



TIVETSHALL PARISH COUNCIL
Minutes of Tivetshall Parish Council Meeting
held at The Village Hall Tivetshall
on 9th January 2025

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

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

Also Present:

No members of the public our District Councillor Clayton Hudson was in attendance

1. To agree a councillor to act as chairman for the meeting

Alyson Read agreed to step in as Chair for the meeting in the Chair's absence
Proposed Cllr Youngs Seconded Cllr West

2. To consider apologies for absence

Rob Alleguen-Porter sent his apologies due to a family matter

3. To consider declarations of interest on items on the agenda and consider any requests for dispensations

None

4. To note Julie Brown resignation from the Parish Council

This was duly noted and the Clerk will inform SNDC elections team

5. Minutes

5.1. To approve the minutes of the 14th November 2024 Parish Council meeting

Proposed Cllr Youngs Seconded Cllr West

5.2. Matters arising from the 14th November 2024 **(for information only)**

No feedback regarding the non-purchase of a cut Christmas tree. Thanks, will be sent to all those involved in installing the lights.

6. Public Participation to include reports from District and County Councillors

County Councillor Catherine Rowett sent the following report **Appendix 1**

District Councillor Delme Thompson sent the following report **Appendix 2**

District Councillor Clayton Hudson gave the following report

Clayton came to see if any parishioners came regarding Station Road solar panels and battery station but no one was in attendance on this.

Diss swimming pool opens 10/1/25 after a year of closure.

Devolution deal is moving forward and Clayton commented that more work could be pushed to Parish councils with additional responsibility moving forward.

Fatal accident near the Pulham's and the council had agreed not to grit that night and continue to still make decisions the day before and not on the day which he felt was not acceptable due to the changing weather conditions.

John Grose garage in Diss will be knocked down in next few weeks and to be a community hub.

7. To discuss the request for the PPG to obtain a grant from the parish council

Cllr Read addressed the meeting requesting a small grant of £50 to aid the events they want to run to show the work of the Pulham Surgery Patient Participation Group We can do this under our general power of competence power.

Proposed Cllr West Seconded Cllr Youngs

Cllr Read will forward the bank details and a formal request to allow this to be paid once the bank account is set up

8. Finance

8.1. To receive the balance of accounts and bank reconciliation

Detailed below **Appendix 3**

8.2. To note receipts since the last meeting including Dec/Jan

None

8.3 To note payments made since the last meeting in December when council did not meet

a) Alan Arber	Salary November (includes Back pay)	£625.63
b). Norfolk Pension Fund	Clerks pension November	£228.97
c). Nick Sharp	Salary November (includes Back pay)	£69.97
d). HMRC	Tax and NI November	£184.27
e). CTS	Maintenance items	£109.87
f). Excite solutions	Gang mowing	£211.49
g). Lloyd's bank	Monthly Credit card charge	£3.00
h). Unity Trust	Monthly bank charges	£6.00

8.4 To note payments at this meeting

8.4.1 Alan Arber	Salary December	£515.03
8.4.2 Norfolk Pension Fund	Clerks pension December	£186.75
8.4.3 Nick Sharp	Salary December	£50.76
8.4.4 HMRC	Tax and NI December	£143.80
8.4.5 CTS	Maintenance items	£6.20
8.4.6 ICO	Annual Subscription	£40.00
8.4.7 Lloyd's bank	Monthly Credit card charge	£3.00
8.4.8 Payments on Credit card		
8.4.9 CPRE	Annual membership Charge	£60.00
8.4.10 Ryobi	Tools for Handyman	£229.99

8.5 To agree any payments that come in after the agenda posted

None

8.6 To receive a report on the parish Finances

The Clerk commented that on the 1st December the balance of the account was £19,918.77 and this agreed with the bank statement that was duly signed by the Chair. The balance after today's meeting payments were agreed is £18,717.24 which agreed with the attached bank reconciliation

8.7 To receive a Budget v expenditure report

The Clerk produced the report and was thanked by all councillors for his work on this

8.8 To receive, discuss and agree the proposed budget and precept request for 2025-2026.

Appendix 4

The Clerk produced the budget report for all councillors to agree. After a full discussion and consideration of various increase percentages it was agreed by all councillors to increase the

precept request by 10% to **£23,743.50**. this meant an increase of the band D charge to £107.92 per year. A weekly charge of £2.07 per week. This was due to the increased costs the council would incur with many of the services it procures for the parish. It was noted that both the District and County Councils have shifted activities to parishes and this results in additional work being carried out by parish clerks. Councillors recognised that the council would be using £3331.50 of its reserves to subsidise the proposed budget (based on Band D properties).

