

Tibenham Parish Council

Draft Minutes of the Parish Council meeting held in the Meeting Room, Tibenham Community Hall on
Wednesday, 11th January 2017 at 8pm

Present:	Gareth Roderick-Jones	GRJ	Chairman
	David Timson	DT	
	Gemma Lambert	GL	
In attendance:	Charles Easton	CE	District Councillor
	Bev Spratt	BS	County Councillor
	Marianne Purdy (Clerk)	MP	

1. Public Discussion

DT stated the community hall was arranging a day with healthcare professionals around the lack of communication between health services and people in the rural environment. There will be a number of people attending from health services to talk through issues and work out better lines of communication, along with information about the services available. This is to develop a model which will hopefully be adapted by every village. CE, health and community hall will advertise. Community hall is requesting a grant to fund the day.

2. Reports:

a. County Councillor

- BS stated that Tibenham may be interested in looking into Parish Partnerships e.g. signs for slowing down. The Clerk to look into this, including asking the safer neighbourhood team to monitor and provide data on the 30mph area of the village. Clerk to contact Highways regarding signs on Fen Road (bridge).
- BS informed the meeting that in other villages they have people taking registration numbers of speeders – not enforcing but warning them – this has had the effect of an average of 33mph in a 30mph. Diss Road and Cherry Tree Road were discussed – this is an ongoing issue around volume of traffic.
- Adult Social Services – £21m million. The government will give second homes money – around £4.5m. Children Services – it costs around £40k per child per year for a looked after child – Norfolk currently has 1100.
- NCC are looking at putting up Council Tax by around 5%.

b. District Councillor

- CE stated that all areas are currently looking at finances, precepts etc. CE explained that a lot of the District Council's funding was derived from new homes bonus – that money will now be given to County Council towards adult social care. Central Government support grant will fall off between now and 2020 – this has been budgeted for. Original plan was to increase precept by £3.00 per year on a Band D property each year until 2020 – however, there is a further £800,000 which the District Council needs to find. An increase of approximately £4.95 per year will go ahead.
- The District Council is also looking at charging for services which are currently free such as emptying dog bins (any bin installed prior to 2002 did not pay for the service).
- Website – several ongoing issues with this around search functions and content. This will sort itself in time due to the search engine updating periodically. All the information on the website is currently being updated.

3. Attendance as above

4. Apologies for Absence

Auriel Mepham, Robert Smith.

5. Declarations of Interest

None

6. Approval and signature of Minutes

The minutes of the meeting 9th November 2016 were approved and signed.

7. Matters arising and those not shown on the agenda

None

8. Planning matters

The following were circulated and no objections or comments were received:

2016/1998 - Waterloo Place Long Row Conversion of out-buildings No 1 and No 2 for Holiday accommodation.

2016/2002 - Waterloo Place Long Row. Change of use from agricultural building to residential use as games room for ancillary use of the main dwelling and proposed holiday lets.

2016/2003 – Waterloo Place, Long Row. Change of use from agricultural building to residential use as games room for ancillary use of the main dwelling and proposed holiday lets.

2016/2934 - Church Farm, Church Road. Conversion of three disused single-room holiday units to one dwelling (residential use) and addition of a new porch.

2016/2935 - High View Barn, Church Farm, Church Road. New garage with store above

2016/2936 - High View Barn, Church Farm, Church Road. New garage with store above

2016/2469 – Land south of Poplars, Low Road. Discharge of conditions 3 & 6 of planning permission 2015/0095/F boundary treatment and surface water drainage. Approved.

The Parish Council discussed **2016/2141** outbuildings currently used by Bowman's as their body shop – the application was turned down on high-level planning grounds that it would be depriving the area of a source of employment. There is one part-time employee. The Parish Council had approved in principle but wanted the drainage to be looked at further due to the area it would be discharging into and the size of pipe. GRJ had made enquiries regarding appealing – the original applicants would need to appeal. However, Tibenham Parish Council can email Planning regarding this. TPC will wait to see if Bowman's appeal. CE is happy to speak to planning committee if the need arises.

9. Highways

The Clerk informed the meeting that she had been unable to get an answer from Highways around finger-post signs. Tibenham is not eligible for brown signs for the Community Hall. The Clerk will continue to investigate. GL raised concerns around breeze blocks/rocks being used on verges and lack of school bus stop signs – this will be raised with Highways.

10. Contact details for all Councillors

All Councillors to forward their contact details to the Clerk. The Clerk will text Councillors to remind them of meetings – look at using a group WhatsApp. The website will need to contain Councillors contact details.

11. Recruitment of Councillors

Tibenham Parish Council can have a maximum of seven Councillors; it currently has five. It was discussed that there was a need to advertise for a further one or two Councillors. An advert will be placed in the next Parish Magazine as a starting point.

