



TO MEMBERS OF THE COUNCIL:

You are duly summoned to the next meeting of **TIVETSHALL PARISH COUNCIL** to be held on

Wednesday 14th March 2018 at 7.30 pm at Tivetshall Village Hall

Ros Hill, Parish Clerk: Leylandii, Rectory Road, Tivetshall St Mary, Norwich. NR15 2AL Telephone 07830292074

SIGNED: *R G Hill*

DATED: 8th March 2018

AGENDA

- 1. APOLOGIES AND APPROVALS OF ABSENCE**
- 2. TO CONSIDER APPLICANTS FOR CO-OPTION**
- 3. TO RECORD DECLARATIONS OF INTEREST AND CONSIDER DISPENSATIONS**
- 4. MINUTES**
 - 4.1 To approve the minutes of the 14th February Council meeting.
 - 4.2 Matters arising from the minutes
- 5. PUBLIC PARTICIPATION – 15 MINUTES ALLOCATED FOR PARISHIONERS’ FORUM**
 - 5.1 Reports from District Cllr and County Cllr, if present
 - 5.2 Parishioners' Forum
- 6. REPORTS FROM CLERK AND COUNCILLORS**
 - 6.1 Update on Highways matters
 - 6.2 Update on supply of new dog bins (Clerk)
 - 6.3 Update on grassed areas around The Green
- 7. TO CONSIDER REVISED FINANCIAL REGULATIONS**
- 8. HIGHWAYS AND MAINTENANCE MATTERS**
 - 8.1 Consider process for making payments in relation to playing field fence repair
- 9. TO DETERMINE PC RESPONSE TO GREATER NORWICH DEVELOPMENT PLAN CONSULTATION**
- 10. PLANNING**
 - 10.1 To Consider Planning Application 2018/0111 Land East of A140 Long Stratton
 - 10.2 To Consider Planning Application 2018/0112 Land West of A140 Long Stratton
- 11. GENERAL DATA PROTECTION REGULATIONS (GDPR)**
 - 11.1 To receive report on Information Audit
 - 11.2 To consider training of councillors on GDPR
- 12. UPDATE FROM VILLAGE HALL MANAGEMENT COMMITTEE**
- 13. TO CONSIDER PC ASSISTANCE WITH FUNDING TO PURCHASE NEW CHAIRS FOR VILLAGE HALL**
- 14. TO CONSIDER STAFF APPRAISAL PROCESS**
- 15. TO CONSIDER BEACON AND REFURBISHMENT OF VILLAGE SIGN AS PART OF WW1 CENTENARY EVENT**
- 16. TO REVIEW AND UPDATE THE COMMUNITY PLAN**
- 17. TO NOTE CORRESPONDENCE RECEIVED**
 - 17.1 Email from parishioner about planted Christmas tree on The Green
 - 17.2 Email from Historic England relating to St Margaret’s WW1 memorial
 - 17.3 Letter relating to Kickstart Scheme
- 18. FINANCE**
 - 18.1 To receive the balance of accounts and bank reconciliation
 - 18.2 To receive confirmation that the VAT reclaim for 2016/17 has been submitted
 - 18.3 To note Grapevine invoices have been raised
 - 18.4 To approve payments to include:
 - 18.4.1. Clerk’s expenses - £10.69 office supplies, £2.03 mileage

- 18.4.2. Clerk's monthly gross salary for period 01/03/18 to 31/03/18, £254.94 (£211.10 + £43.84 additional hours)
- 18.4.3. Handyman's gross salary for hours claimed - £53.24
- 18.4.4. Norfolk Parish Training and Support Membership - £90.95
- 18.4.5. Friends of Tivetshall School donation (2017/18) £120
- 18.4.6. Parochial Church Council (St Margaret's Church) donation (2017/18) – £250
- 18.4.7. Dickleburgh Sea Scouts donation (2017/18) - £120
- 18.4.8. Borderhoppa donation - £100
- 18.4.9. Henry Hindle (Camps International) donation - £100

19. STAFFING MATTERS (CONSIDER EXCLUDING THE PUBLIC)

- 19.1 To consider future of Handyperson role and purchase of necessary equipment
- 19.2 To determine Handyperson rate of pay from April 2018
- 19.3 Contracts of employment

20. URGENT ITEMS FOR INFORMATION AND CARRYING FORWARD TO NEXT MEETING

21. TO SET THE DATE AND TIME OF THE NEXT PARISH COUNCIL MEETING

Proposed as Wednesday 11th April, 2018 at 7.30pm