

## Tibenhams Parish Council

Draft Minutes of the Parish Council meeting held in the Meeting Room, Tibenhams Community Hall on  
**Wednesday, 8<sup>th</sup> March 2017 at 8pm**

Present:	Gareth Roderick-Jones	GRJ	Chairman
	David Timson	DT	
	Gemma Lambert	GL	
	Rob Smith	RS	
In attendance:	Bev Spratt	BS	County Councillor
	Marianne Purdy (Clerk)	MP	

### 1. Public Discussion

One member of the public attended the meeting. No issues were raised.

### 2. Reports

#### a. County Councillor

Cllr Spratt commented that the 'Tibenhams Cares' day on 23<sup>rd</sup> March was an excellent idea. He stated that Council Tax was going up by around 5% of which 3% will go to Adult Social Services. He reported that the NDR was progressing. The A47 North Burlingham is to be dualled along with the Vauxhall roundabout – this won't be until around 2020. There are still problems with Children's Services.

#### b. District Councillor

Apologies from District Councillor Charles Easton. He sent the following report:

The Community Governance Review (joint parish consultation and parish boundary review, in plain English). The Electoral Arrangements Committee (of which I'm a member) agreed the terms of reference last month and will shortly be issuing a questionnaire to all Parishes on the future of community government arrangements. Bunwell Parish Council intends to write to its neighbouring parish councils inviting them to meet and discuss common boundaries. I'm not currently aware of any properties bounding Bunwell and Tibenhams who wish to change the current boundaries (it mainly concerns Bunwell and Carleton Rode). If I can answer any questions on this, please let me know.

And just to update on planning application 2016/3003 at Nicklemere Farm on Carleton Fen – the application is still shown as pending decision, but the officer advised me that the application would either be withdrawn or refused, for largely the same reasons we raised in our respective submissions – highways, ecology and foul and surface water drainage.

Cllr Spratt stated there was previously planning permission for a house to go on Nicklemere Farm. Clerk to search on planning portal.

### 3. Apologies for Absence

Auriel Mephams.

### 4. Declarations of Interest

David Timson – planning numbers: 2017/0530 and 2017/0483

### 5. Approval and signature of Minutes and any matters arising – of the meeting held 11<sup>th</sup> January 2017.

The Minutes of the meeting on 11<sup>th</sup> January were approved and signed.

### 6. Planning matters

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

Planning No.	Address	Description	Decision
<b>2016/1998</b>	Waterloo Place, Long Row	Conversion of outbuildings 1 & 2 for holiday accommodation.	Approved with conditions.
<b>2016/2002</b>	Waterloo Place, Long Row.	Change of use from agricultural to residential use.	Approved with conditions

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<b>2016/2003</b>	Waterloo Place, Long Row.	Change of use from agricultural to residential use.	Approved with conditions
<b>2016/2141</b>	Land and barn north of Orchard Farm, Cherry Tree Road.	Demolition of corrugated tin sheet clad sheds and conversion of former agricultural buildings to create two new dwellings and detached garages	Refused
<b>2016/3003</b>	Fen Road, Carleton Rode	Agricultural to 15 caravans/lodges for holiday use	Objected
<b>2016/2935</b>	High View Barn, Church Farm.	New garage with store above.	Withdrawn
<b>2016/2936</b>	High View Barn, Church Farm.	New garage with store above.	Withdrawn
<b>2006/0269</b>	Carleton Fen Ponds	Enforcement notice	no comments
<b>2017/0181</b>	The Old Vicarage, Church Road.	Conversion of outbuildings to form annex. Alterations to garden stores.	no comments
<b>2017/0143</b>	Waterloo Place, Long Row.	Conversion of outbuildings No1 and 2 for holiday accommodation.	no comments
<b>2017/0386</b>	Primrose Farm Barn, Cherry Tree Road.	Change of use of agricultural building to a dwellinghouse.	no comments
<b>2017/0483</b>	Mill House, Mill Road.	Two storey side extension	no comments

Two further applications received after the Agenda was produced were looked at:

**2017/0530** The Rookery, Low Road - Single storey side extension and external insulation to existing bungalow

**2017/0490** Fairfield, Cargate Common - Conversion of existing garage into Annex. Erection of large shed and cart shed to serve the existing property.

No objections to either application.

### 7. Housing Needs Survey

All households in Tibenhams (and surrounding villages) had recently been sent a survey regarding the need for housing in the village. Parish Council will await results of survey.

