

**Minutes of the Tivetshall Parish Council Meeting held on Tuesday, 16 October 2012 at 7.34pm in Tivetshall Village Hall**

**Councillors present:** D Gray (Chair), V Warren, C Paterson, L Jollans

**In attendance:** County Cllr. B Spratt, District Cllr. M Wilby, 5 members of the public & A Pullen (Clerk)

1. **To consider members for co-option** – Mr Tony Jollans volunteered for co-option. Mr Jollans completed a Declaration of Acceptance of Office and joined the meeting. A councillor pack will be sent to Cllr. Jollans including:<sup>i</sup>

- 1.1. A list of councillors and telephone numbers
- 1.2. A copy of council's Financial Regulations
- 1.3. A copy of council's Standing Orders
- 1.4. A copy of the Good Councillors Guide
- 1.5. A Register of Interests

2. **To consider accepting apologies for absence** - Cllr. Lithman (Work)
3. **To approve the minutes of the last council meeting/s** - The minutes, having been previously circulated to all members were then unanimously agreed and signed by the Chair
4. **To record declarations of interest from members in any item to be discussed** - None
5. **To consider dispensations from members in any item to be discussed** – None received
6. **To adjourn the meeting to allow public participation** – Adjourned at 7.39pm

6.1. Parishioner's questions – Concern was raised in relation to Item 12. It was agreed to open the meeting at Item 12 to permit parishioner participation

6.2. District & County Cllr. Reports – The District Cllr's report included the following:

- 6.2.1. District Cllr. M Wilby - Wind turbines, Site specifics, highways and bus shelter funding
- 6.2.2. County Cllr. B Spratt - Tas Valley Neighbourhood Board, bus shelter funding and highways

7. **To re-convene the meeting** – Reconvened at 7.49pm

8. **To receive the Chair's report** – Nothing to report

9. **To receive an update from the Clerk & outstanding actions** (for information only) - Noted

10. **To consider new & outstanding planning applications**

10.1. 2012/1624 & 1625, Primrose Hill Farm, Tivetshall St Mary, NR15 2BZ - Installation of renewable energy items - pellet boiler, hopper and flue; PV ground-mounted panels; internal pellet stoves with flues –Unanimously supported<sup>ii</sup>

10.2. 2012/1656, Lodge Farm Lodge Rd, Tivetshall St Margaret, NR15 2AX – Installation of one micro scale wind turbine (14.97m to hub, 5.5m diameter blades) – Majority support with 1 abstention<sup>iii</sup>

10.3. Amendment to 2012/1414, Friends Meeting House, Tivetshall St. Margaret, NR15 2AZ - Installation of one micro scale wind turbines (14.97m to hub, 5.6m diameter blade) – Unanimous agreement for no comment. **After Note:** This amendment was withdrawn prior to the Planning Committee at South Norfolk District Council. Reversion to the original application for two turbines was considered and subsequently refused



11. **To consider a parishioner request for a skateboard park on the playing field** – Unanimously agreed to defer this item indefinitely or until parishioners attend the meeting to discuss suggestion and ideas for funding
12. **To consider the updated Grapevine newsletter and associated printing quotes** – Following adjournment at 8.12pm to permit public participation and discussion it was agreed:
  - 12.1. The clerk will draft the newsletter; councillors were offered the opportunity but declined
  - 12.2. The newsletter will be proof read by the members, prior to printing
  - 12.3. The draft minutes will be summarised and printed
  - 12.4. South Norfolk District Council was awarded the printing contract from December 2012 by a majority of 4 in favour with 1 abstention
  - 12.5. A review of the advert costs was carried forward to the next meeting
  - 12.6. When approved, minutes will be published on notice boards and the website
  - 12.7. Cllr. L Jollans will seek new advertisers for the newsletter <sup>iv</sup>

The meeting was reconvened at 8.21pm.

13. **To approve training costs for councillors** – £40 x four councillors and £98 for the Chair. A total of £258 + VAT was unanimously approved
14. **To consider the updated Asset Register** – The clerk has expanded the register to include all assets. Councillors were issued a draft for consideration and amendment/s to be forwarded to the clerk for inclusion <sup>v</sup>
15. **To consider a request for meeting documentation received electronically to be uploaded to the community website to decrease printing costs** – Unanimously agreed
16. **To approve updates for bank signatories** – Agreed, all councillors to sign <sup>vi</sup>
17. **Finance**

17.1. **Bank Balances**

17.1.1. Current Account	Statement date 11/09/12	£3,870.74
17.1.2. Account Plus	Statement date 16/08/12	£6,260.65

17.2. **Account Payments**

17.2.1. A Pullen	Salary for October	£186.79
17.2.2. A Pullen	Expenses for October	£31.06
17.2.3. Mazars	External audit 2011/12	£186.00
17.2.4. Norse	Grounds Maintenance (6 months)	£1,255.89
17.2.5. Playsafety Limited	Playground Inspection	£104.40
17.2.6. Friends of St Mary's Church	* War memorial maintenance	£121.36

The bank balances were noted. Payments of the accounts presented were noted and unanimously approved

18. **Correspondence received:** Noted, no action taken. File circulated
  - 18.1. 4X4 Response Network – Request for funding – Declined
  - 18.2. Norfolk Minerals & Waste Site Specific Allocations Development Plan – Proposed Focused Changes – <http://www.norfolk.gov.uk/nmwdf>





- 18.3. Parking concerns at Thwaites Close – Carried forward  
18.4. Local list for validation of county council planning applications –  
[http://www.norfolk.gov.uk/Environment/Planning/Local\\_List\\_Consultation/index.htm](http://www.norfolk.gov.uk/Environment/Planning/Local_List_Consultation/index.htm)

**19. To receive and discuss items from Parish Councillors:**

- 19.1. Hedging, opposite 22/24 School Road is overgrown. The clerk will report to Highways <sup>vii</sup>

- 20. To receive items for the next Agenda** – Discussion of draft budget for 2013/14  
**21. Date and time of next meeting** – 13 November 2012 at 7.30pm  
**22. Meeting close** – The meeting closed at 9.25pm

<sup>i</sup> Clerk – Forward councillors papers to Cllr. Jollans

<sup>ii</sup> Clerk – Submit consultation response to SNDC

<sup>iii</sup> Clerk – Submit consultation response to SNDC

<sup>iv</sup> Cllr. L Jollans – See new advertisers for the newsletter

<sup>v</sup> All – Forward amendments to the clerk for Asset register update

<sup>vi</sup> All – Sign the new bank mandate

<sup>vii</sup> Clerk – Report to Highways Department, NCC

