



TIVETSHALL PARISH COUNCIL

I give notice and summon members to attend the next meeting of **Tivetshall Parish Council** which will be held by way of video conferencing on **Wednesday 5 May the meeting is likely to start at 8.15pm and will follow the Annual Parish Meeting** to consider the business detailed below.

The meeting will be held using the Zoom platform:

<https://zoom.us/j/92353399830?pwd=V0tVbUNzRjMyWDRkWDQ5cmU2Y0dHUT09>

Meeting ID: 923 5339 9830

Passcode: 414117

SIGNED: *J King*

DATE: 29 April 2021

**Members of the press and public are welcome to attend -
there will be an opportunity for public participation, item 4**

AGENDA

1. To elect the chairman – chairman to sign the declaration of acceptance of office
2. To consider electing a vice-chairman
3. To consider apologies for absence
4. To consider declarations of interest on items on the agenda and consider any requests for dispensations
5. Minutes
 - 5.1. To approve the minutes of the 14 April 2021 Parish Council meeting
 - 5.2. Matters arising from the 14 April 2021 meeting (**for information only**)
6. Public Participation to include reports from District and County Councillors
7. To consider the co-option of councillors and/or to consider the recruitment of additional councillors including the proposed stall at the craft fayre on 22 May and any associated costs
8. Reports from Clerk and Councillors
 - 8.1. To receive the Clerk's report including the Handyman's report
9. To receive the Village Hall report
10. Development of the Neighbourhood Plan – update
 - 10.1. Progress to date
 - 10.2. Finance to date
11. To hear an update on the renewal of the lease of the playing field
12. To hear an update on the SAM 2 speed device and to consider any necessary action
13. To consider outstanding and new Highway issues and to consider any necessary action
14. To hear an update on the signage for the play area
15. To hear an update on the Village Gateway project
16. To hear an update on the request for additional TPOs (Tree Preservation Orders)
17. To consider a donation to the school
18. To consider any necessary training for the new councillor and the new clerk
19. To consider moving the parish council meetings to the second Thursday of the month
20. To hear an update on the formation of a Community Emergency Plan
21. To consider litter pick events
22. To discuss the Tivetshall Car Scheme and to agree any necessary action

23. To consider and to agree the asset register
24. To consider the insurance quotes and to agree the renewal
25. To discuss the definitive map application for Church Lane
26. Planning
 - 26.1. To consider a response to planning application [2021/0804](#) & [2021/0805](#) – Mardle Hall, Rectory Road – Remove cement render and restore. Replace windows, reinstate dormer windows and install additional dormers. Remove rear lean-to buildings and replace. Extensions to side and rear. Removal of west chimney. Addition of 3 escape windows on west elevation. Front porch to south elevation. Installation of solar panels to outbuilding.
 - 26.2. To hear a report on planning applications determined by South Norfolk Council since the last meeting
 - 26.3. To hear an update on Planning Enforcement issues
27. To note correspondence received
28. Finance

Year-end

 - 28.1. To receive and to agree the annual accounts for year ending 31 March 2021
 - 28.2. To consider the Internal Auditors report for year ending 31 March 2021
 - 28.3. To consider the assertions on, and complete, the Annual Governance Statement 2020/21 and to authorise the Clerk and Chairman to sign
 - 28.4. To consider and approve the Accounting Statements 2020/21 and to authorise the Chairman to sign.

Monthly

 - 28.5. To receive the balance of accounts and bank reconciliation
 - 28.6. To note receipts since the last meeting
 - 28.7. To note payments made since the last meeting
 - 28.8. To approve the following payments

Norfolk Parish Training & Support	Locum clerk support – April	£697.16
Gareth Hill	Gross salary and expenses	£50.76
Tivetshall Parochial Church Council	Donation	£300.00
Tivetshall Primary School	Donation	£tbc
Groundwork UK	Rtn of Neighbourhood Plan funding	£2,303.01
Excite Solutions	Ground maintenance	£259.20
To be decided at the meeting	Insurance renewal	£tbc
Norfolk Parish Training & Support	Training	£40.00
Sonya Blythe	Internal Audit	£90.00
 - 28.9. To hear an update on the switch to online banking
29. To receive any urgent items for information and to consider items for the next agenda
30. To agree the date and time of the next Parish Council Thursday 10 June 2021
31. To consider excluding the public under the Public Bodies (Admissions to Meetings) Act 1960 due to the confidential nature of the items to be discussed
32. To agree the appointment of a new clerk including terms of employment