

# Tibenham Parish Council

Draft Minutes of the Parish Council meeting held in the Meeting Room, Tibenham Community Hall on  
**Wednesday, 10<sup>th</sup> May 2017 at 8.40pm**

Present: Gareth Roderick-Jones GRJ Chairman  
David Timson DT  
Gemma Lambert GL  
Auriel Mephram AM

In attendance: Marianne Purdy (Clerk) MP

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**1. To receive nominations for the post of Chairman and elect a member to post**

Cllr Timson proposed Cllr Roderick-Jones, seconded by Cllr Mephram and agreed by all. Cllr Roderick-Jones was elected Chairman of the Parish Council for the forthcoming year.

**2. To receive nominations for the post of Vice-Chairman and elect a member to post**

Cllr Mephram proposed Cllr Timson, seconded by Cllr Lambert and agreed by all. Cllr Timson was elected Vice-Chairman of the Parish Council for the forthcoming year.

**3. Public Discussion**

No members of the public were present.

**4. Reports:**

- a) County Councillor – not received. Tibenham Parish Council would like to congratulate Cllr Spratt for his re-election.
- b) District Councillor – as follows: Changes to the community grants system – I retain a local ward grant of £1,000 for community projects; the Community Action Fund of £30,000 per year which I previously administered for the Tas Valley Neighbourhood has now been centralised into a district-wide pot with applications made to the South Norfolk Grants team, more details here:  
<https://www.south-norfolk.gov.uk/sites/default/files/Ground%20Rules%20March%202017.pdf>

Community Governance Review: you should have received or will shortly receive notification that the consultation on Parish Council governance and boundaries has been extended by a month (to 12<sup>th</sup> July I believe). The Electoral Services team at SNC who administer these reviews will be busy overseeing the General Election vote and count (as will elected members) and the view of members from both political Parties represented on the Electoral Arrangements Committee was that it would be sensible to extend the period of consultation.

Tibenham Parish Council would like to congratulate Cllr Easton and his wife on the arrival of his baby daughter.

**5. Apologies for Absence**

Robert Smith

**6. Declarations of Interest**

None

**7. Approval and signature of Minutes and any matters arising**

The minutes of the meeting 8<sup>th</sup> March 2017 were approved and signed. No matters arising.

**8. Planning matters**

Documentation for the planning matters below was circulated to all Councillors.

Planning No.	Address	Description	Decision
<b>2017/0181</b>	The Old Vicarage, Church Road	Conversion of outbuildings to form annex to main dwelling. Alterations to the garden stores	Approved with conditions 06.03.17
<b>2017/0386</b>	Primrose Farm Barn, Cherry Tree Road	Change of use of agricultural building to a dwellinghouse.	Application withdrawn 03.04.17
<b>2017/0483</b>	Mill House, Mill Road	Two storey side extension.	Approval with conditions 06.04.17
<b>2017/0530</b>	The Rookery, Low Road	Single storey ext and external insulation to existing bung.	Approval with conditions 06.04.17
<b>2017/0490</b>	Fairfield, Cargate Common	Conv of existing garage into annexe. Erection of large shed and cart shed to serve existing property.	Approval with conditions 19.04.17
<b>2017/0781</b>	Land west of White House, The Street	Outline Permission with some matters reserved for erection of up to 3No. Dwellings including garaging, upgraded highways access, turning & parking on site	TPC commented ABC

## 9. Housing Needs Survey

Awaiting outcome of survey – carry over to next meeting.

## 10. Footpath Warden

Around 12-14 people have offered to monitor footpaths and report any problems. It was suggested, and agreed, that a working group be set up. GRJ will arrange a meeting for this in the near future. Clerk to check insurance cover for volunteers.

Clerk had received an email from Bunwell Parish Council with a suggestion that all footpath wardens in the locality work together – Clerk to explain no footpath warden at present.

## 11. Dog Bins

SNC have brought in a system of colour-coded bags: white and blue. Councillors will continue to monitor this. Carry over to next meeting.

## 12. Siting of notice boards

It was agreed that one will be placed in its current position, Black Barn, The Street. One will be placed at The Greyhound Public House. DT agreed that the Parish Council could use part of the Community Hall notice board to place any notices on. Once the new notice boards are erected, the use of the telephone box to display Parish notices will be discontinued.

## 13. Defibrillator

Deferred to next meeting.

## 14. Possible adoption of recycling centre

GRJ explained that the Parish Council can adopt the recycling centre –they have to agree to a set of conditions such as keeping the site clean and reporting any problems. The Parish Council will receive £200 a year for adopting. It was agreed that Tibenham Parish Council will go ahead with the adopting of the recycling centre. A rota will be drawn up in due course.

## 15. Community Emergency Planning

Deferred to next meeting.

## 16. Community Governance Review

This was discussed in full and agreed that Clerk would complete the online survey. The general feeling of the Parish Council was for the Parish to remain 'as is'.

## 17. Correspondence

- a) CAB request for funds – Clerk to respond no funds available
- b) CPRE meeting – Clerk circulated to all Councillors

## 18. Finances

The following payments were approved for payment. Proposed GRJ, seconded DT.

Newman & Co	3 months' payroll, P60	£68.40
Carleton Rode & Tibenham Community Car Scheme	Community Car Scheme	£19.97
SLCC	ILCA training course for clerk	£118.80
Miss M Purdy	2 months' wages	£233.98

Online banking to be applied for so the Clerk has access to online statements (not to make payments at this stage). This was agreed by all. Clerk to arrange.

- a) Approval of Sections 1 and 2 of the Annual Return. Councillors present at meeting read through the Sections – figures were agreed as read. DT proposed acceptance of figures stated in Section 1 and 2, seconded by AM. Agreed by all. GRJ and Clerk signed.
- b) Internal Auditor – GRJ proposed Jenny Robson, seconded GL. Agreed by all.
- c) Financial Regulations Policy – Circulated to all prior to meeting. Agreed by all – GRJ signed.

## 19. Newman & Co – contract

Documentation previously circulated to all – agreed to terms and conditions.

## 20. Clerk – contract

Contract agreed by all and signed by GRJ and Clerk.

## 21. Community Hall

- a) Boundaries – Community Hall will write to owner of the land regarding lack of fencing, and ownership of boundaries.

## 22. Items for Next Agenda

None, other than noted.

## 23. Date and time of next meeting

Wednesday, 12<sup>th</sup> July at 8pm, Meeting Room, Tibenham Community Hall

AM gave apologies for this meeting.

**The meeting closed at 9.45pm**