Proposed Cllr Read seconded Cllr West

8.9 To note Clerk and Handyman's appraisal and agree any recommendations proposed at the appraisal meeting

The Chair Rob Alleguen-Porter had undertaken these appraisals. At the appraisals he thanked both the Clerk and Handyman for their excellent work and the actions on both appraisals were noted.

The Clerk to receive a salary increase to his contract from SCP 24 to SCP 25 at a rate of £18.26 from 1st April 2025

The Handyman will also receive a rise of one SCP point from SCP 15 to SCP 16 at a rate of £16.10 from 1st April 2025. The Handyman also requested if the council could purchase some tools to enable his work to be done more effectively. This was agreed at the appraisal and the tools had been ordered and received from Ryobi tools with the council taking advantage of their special offer to provide one free tool when one was purchased.

Proposed Cllr West Seconded Cllr Youngs

9 Reports from Clerk and Councillors

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

This was sent round to all councillors before the meeting and it was agreed to adopt this report **Appendix 5**

9.4 To review and update Community Plan

Updated with the actions requested **Appendix 6**

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

9.5.1 To receive SAM 2 reports from Dudley Adshead **Appendix 7**

It was great to note the SAM 2 machine reports were now available to download after a few issues and is attached to these minutes for all to see.

9.6 To discuss and update the Bio-Diversity Policy with its actions and time frames

All actions noted and changed **Appendix 8**

9.7 Norfolk County Council Tree Agreement

Cllr Read addressed the meeting regarding this and reminded the council the cost is at a 50/50 with us and NCC so will not be progressing due to the cost.

9.8 Formalising agreement with Parish council and Village Hall

This has not moved forward and is ongoing

9.9 Children's goals for play area

The request was again received from a parishioner. It was noted that no parents or guardians of youth living in the village had made contact. Councillors acknowledged that there had been communication from the owners of the play field indicating that a decision would be made. This was after 3 years of no contact. Councillors were reminded that once a lease is in place there was a good opportunity to access suitable grants from the Football Association. The council feel that until the lease issue is completed this request cannot be justified.

9.10 Play area maintenance

Nick Sharp continues to carry out the maintenance of the play area but is concerned that he needs authority to carry out any repairs urgently and requested the council give him the authority to do this after agreement with the Clerk

Proposed Cllr Read Seconded Cllr West

9.11 To note no meeting in March due to Clerks annual leave

The Clerk will be visiting his family abroad from 10th February 2025 to 10th March 2025. It was agreed that we would hold the February meeting a week early on 6th February 2025 and then go straight to the April meeting when the year-end would have been completed by the Clerk for taking to the internal auditor

Proposed Cllr Read Seconded Cllr West

10 To receive the Village Hall report

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

None received

11 Governance

To agree to adopt AI use Policy

The Clerk reported that he had made the requested changes and sent round via email. All councillors agreed to adopt the policy

Proposed Cllr Youngs Seconded Cllr West

12 Planning

12.1 2024/3791

Location: Thistledown Farm Station Road Tivetshall St Margaret Norfolk NR15 2DL

Proposal: Single storey storage building

Application Type: Full Planning Permission

The Councillors had no objections.

12.2

2024/3817

Location: Land to The North of Station Road Tivetshall St Margaret Norfolk

Proposal: Solar photovoltaic (PV) farm development with ancillary infrastructure, security fencing and access

The Parish council had reviewed the consultation report

Application Type: Full Planning Permission

The report by Cllr Read also contained recommendations, it was agreed that we would support the application but state the following recommendations on the application.

- Adherence with Tivetshall Neighbourhood Plan

Policy TIV 7 Access – the public right of way to be protected.....

Policy TIC 11 Natural Assets – protection of the wildlife habitats including the pond. At the consultation the PACE staff gave assurance it was possible for them to include access created for smaller wildlife mammals such as hedgehogs, rabbits, hares etc access to the site via the boundary fencing. Also, a requirement that seasonal grazing of sheep is guaranteed ensuring agricultural use of the land contributing to the food chain.

12.3 Policy TIV 13 Dark Skies - Design of any lighting 2024/381

Location: Lodge Farm Lodge Road Tivetshall St Margaret Norfolk NR15 2AX

Proposal: Erection of agricultural building

Application Type: Full Planning Permission

The Parish council had no objections to this application.

12.4 2024/2568

Proposal: Erection of side extensions and rear extension with associated internal reconfiguration works and material change to the elevations.

Location: Croft Lea The Street Tivetshall St Mary Norfolk NR15 2BT

Application Type: Householder

The Parish Council agreed to support the application as long as the roofs height remains the same height as existing building

12.4 To hear any Planning applications received and after the agenda is posted.

12.5 East Pye Solar and Pace Appendix 9

Cllr Read had attended the recent meeting at Hempnall Parish Council on the East Pye Solar issue (report previously circulated) and also attended the recent meeting at the Maltings on the Pace issue too and her short report is attached to these minutes

Cllr Read commented that she had attended East Pye Solar meeting and the clever people at Hempnall PC are putting together various information on many issues. It was suggested that this parish council in the future may consider hosting a public meeting with CPRE giving a talk on this and maybe set up a working party after the public meeting with a small budget to help them moving forward.

