



## TIVETSHALL PARISH COUNCIL

### Minutes of Tivetshall Parish Council Meeting: 7.30 p.m. Tuesday 12th November, 2013, Tivetshall Village Hall

Present: Pam Carpenter, Claire Kirby, Lynn Jollans (Acting Clerk), Tony Jollans (Chair)  
Sally Chapman (new Clerk), Vivienne Dennis (taking minutes), Bev Spratt (County Cllr.)

#### 1. APOLOGIES FOR ABSENCE

Received from Martin Wilby (DC), and Isabelle Agrir (PCSO).

#### 2. RECEIVE DECLARATIONS OF INTEREST

There were none.

#### 3. CONSIDER APPLICANTS FOR CO-OPTION

There were none.

#### 4. CONFIRMATION OF MINUTES

The minutes of the meetings, 8th and 25th October, 2013 (the second to formally appoint the new clerk), were approved and signed

#### 5. PUBLIC PARTICIPATION

##### 5.1. Bev Spratt (County Councillor) spoke covering:

Local community car scheme; keeping council tax frozen; incinerator going ahead; NDR planned for April 2015; education in Norfolk; suggested ensure salt bins full.

##### 5.2. Martin Wilby (District Councillor) not present but sent report covering:

SNC's forthcoming anniversary; working with towns & villages; Link magazine, NDR including events, & Borderhoppa; Clean Sweep campaign.

##### 5.3. Isabelle Agrir (Community PCSO) not present.

##### 5.4. No Parishioners present.

#### 6. PARISH CLERK APPOINTMENT

Confirmation of appointment of Sally Chapman as new clerk to Parish Council.

#### 7. PLANNING APPLICATIONS

7.1. 2013/1927 : Submitting landscaping & drainage; discharge of conditions ref. new housing in The Street.

7.2. 2013/1622, 2 Croft Farm, The Street: replacement of windows & French doors; approved.

#### 8. RECEIVE REPORTS FROM COUNCILLORS

##### 8.1. Playing field/Play area update:

Hedge cut back, nettles strimmed, pit weeded.

Tim Playford will repair edging of play-pit, pre-bark.

8.2. Norse:

Regarding previous reports of unsatisfactory service, agreed to write to Norse with concerns, & with-hold small part of payment for second half-year invoice.

Tony Jollans proposed & Claire Kirby seconded that PC pay £1000 in first instance; unanimous. In the meantime, obtain quotes for additional works.

8.3. Oil buying group:

Val Warren offered to become co-ordinator for scheme, which can now proceed.

Claire Kirby to contact Primrose Press for photocopying; also will complete RCC paperwork. Further notice in Grapevine.

8.4. Hales Street:

Heard nothing more from Highways. Tony Jollans attended road safety course at SNC, & noted the Hales Street concerns.

8.5. Saffron affordable housing:

Complaints following mud on road, damaged verges & parking issues. Parish Council to write to Saffron & voice these concerns.

8.6. Fish & chip van to attend village hall car park Saturday evenings (3.30 – 7.30 p.m.) from 21st November through end March. Notice in Grapevine.

9. TO DISCUSS THE PURCHASE OF COMPUTER EQUIPMENT FOR THE USE OF THE CLERK

It was suggested that Parish Council should have its own laptop/printer/scanner, with Microsoft Office package; also whether a mobile phone might be a good idea. Considered not viable to use old machine/s. Some concern expressed at cost of purchase/s & how this might look to parishioners. Tony Jollans to obtain quotes. Further discussion pending.

10. CORRESPONDENCE RECEIVED

Paul Playford: thank you in respect of donation to Sea Scouts.

Carol Patterson: copies of e-mail correspondence with Highways regarding flooding in School Road.

Film Archives information: notice in Grapevine.

RCC: budget proposal discussion at Dereham.

SNC leaf cleaning scheme: adding School Road to route.

SNC: precept setting process.

SNC local plan correspondence.

11. FINANCE

11.1. Balance of accounts received; incomplete as statement not received

11.2. Risk assessment: in hand with Pam Carpenter, as before.

11.3. Half-year review: awaits risk assessment, as before.

11.4. Discuss savings account: Lynn Jollans proposed & Claire Kirby seconded that the savings account be closed; unanimous. Monies to be transferred to current account

11.5. Payments of invoices as follows were agreed:

Playsafety, ROSPA inspection, £106.80;  
Vivienne Dennis, meeting & minutes, £40;  
Community Car Scheme, £26.85;  
J.M. Crerar, hedge-cutting, £550.00;  
NPTP, chair training, £40.00;  
Norse, grass-cutting etc. £1000.00;  
RCC, oil scheme membership, £20.00;  
NCC, Partnership scheme, £500.00. Claire Kirby proposed & Pam Carpenter seconded;  
unanimous.  
Invoices inspected & cheques signed at meeting.

11.6. Budget 2014/15; for future discussion.

12. COUNCILLORS COMMENTS/FUTURE AGENDA ITEMS

Try your brakes' sign/s damaged at ford. Church Lane –footbridge slippery, requires attention.  
Claire Kirby to write to footpaths officer.

13. DATE OF NEXT MEETING

Tuesday 14<sup>th</sup> January, 2014 at 7.30 p.m.

Meeting closed at 9.20 p.m.