank Reconciliation @ 1st September 2024

Bank balance - Unity
Less unrepresented cheques
Total

£17,816.43

Cash book

Payments made at the last meeting

£17,816.43

Payments made since the last meeting

£ 867.05

Receipts since the last meeting

Total

£ -

Payments to be agreed at this meeting

HMRC
SNDC
Total

Adopter Payment 2024-2025
Litter Pick Award

£ 200.00
£ 220.00
£ 420.00

12/09/2024 Nick Sharp
12/09/2024 Alan Arber
12/09/2024 HMRC
12/09/2024 Norfolk pension fund
12/09/2024 Excite Solutions
12/09/2024 NPTS
12/09/2024 SLCC
12/09/2024 Lloyds Bank
12/09/2024 Defib Shop
12/09/2024 Wix

Handyman Salary and expenses Aug
Clerks salary and expenses Aug
Tax and NI
Clerks pension
Grass Cutting
Annual subscription
Clerks SLCC National conference
Credit Charge Charge
New Defib pads
Website annual charge

Bacs 50.02
Bacs 497.90
Bacs 139.00
Bacs 180.13
Bacs 211.49
Bacs 191.97
Bacs £ 280.96
Card £ 3.00
Bacs £ 71.94
Card £ 230.40

1,856.81

£15,959.62

15,959.62

Represented as:

Neighbourhood Plan - Locality
Neighbourhood Plan - SNC
Covid Grant
CIL
General Reserves
VAT yet to be reclaimed

- 45.02
1,613.65
149.79
133.83
14,107.37
699.67

Summary of Financial Position

Bank Reconciliation @ 1st August 2024

Bank balance - Unity
Less unrepresented cheques
Total

£18,263.48

Cash book

£18,263.48

Payments made at the last meeting

£ 1,581.25

Payments made since the last meeting

Receipts since the last meeting

Total

Payments to be agreed at this meeting

01/08/2024 Nick Sharp
01/08/2024 Alan Arber
01/08/2024 HMRC
01/08/2024 Norfolk pension fund

Handyman Salary and expenses July
Clerks salary and expenses July
Tax and NI
Clerks pension

Bacs 50.02
Bacs 497.90
Bacs 139.00
Bacs 180.13

867.05 15,959.62 17,396.43

Represented as:

Neighbourhood Plan - Locality
Neighbourhood Plan - SNC
Covid Grant
CIL
General Reserves
VAT reclaimed 31/7/2023

- 45.02
1,613.65
149.79
133.83
14,107.37
343.81

Tivetshall Parish Council

Clerks Report

The months of August is normally a very quiet one for me as clerk but this month has seen us implement the new Gov.uk email system that I hope all councillors will have installed on their personal devices as we will swap to this system by the end of September and the old outlook email system becomes defunct. I am slowly moving all contacts to the new system which is quite a laborious task.

My new main email address for correspondence is clerk@tivetshall-pc.gov.uk and request this is used at all times please.

I have also updated the website with a direct link when clicking on the email address to send emails direct to me on this email address.

Unfortunately, the work done on the possibility of installing EV charging points on the village hall carpark has stalled and will not be going ahead despite many hours of emails and meetings with EV Charging and the village hall committee as it is felt these are not suitable for the village by all concerned.

The upgrade of the pavilion will be started soon and will really enhance the look of the pavilion and we will also be creating a pallet area for sand bags for parishioners to take should any flooding issues occur.

We are looking to hold further meetings with landowners and sending letters to these to try and alleviate the flooding we invariable get in the winter months, but as yet the requests to meet have not been agreed but it is hoped these will take place asap.

One of the other big jobs I have undertaken is the upgrade of all our main policies and this has been undertaken and this year we thank NPTS (our training provider) for their help with the new Standing Orders and Financial Regulations as we are now not allowed to use NALC ones as we do not subscribe to them.

I would like to point out that all correspondence needs to come direct to me as by sending it to councillor's only takes up their valuable time (they are all volunteer's) and also delays any urgent emails I need to send to the relevant agencies urgently to get the works undertaken as soon as possible. This was highlighted by the reports sent to councillors on the Annual Meeting of the Parish late and myself getting the minutes wrong by me not understanding which reports go with which group. So please come direct to me at the clerk's email address clerk@tivetshall-pc.gov.uk.

Finally, it's great to see the café so busy and everyone enjoying themselves at café and it really is a pleasure to go there for the morning and chat with parishioners on any issues they may have.

Handyman's Report

Our handyman Nick is now back to full health and working hard around the village and is undertaking the upgrade of the pavilion which we hope will be done soon but is quite a big job and will benefit all parishioners and visitors to our parish with the new viewing area and seat allowing people to watch their children playing and give an area to rest also, plus if it rains can give good shelter.