12.6 To hear an update on Planning Enforcement issues

Nothing to report

12.7 To agree to ring fence the monies from Neighbourhood plan to secure Policies and Procedures that is left in the council funds.

Cllr Read asked the council if we could ring fence the outstanding monies from the Neighbourhood plan (totalling £1613.65) to assist in utilizing for any hours we need to update the policies and procedures that were written in the neighbourhood plan when it was adopted. All councillors agreed this would be a good use of the funds moving forward.

Proposed Cllr West Seconded Cllr Youngs

13 To update Highways Spreadsheet and review outstanding issues and consider any new issues arising.

The leaves outside the school are causing issues and need sweeping asap.

14 Correspondence

Email from a parishioner regarding goalposts, Clerks pension and works at Tivetshall Post office
Precept paperwork, tax base information and precept request form received

2 x Councillor resignations emails

Pace report form Cllr Read

Practitioners conference booked for the Clerk

Mental health training course booked for the Clerk

Budget information worked on

Both Clerk and Handyman appraisal completed

Play Area inspection report received from Handyman

Handyman tools ordered and received

Final pride in place grant information submitted

4 Planning applications received and emailed to all councillors

Email from Gissing PC regarding Solar panels works

VAT refund submitted

SAM 2 data received from Dudley Adshead

CPRE subscription applied for and received

NALC and NPTS training emails received

December payments done and approved

East Pye Solar Report received from Cllr Read and actions undertaken

Email received around an incident in the village and police informed as well

More emails received on the culvert at the post office and reply sent in December to parishioner

Email regarding use of the football pitch at the village hall and replied to say no changing rooms and reply sent with nothing else heard

Lots of East Pye Solar Emails received from Hempnall PC

Woodland trust free hedge pack applied for and all agreed

Grant for Parish Online applied for and £100 grant received

Thistle barn planning application approved by Planning Inspectorate

AI policy updated and emailed to all councillors
Fly tipping reported and removed by Highways
New Ford depth Sign installed by Highways
Email sent to the insurers on the issue of putting small goals up but no reply had been received yet

15 To consider any necessary training for the new Clerk/Handyman/Councillors

The Clerk has booked himself on the upcoming Practitioners conference that will deal with many new issues such as VAT law, Planning, play areas, Proposed Devolution, Climate Change in parish life, Incident Planning, Retaining volunteers and councillors, Employment Law and many other smaller topics. Two of the Clerk's councils are paying towards this with the clerk paying the balance himself. Alyson Read to go on Understanding finances course with NPTS at £48
All agreed that Alyson should attend.

Proposed Cllr West Seconded Cllr Youngs

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

None

17 To receive date of the next meeting 6th February 2025

Devolution

Just before Christmas, the government put out a plan for local government reorganisation and restructuring that has sent the entirety of Suffolk and Norfolk into a spin, along with many other parts of the UK. Proposals include elected mayors for large areas (in our case Norfolk and Suffolk together) and unitary authorities that combine the functions of District and County councils, and eliminate the layer of representation that is currently district councillors. Since these are the people closest to the actual places you live, and elected to serve small groups of villages rather than large areas, this seems a way of taking power away from local places and centralising it in large authorities, rather than real devolution.

There is an option for councils who are keen to progress these changes quickly to apply for a fast-track restructure, including postponing this year's May elections so that new councillors could be elected for the new authorities once the new structure has been approved. Suffolk and Norfolk County Councils are holding emergency meetings this coming week to discuss whether to apply for this fast track process. I shall be opposing that idea, since I believe that we should not extend the time of people elected four years ago, and prevent the people from electing the representatives they want now. The people elected four years ago do not have a mandate to make these massive changes for Suffolk and Norfolk. People need to have a say in what happens, and that is best done by having elections.

If the Council votes to request the fast track system, it is not particularly likely that the government will say yes, since we are so far from even beginning to work out what the new local government unitary authorities would be like. The discussions will clearly take some years to reach any conclusion, and then there are many practical difficulties about actually transferring the staff and offices etc.

We shall know what the Council votes to request, on the 9th January, but we shan't know what the government says about it till later.

Buses

Norfolk has just received an allocation of £15.9m for one year (2025-2026) to improve local bus transport. The funding allocation is split £7.4m capital and £8.5m revenue. This comes on top of the £49.5m we won for 2022-2025 (the highest award of any non-metropolitan authority).