12. Insurance

Details of insurance cover for Tibenham Parish Council circulated to all Councillors prior to the meeting.

Proposal that TPC go ahead with insurance cover through Came & Co

Proposed by David Timson Seconded by Gemma Lambert Agreed unanimously

13. Correspondence

- CPRE – asked to sign a pledge to support its campaign around housing development. This was discussed and agreed no action to be taken.
- Litter pick – this is being organised by Mr & Mrs Roderick-Jones through the PCC.
- External Auditors – notice that these will be changing from 2017/8. This has been noted.

14. Finances – as at 29th November: Savings Account £426.46, Current Account £7574.24

The following payments were approved for payment. Proposed by Gemma Lambert. Seconded by David Timson. Agreed unanimously

Payee	Narrative	Amount	Chq Number
H Goring	Parish Clerk Wages	£605.04	100442
Community Hall	Meeting room hire	£50.00	100443
M Purdy	Parish Clerk Wages	£93.98	100444
HMRC	Wages	£23.40	100445
Came & Company	Insurance	£165.00	100446
Mazars	Auditors	£30.00	100447

15. Payment to Tibenham PCC

Tibenham Parish Council paid Tibenham PCC £300 last year. Proposal that £300 be paid to PCC this year and be reviewed each March. Clerk to speak with PCC regarding invoice/receipt. Proposed by David Timson Seconded by Gemma Lambert Agreed unanimously

16. Asset Register

The draft was circulated and discussed. Proposal that the draft Asset Register be accepted: proposed by David Timson Seconded by Gemma Lambert Agreed unanimously

17. Budget

The draft was circulated and fully discussed. GRJ explained each item and the figures were reviewed.

Proposal that the draft budget be accepted: proposed by Gareth Roderick-Jones Seconded by David Timson Agreed unanimously

18. Training

The Clerk presented the meeting with details of upcoming training for both the Clerk and Councillors. It was agreed that the Clerk could attend training on 30th January at NCC. If any new Councillors join TPC then training for them can be looked at further. Proposed by Gareth Roderick-Jones Seconded by Gemma Lambert

19. Precept

The Clerk had sent the options for the precept prior to the meeting. The Grant has been reduced to £65.00 (from £92.00). The figures were reviewed, and after discussion it was agreed that the precept should be raised by 9% (to £17.29) for the coming year, this would be £191.00 less than the budget requirement. The precept request was agreed at £3164.00 with a £65.00 grant from South Norfolk Council giving a total funding request of £3229.00, the Chairman and Clerk signed the precept request form. Proposal that the figures for the precept be accepted: proposed by David Timson Seconded by Gemma Lambert Agreed unanimously

20. Contract for new Clerk

Clerk to email to all Councillors for consideration.

21. Community Hall

See 1. Public Discussion

New grounds maintenance contract agreed. Dan Cornish has been contracted. GRJ raised a question around the northern border with The Old Orchard due to hedging being cleared and the risks around the pond. DT stated hedging will be planted along the border in the spring. The interior of the hall is going to be re-decorated.

22. Any other business/Items for next Agenda

- Notice boards: the two notice boards in the village are falling apart. Clerk to obtain quotations for replacing with weatherproof/Perspex fronted.
- Pension: TPC need to offer a pension scheme to any employees but do not need to pay into unless wages reach a certain amount. Employee can choose to join or do a letter of Declaration of Compliance which complies with the legal requirements for Auto Enrolment.
- Rangers: GL asked if the rangers were completing work requested. DT stated he had seen them in the village. The issue of rangers was discussed and it was agreed that any 'jobs' which need doing to be sent to the Clerk and a list will be compiled throughout the year in readiness for their visit. The Clerk to contact the Highways to find out which weeks they will be in Tibenham for the upcoming year.
- Transparency Fund: The Clerk updated the meeting with regards the application for funding to comply with the Transparency Code. Quotes had been obtained from 1-2-1 Computers for a laptop (£249 +VAT, software (£91.66 + VAT) and anti-virus (free). Training can be provided by NCC for the running of the website – one hour for £65.00 + VAT. Time estimated for documents to be uploaded – 3 hours for the first two months. Total amount requested £460.55 (+ VAT). The Clerk to submit the form. The form was agreed – proposed by Gareth Roderick-Jones Seconded Gemma Lambert.
- Free support sessions: The Clerk had received an email regarding free training around the Transparency Code. It was agreed that the clerk can attend.

23. Date and time of next meeting

Wednesday, 8th March at 8pm, Meeting Room, Tibenham Community Hall

The meeting closed at 10.15pm