### 8. Dog Bins

It was noted that the dog bins are not being emptied as often as stated by SNC. Clerk to write to SNC regarding this.

### 9. Notice Board

The Council had a quote for two notice boards £492.00. It was agreed that one half of the notice board should be lockable for the Parish Council items with the other half open to public use.

GRJ proposed acceptance of quote of £492.00 for two noticeboards (location to be confirmed)  
DT seconded.

### 10. Possible adoption of recycling centre

SNC had previously asked TPC if they'd like to 'adopt' the recycling centre but it wasn't taken any further. The scheme consists of a rota of persons checking if the bins are full/fly tipping. A sum of money is given to Parish Councils for this. Clerk to contact SNC to see if this scheme is still in existence.

GRJ proposed to see if this scheme is still in existence RS seconded

### 11. Highways – site visit

Notes from the site visit had been circulated to all. It was agreed that TPC would take the 12 'public rights of way' signs that Highways had offered them. From 1<sup>st</sup> April, there will be a dedicated Rights of Way Officer who will deal with the footpaths in the village. RS to store.

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### 12. Tree Wardens

Tibenham does not currently have a tree warden. There is a voluntary South Norfolk Tree Warden Network Scheme (in 2015 SNC withdrew support). Information to be put in Parish Magazine with link to website for more information. This is a voluntary role.

### 13. Community Governance Review

Clerk to send PowerPoint presentation to all and email which contains a link to Review webpage. This relates to lack of elections in parishes and possible joining of smaller parishes together.

### 14. Correspondence

Correspondence had been circulated to all councillors.

- NNAB – charity request for funds.
- Emergency Planning – Emergency contact information and essential numbers will be placed on each notice board.
- RS stated the defibrillator battery is showing as 25% and the used-by date on the pads has passed. The PIN code will now be held by all Councillors and the Clerk. Contact details will be put on the notice boards. Clerk to contact previous Chairman to see if there is any paperwork.

### 15. Footpaths

GL declared an interest. From 1<sup>st</sup> April, there will be a Rights of Way officer for South Norfolk. GRJ will be speaking with her regarding the footpath that runs from Mill Road over to The Street/Black Barn Road which is being used by horse-riders. There have been complaints from members of the public regarding this.

### 16. Community Hall

Currently being re-decorated, changing of lights in main hall. Carers event on 23<sup>rd</sup> March. Calendar on website has been published for the year. Looking at the possibility of an extension for storage. Footfall through the hall has increased. Hall is fully licensed to service events.

### 17. Community Car Scheme

Information regarding the community car scheme to be placed in the next Parish Magazine. Clerk to suggest to co-ordinator of scheme that invoices are sent 10 days prior to council meetings.

### 18. Finances – as at 27<sup>th</sup> January : Savings Account £426.46, Current Account £6771.82

The following payments were approved for payment.

Mr P Francis	Community Car Scheme	£18.42
Tibenham PCC	Maintenance	£300
Newman & Co	Set up of HMRC and submissions	£51.60
Miss M Purdy	Clerk's wages – two months	£187.96
Miss M Purdy	Memory Stick	£7.99

### 19. Newman & Co – payroll and pension fees

GRJ stated the payroll being outsourced was agreed to encourage a previous clerk to take the job; it is normally completed by the Parish Clerk. The Clerk to send to all copies of the Terms and Conditions signed on 3<sup>rd</sup> December 2016. It was agreed that pension arrangements will be carried out by the Clerk.

### 20. Contract for new Clerk

Discussed and amendments agreed. Clerk currently being paid SCP 17 April 2015 rate £9.029 – this will now increase to SCP 17 figures for April 2017 £9.237

GRJ proposed that Clerk is paid 2017 SCP 17 Seconded Gemma Lambert

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### **21. Any other business/Items for next Agenda**

Clerk to write to Highways regarding the drainage issue at the road near the community hall. GL had spoken with the landowners who are reluctant to dig out the ditch as there is little verge and if disturbed the road might collapse.

DT concerned regarding lorries driving through the village to drop-off stones at the airfield which is cutting up the verges, particularly on Hill Road. Clerk to write to Highways regarding this.

GRJ explained the role of Councillor to a member of the public who had joined the meeting with the possibility of becoming a Councillor for TPC.

### **22. Date and time of next meeting and AGM**

Wednesday, 10<sup>th</sup> May following the 7.30pm Parish Meeting and AGM.

The meeting closed at 10.05pm