With the original allocation our officers worked closely with bus operators. These are what they did:

- Introduced new services, added evening & Sunday services, increased frequency of buses;
- Built new improved waiting areas – gold stops and travel hubs;
- Introduced more real-time information screens at stops and a QR board at every stop;
- Introduced a £1.50 fare cap in King's Lynn, Thetford and Gt Yarmouth and a 25% discount on weekly, monthly and group tickets;
- Introduced bus priority measures like bus lanes and junction improvements.

Together with the DfT's £2 bus fare cap (now sadly rising to £3), Norfolk has achieved a 16% increase in passenger journeys over the last year. Passenger satisfaction has gone up to 87% (from 78% in 2023). We've got some fantastic new electric buses which are quiet and clean and with superb passenger information. Norfolk is doing better at all this than most places nationally.

Cllr Delme Thompson:
Report for Tivetshall Parish Council January 2025.

Town and Parish Forum

The recording of the event held on 7 Jan can be found at <https://youtu.be/29IHgdbxTg0>
The next Forum meeting is scheduled for Tuesday 4th February at 1pm.

Diss Leisure Centre

Following the £4M refurbishment, the leisure centre is set to reopen on Monday 13 January. Parishioners can book a tour to view the new facilities and explore the various classes and services available, here: [Diss Swim Centre - South Norfolk Leisure](#)

Electrical and textile recycling events

A drop off event is scheduled for Tuesday 28 January 2025, 10am to 2pm, at Mount Street car park, Diss, IP22 4WG. Full details of items that can, and cannot be recycled at the event can be found, here: [Recycling events | Broadland and South Norfolk](#)

Planning

The revised [National Planning Policy Framework - GOV.UK](#) was published on 12 December 2024.
Key initial takeaways include:

- South Norfolk (and a great number of other councils) are required to increase housing supply by 5%.
- From 2026, Councils that have a 5 year housing supply, will also be required to have a 20% buffer on top, meaning the requirement is, in effect, a 6yr housing supply.
- The SNC planning team are reviewing the supply levels at present to confirm whether the council has a 5yr supply now, to meet the immediate increased requirement.

Any council that does not have a 5yr supply, must implement tilted balance – meaning that to refuse an application, it must be shown that the proposed development will cause *more harm than good*. Significant weight will need to be given to the Governments edict to increase housing supply.

The overall tone of messaging from central Government to councils, is that housing supply must be increased, or decisions will be taken out of local hands, and made centrally.

New Groups meeting in the community? Apply for a Go For Grant!

My understanding is that more than one local group may well be able to apply.
[Go For It Grant | Broadland and South Norfolk](#)

Full list of all grants available from South Norfolk Council
[Community funding | Broadland and South Norfolk](#)

Appendix J

	31-Mar-24		Running Total
Current Account		B/F	13,971.30
		Expenditure	19,831.20
		Income	24,577.14
		Total	18,717.24
Total	13,971.30	Total	18,717.24

Summary of Financial Position

Bank Reconciliation @ 1st January 2025		£19,918.77	
Bank balance - Unity			
Less unrepresented cheques			
Total		£19,918.77	
Cash book		1,454.25	
Payments made at the last meeting		£0.00	
Payments made since the last meeting	Unity Trust		
Receipts since the last meeting	HMRC	£0.00	
Payments to be agreed at this meeting			
	09/01/2025 Alan Arber	515.03	Bacs
	09/01/2025 Norfolk Pension Fund	186.75	Bacs
	09/01/2025 Nick Sharp	50.76	Bacs
	09/01/2025 HMRC	143.80	Bacs
	09/01/2025 CTS	6.20	bacs
	09/01/2025 Ryobi	229.99	C/C
	09/01/2025 CPRE	60.00	C/C
	09/01/2025 Loyds	3.00	bacs
	31/01/2025 unity Trust	6.00	bacs
		1,201.53	
		£19,918.77	
		18,717.24	
		£0.00	
Represented as:			
	Neighbourhood Plan - Locality	45.02	
	Neighbourhood Plan - SNC	1,613.65	
	Covid Grant	149.79	
	CIL	133.83	
	General Reserves	18,066.52	
	VAT reclaimed	197.36	
	Vat to be reclaimed	39.36	
	Grants	£ 9,100.00	

