

**Minutes of the Tivetshall Parish Council Meeting held on Tuesday, 12 March 2013 at 7.30pm
in Tivetshall Village Hall**

Councillors present: D Gray (Chair), C Paterson, T Jollans and L Jollans

In attendance: County Cllr. B Spratt, 4 members of the public & A Pullen (Clerk to the Council)

1. **To consider members for co-option** - Mrs C Kirby volunteered and a Declaration of Acceptance of Office was completed. Following unanimous agreement by the members, Mrs Kirby joined the meeting
2. **To consider accepting apologies for absence** - Cllr. V Warren (previous engagement)
3. **To approve the minutes of the last council meeting/s:** Three amendments were made, prior to unanimous approval and signature by the Chair:
 - 3.1. The letter 'd' was added to the word propose at Item 14
 - 3.2. The words 'relating to car parking' were inserted at Item 10.2
 - 3.3. The words 'proposed bus stop' were inserted at item 9
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
6. **To adjourn the meeting to allow public participation** - Adjourned at 7.55pm
 - 6.1. Please visit <http://tivetshallpc.norfolkparishes.gov.uk/News> for the County and District Cllrs. Reports
7. **To re-convene the meeting** - Reconvened at 8.03pm
8. **To receive the Chair's report** – Cllr. Lithman's resignation was noted
9. **To receive an update from the Clerk & outstanding actions** (for information only)
 - 9.1. Poor visibility was reported at Simpsons Maltings; a response is awaited
 - 9.2. Authorisation was approved for the replacement zip wire; fitting is awaited
10. **To consider new & outstanding planning applications** - None
11. **To consider findings of a review in respect of advertising costs for the Grapevine and to consider a refund of £6.66 for incorrectly advertising a telephone number for Domestic Appliance Repairs** – Unanimously agreed. Clerk to list payment for April meeting
12. **To consider a plaque for the village sign** – Clerk to obtain costs and type of plaques for consideration in April
13. **To consider the renewal of the Society of Local Council Clerks subscription of £145** – Unanimously agreed. Clerk to list payment for April meeting
14. **To review the council's Standing Orders** – Carried forward to April. A query was raised in respect of the recommendation for adoption of the National Model and the Clerk was asked to obtain further information from the Internal Auditor, Heelis and Lodge
15. **To discuss the play area and insurance implications of regular inspections** – Cllr. T Jollans agreed to carry out regular inspections of the play area to ensure compliance with insurance requirements. The clerk is awaiting a checklist from the manufacturer
16. **To consider the erection of a bus shelter at the railway crossing & the A140** - The licence for the A140 was agreed. The clerk was asked to confirm the same for the site at the Maltings
17. **Finance** Payments of £976.22 were unanimously approved
18. **To discuss correspondence received and the circulation of the Information File between meetings** – Noted and circulated

- 18.1. A letter regarding dog waste outside the school and a request for signage was received in January. Cllr. L Jollans responded to the complaint.
 - 18.2. The Chair requested that the Information File was circulated between councillors and returned to the following meeting; Currently there are three files in circulation
 - 18.3. Standards regime training - Three councillors and the clerk wished to attend the training. The clerk was asked to respond to South Norfolk Council
 - 18.4. War Memorial Survey – Cllr. Kirby agreed to return the survey on behalf of council
19. **To receive and discuss items from Parish Councillors** – Cllr. T Jollans proposed a future standard for council records, An item will be listed for April to consider the proposal
20. **To receive items for the next agenda**
- 20.1. To consider a request for traffic calming options
21. **Date and time of next meeting** – 11 April 2013 at 7.30pm
22. **Meeting close** – Closed at 9.33pm