Sum+A1:H31mary of Financial Position

Bank Reconciliation @ 1st December 2024

Bank balance - Unity £21,373.02
 Less unrepresented cheques
 Total

Cash book £21,373.02
 Payments made at the last meeting 2,558.55

Payments made since the last meeting Total £ 6.00

Receipts since the last meeting Total £ 370.09

Payments to be agreed at this meeting

01/12/2024	Nick Sharp	Handymans salary and expenses: Bacs	69.07
01/12/2024	Alan Arber	Clerks salary and expenses	
01/12/2024	HMRC	Nov	625.63
01/12/2024	Norfolk pension fund	Tax and NI	184.27
01/12/2024	CTS	Clerks Pension	228.97
01/12/2024	Excite Solutions	Maintenance Items	125.82
01/12/2024	Lloyds bank	Gang Mowing	211.49
31/12/2024	Unity trust	Credit card charge	3.00
		bank Charges	6.00
			1,454.25
			£21,373.02
			19,918.77

Represented as:

Neighbourhood Plan - Locality	-£	45.02
Neighbourhood Plan - SNC	£	1,613.65
Covid Grant	£	149.79
CIL	£	133.83
General Reserves	£	19,520.77
VAT reclaimed	£	167.06
Vat to be reclaimed	£	370.09
Grants	£	197.36
	£	9,100.00

Appendix 4

SECTION 50 - LOCAL GOVERNMENT FINANCE ACT 1992

PRECEPT 2025/26

To South Norfolk Council being the appropriate
billing authority for the below named Parish

You are hereby required to pay to:

TIVETSHALL PARISH COUNCIL

(name of parish / town council or meeting)

The total Parish Precept required is £23,743.50

from South Norfolk Council's General Fund to meet expenses payable by the Parish
/Town Council/Meeting.

(Note: In the case of a Parish Meeting, this precept must be authorised by the
Chairperson.)

AUTHORISED at the meeting of the Council held on

the 9th day of January 2025

Signed.....

Designation Parish Clerk and RFO

(the Officer designated for this purpose)

BANK DETAILS

Bank name Unity Trust Bank

Sort code 60-83-01 Account No. 20442224

Bank address Unity Trust Bank, PO BOX 7193, Planetary Road
Willenhall, WV1 9DG

Is this detail the same as last year?
(If different, please provide a copy of a recent bank statement)

YES

**Tivetshall Parish Council
Accounts 2024-2025**

2024-
2025

2025-2026

Payments	2024-2025			2025-2026			2024-2025			2025-2026		
	Budget	Actual	Over/ Under Spent	Budget	Receipts	Actual	Budget	Over/ Under Receipt	Budget	Over/ Under Budget	Budget	
Administration												
Clerks Salary	£ 8,500.00	6,340.67	2,159.33	8,500.00	Precept	21,585.20	21,585.20	21,585.20	0.00	£ 23,743.50		
Clerks pension	£ 2,400.00	1,854.69	545.31	2,750.00	VAT Refund	1,000.00	1,000.00	1,069.76	-69.76	£ 1,000.00		
Insurance	£ 550.00	616.41	-66.41	650.00	CIL			936.18	936.18			
Audit Fees	£ 400.00	120.00	280.00	350.00	Recycling Centre Grant	200.00	200.00	400.00	400.00	£ 200.00		
Website	£ 150.00	192.00	-42.00	200.00	Grants			-	-			
Subscriptions	£ 250.00	532.85	-282.85	550.00	Grants			520.00	520.00			
Hire of Village Hall	£ 150.00	-	150.00	150.00	Wayleave Payment							
Zoom Subscription			0.00		Litter Pick Winning							
Office Expenses	£ 100.00	60.80	39.20	100.00	SNC Payment			66.00	66.00			
Travelling Expenses	£ 250.00	270.00	-20.00	350.00	Other Grants							
Training Courses	£ 300.00	584.97	-284.97	500.00								
Councillors Expenses	£ 100.00	-	100.00	100.00	Total	<u>22,785.20</u>	<u>24,577.14</u>	1,266.42	£ 24,943.50			
Newsletter	£ -	-	0.00									
ICO	£ 35.00	-	35.00									
Bank Charges	£ 110.00	76.40	33.60									
	£ 13,295.00	10,648.79	2,646.21	14,355.00								

Maintenance							
Handyman Salary	750.00	779.01	-29.01	900.00			2,602.60
Handyman Expenses	200.00	210.15	-10.15	100.00			
Play Area Inspection	110.00	110.00	0.00	120.00			
Play Area Maintenance	400.00	328.35	71.65	500.00			
Gang Mowing	5,300.00	4,010.54	1,289.46	6,000.00			
Dog Bin Emptying	1,250.00	1,215.00	35.00	1,250.00			
Bus Shelter Cleaner	30.00	-	30.00	30.00			
Peppercorn Rent	5.00	5.00	0.00	5.00			
	<u>8,045.00</u>	<u>6,658.05</u>	<u>1,386.95</u>	<u>8,905.00</u>			

Activities							
Christmas Tree	130.00	-	130.00	75.00			
Poppy wreaths	40.00	33.33	6.67	40.00	Opening Balance @ 1st April 2024		13,971.30
Donations	350.00	350.00	0.00	350.00			
S137	-	-	0.00	0.00			
	<u>520.00</u>	<u>383.33</u>	<u>136.67</u>	<u>465.00</u>	Total Income		24,577.14
					Total Expenditure		19,831.20

CCTV		202.27	-202.27		Closing Balance @		18,717.24
Printing/Newsletter		133.15	0.00	400.00			
Skip hire		135.00	-135.00		Represented by:		
Defibs	100.00	517.56	-417.56	200.00	Unity Trust Account		18,717.24
	<u>100.00</u>	<u>987.98</u>	<u>754.83</u>	<u>600.00</u>	Total		18,717.24

Projects				Earmarked Reserves			
Projects/ Sam machine	2,000.00	-	2,000.00	2,000.00			- 45.02
Events	250.00	120.00	130.00	150.00	Neighbourhood Plan		1,613.65
	<u>2,250.00</u>	<u>120.00</u>	<u>2,130.00</u>	<u>2,150.00</u>	SNDC Grant		149.79
					Covid Grant		133.83
					CIL		

Other				General Reserves			
Reclaimable VAT	1,000.00	1,001.30	0.00	1,000.00			16,864.99
Other		-	-				
	<u>1,000.00</u>	<u>1,001.30</u>	<u>-</u>	<u>1,000.00</u>	VAT yet to be reclaimed		343.81
Grand Total	<u>25,210.00</u>	<u>19,799.45</u>	<u>5,410.55</u>	<u>27,475.00</u>	Adjusted General Reserves		<u>17,208.80</u>

Year	Tax base 220	% rise	Precept Requested	Band D Monthly Charge	Band D weekly Charge	
2024-2025	Tax base 220	4% rise	£21,585.00	£98.11	£1.88 per	Deficit of £5472.00
2025-2026	Tax base 220	5% rise	£22,664.25	£103.01	£1.98 per	Deficit of £4410.75
2025-2026	Tax base 220	10% rise	£23,743.50	£107.92	£2.07 per	Deficit of £3331.50 x

Band d charge rise
increase as agreed at parish Council meeting 10%

precept request figure is 2025-2026 Tax base 220 10% rise £23,743.50 £107.92 £2.07 per Deficit of £3331.50

Tivetshall Parish Council

Clerks Report

Yet again another busy month with the upcoming Solar Farms consultations around the huge planned Solar farms surrounding our area and we as a Parish council are working with Hempnall Parish Council on this to put our points across. Most of our councillors have sent their thoughts for me to submit on the council's behalf and I will be doing this on Friday 6th December. This really is a worry for us all.

The Parish council budget is slowly coming together and will be discussed and decided at the January meeting as normal as we have to submit our precept request to SNDC by the end of January as required by SNDC. The budget has implications from the amount of work SNDC and NNDC are pushing down onto me on how I do my job and what I give my small number of hours to. I currently only work 8.5 hours a week and some weeks this is very stretched and difficult to get all my work done in that timescale. To show you what I mean the last meeting in November it took me over 5 hours to get all the preparation done (mainly due to East Pye Solar Farm) and the many other items I have to prepare for such as finance, Community Plan, Planning, Bio diversity, Highways and finally salaries and ensuring we are fully legal during the meeting.

Our new Gov.uk email boxes are all now in place and the only email address we use is the clerk@tivetshall-pc.gov.uk so please ensure you email the clerk via this email box as the old ones are now closed and not being used.

This month has been a trying time for me as clerk with my partner Carol again having a relapse on her recent illness and my sister Diane contracting blood cancer and I will be visiting my sister in New Zealand over Feb and March to support her and also attend my nieces wedding so a big trip planned as I will not be available from Feb 10th to March 10th 2025, so please email me and any issues will be dealt with on my return.

I have recently undertaken to get us free trees via the Woodland trust to form a barrier between the fence and the playing field and these will arrive in March 2025 and we will require a working party to get them planted asap. This is also a recommendation from the Police to stop unwanted incursions from people using the playing field as an encampment that a few local parishes have encountered at some cost to them for the clean up after the encampment has gone.

The council still have a space for a new councillor and if anyone would like to take up the role, please get in touch asap direct to myself on the clerk's email address. It is not an erroneous role and you can undertake as much work as you want to or even as little as you want too. But I would say it is very rewarding most days.

Finally, due to the extra work falling on my desk I will only be attending TTJ once a month and look forward to seeing everyone at these wonderful events

Handyman's Report

Our handyman Nick has almost completed the upgrade of the pavilion on the [playing field and is undertaking the works needed on the play area at present to ensure it meets the requirements for our insurers who are very strict on any items around play areas and football pitches. The old fence that cuts the car park from the playing field needs some renovation and Nick has kindly donated a new gate that we will get put up with the help of some strong volunteers asap.

Appendix 6

Tivetshall Parish Council, Community plan.

All parts of the plan are in reference to Tivetshalls Neighbourhood plan

We as a council have agreed to focus on and deliver the following projects and actions for the coming year (Jan 2023-Jan 2024)

Project	Why	Agreed Actions	Progress	Councillor /Clerk Lead	Date to be completed
Speeding	To reduce speeding within our villages	<p>New Sam machine working well</p> <p>Speed monitoring by police requested along Station Road. Clerk is submitting the reports to The Police.</p> <p>We are looking at the possibility of installing in a pole to hold the SAM 2 machine in Moulton Road</p>	<p>Ongoing with reports submitted at Parish council meetings</p> <p>Pressure to be kept on highways on this issue and to ensure all accidents are reported to Highways.</p> <p>Awaiting new SAM 2 machine</p>	<p>Dudley Adshead/ Clerk</p> <p>Clerk/ Carole</p> <p>Clerk</p> <p>Clerk/ Dudley</p>	<p>Ongoing</p> <p>Speed checks undertaken</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>
Playing Field	<p>Playing Field lease expires in 2022, PC not able to plan longer term.</p> <p>Secure Ownership of playing field</p>	<p>PC to discuss with landowner and identify whether a new lease is likely to be agreed.</p> <p>The clerk would contact the landowners again on the possibility of a rolling lease to allow us to keep upgrading the play area if possible</p> <p>No grants can be obtained but as we do not have a lease on the field so this cannot progress. Dialogue has been opened with the landowners and the clerk too look at grants for goalposts from the FA</p> <p>Delme mentioned on the possibility of getting the field valued via Pride in Place Grant The playing field is around 4 acres in size</p>	<p>Initial contact made with landowner.</p> <p>Keep contact going John and others to help with date to be fixed</p> <p>3 quotes are needed.</p> <p>To be discussed at Sept PC meeting</p>	<p>RA-P</p> <p>Clerk Clerk and helpers</p> <p>All councillors</p>	<p>Ongoing</p> <p>Ongoing</p> <p>As soon as Possible</p> <p>Ongoing</p>

		<p>The price for 2 sets of goalposts that are fixed into the ground clerk to continue to investigate this issue.</p> <p>The new gate donated by Nick Sharpe needs installing, when possible, with help from the lads at TTJ</p> <p>Possibility of a height restriction sign to be installed</p>	<p>Needs working party to help Nick</p> <p>Village hall committee to be advised and discussions to be held</p> <p>Discussions to be held with Village Hall committee</p> <p>Complete rebuild needed of village sign</p> <p>This will be done asap</p>	<p>Nick</p> <p>Julie</p> <p>Village Hall Committee</p> <p>Rob</p> <p>Kris</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Kris/Clerk</p> <p>Kris</p>
Pond Area/Village green Heritage project		<p>Village sign to be completely rebuilt it is hoped we can get a local builder to do this and is into heritage building projects</p> <p>Councillor Kris temple is looking to rebuild the Village sign on the green with costings of around £650 but we await quote</p>			
Litter Pick	Parish Litter Pick	<p>Litter Picks to Coincide with SNDC Great Litter Pick campaign. 2 litter picks a year</p> <p>The last litter pick was attended by 17 people with around 7 juniors attending and all roads were litter picked and lots of rubbish picked up</p>	<p>Ongoing</p>	<p>AR</p>	<p>Ongoing</p>
Parish Maintenance	Parish Council maintenance for Nick to attend too	<p>Nick is doing a great job and is an asset to the community</p> <p>Nick to look at the entrances to the footpaths from the road.</p> <p>Play area received and Nick to look at and undertake any work detailed in play inspection report.</p> <p>Fence outside the village hall to be replaced</p> <p>New gate for Play area donated by Nick and we need to look at what is needed to get it installed asap. This will be replaced with Hedging that we are getting from The Woodland trust in March</p>	<p>To be done ASAP</p> <p>Nick is working through the list The Clerk has given him</p> <p>Need new prices for materials</p>	<p>Alyson</p> <p>Nick/Clerk</p> <p>Nick</p> <p>Clerk</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>

		A sand bag area for parishioners to collect from has been allocated by the side of the Pavilion. Clerk will get a quote for the cutting of the hedge along the playing field	Ongoing	Clerk	Ongoing
Community Woodland	To be discussed	To look at the possibility of this and looking at areas for this to be planted	Areas to be looked at and details of what's needed to start the project	The Clerk	Ongoing
Enhance Public rights of way in Parish	Looking to enhance public rights of way in the parish	Looking at extra training, funding and ways to enhance our public rights of way via various methods. Green lane and Mill Road. Quiet lane signs need replacing	Grants to be looked at	Clerk	Ongoing
Flooding	Look to assist local parishioners with flooding issues and problems	Clerk has written to Mr Rackham the landowner regarding the ditches and field on Rectory Lane/the street behind the Post office and the ditches on green lane after the last bungalow there. The culvert under the road by the Post Office has been cleaned as requested. Quiet lane signs to be looked into and a list made if where they were and it was agreed these would be replaced asap	Clerk to actioned Clerk to write letter and send to all councillors for agreement Alyson and Steve West to do this	Clerk Clerk AR/SW	Done Ongoing Ongoing

Signed Chairman

Appendix 6.7

Tivetshall_2024

For Project:
 Project Notes:
 Location/Name:
 Report Generated:
 Speed Intervals
 Time Intervals
 Traffic Report From
 85th Percentile Speed
 85th Percentile Vehicles
 Max Speed
 Total Vehicles
 AADT:

Incoming
 31/12/2024 20:10:44
 5 MPH
 Instant
 01/12/2024 00:00:00
 27.1 MPH
 5427
 45 MPH on
 6385
 209

31/12/2024 through 13/12/2024 12:40:00 1

Volumes - weekly counts

Time	5 Day	7 Day
Average Daily	137	200
AM Peak	53	76
PM Peak	13	16

Speed

Speed Limit:
 85th Percentile Speed:
 50th Percentile Speed:
 10 MPH Pace Interval:
 Average Speed:

35
 27.1
 14.4
 5.0 MPH to 15.0 MPH
 16.57

Count over limit
 % over limit
 Avg Speeder
 Avg Speed

Monday	Tuesday	Wednesday	Thursday	F
6	6	2	8	7
0.7	1.2	0.5	1.0	1
38.3	39.2	37.5	37.5	3
13.9	20.2	18.9	12.1	2

**TIVETSHALL PC BIO-DIVERSITY
ACTION PLAN**

The Parish Council will manage its land and buildings to enhance and improve the biodiversity through best practises, engaging with its grounds contractors and volunteers and staff.

Desired Outcome	Actions	Location	Target Date	Who	How to publicise
Plant indigenous trees and wildflowers	Create a wildflower and tree corridor using fruit trees	3-to-4-meter strip between play park and playfield to create a natural barrier for when cars use the field for events.	March 2025	All/Contractor	Social and Newsletter
	Plant indigenous trees to create natural barrier	Between Housing and Village hall	March 2025	Councillors	Social and Newsletter
Reduce Mowing to create new habitats that benefit wildlife	Wildflower corridor	3 to 4 meter strip between play park and playfield to create a natural barrier for when cars use the field for events.	Spring 2025	All/Contractor	Social and Newsletter
	Wildflower habitat and raised beds with shrubs	Area in front of Hedge by the pond on the Green	Spring 2025	All/Contractor	Social and Newsletter
Enhance water bodies	Look for opportunities to reinstate or put in ghost ponds in areas that have flooding issues	Junction of Ram Lane and Bonds Road, Green Lane.	April 2025	Clerk/Flooding Officer	Talk to Landowners
	Find a way to provide water butts to parishioners at lower cost	Open to All Parishioners	April 2025	Clerk	
	Can we divert more water into Village Pond? (Nick to monitor levels)	Village Pond	April 2025	Clerk/Flooding Officer	

Install Bird/Bat boxes and create hedgehog friendly area and gardens	Look to purchase Bird and Bat boxes for Parishioners to buy.	Village Pond. Woodland at the end of the Play Park. Area around Pavilion Both Churches	March 2025	Clerk/Wildlife Rangers?	Social and Newsletter
	Install Bird and bat boxes		Spring 2025	Handyman	Social and Newsletter
	Investigate and publish ways Parishioners can help hedgehogs		Spring 2025	Clerk/Alyson	Social and Newsletter
Reduce reliance on pesticides and herbicides	Make part of the contract with our ground work teams	All Areas of Parish owned Land Emails to be sent to all contractors on this issue and only to spray in essential areas	March 2025	Clerk	Talk to Contractors
Health and Welfare	Look to install addition benches in the new habitats we create	Wildflower corridor on Playfield and Village green, Church Walk.	October 2025	Handyman	Social and Newsletter
	Register all Parish Green Spaces within our Neighbourhood Plan with the Queens Green Canopy		March 2025	Clerk/Alyson	Social and Newsletter
Grants, Training, involving local businesses	Access Grants/Support from Government and businesses	Village Hall/Play park	On Going	All	Social and Newsletter
	Attend training and seminars on Biodiversity		On Going	All	
	Install Bike Rack (VH to agree location. Clerk to purchase, Nick to		March 2025	Handyman/VH Committee	

install)				
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