

# Tibenham Parish Council

Draft Minutes of the Parish Council meeting held in the Meeting Room, Tibenham Community Hall  
on **Wednesday, 13<sup>th</sup> September 2017 at 8.00pm**

Present:	Gareth Roderick-Jones	GRJ	Chairman
	David Timson	DT	Vice Chairman
	Gemma Lambert	GL	
	Auriel Mephram	AM	
In attendance:	Marianne Purdy (Clerk)	MP	
	District Cllr Charles Easton	CE	
	County Cllr Bev Spratt	BS	
	John Pennell (NALC)		

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## 1. Public Discussion

One member of the public was present. No issues were raised.

## 2. Reports:

- a) County Councillor – Cllr Spratt stated there was a budget for Parish Partnerships Scheme; this was discussed at Agenda no. 18. Owls & Swifts telephone numbers are being further researched to see if they can be serviced in our area. NDR is progressing. Overgrown hedge on Fen Road is due to be cut back in the next 10 days.
- b) District Councillor – Cllr Easton explained that South Norfolk Council is currently in talks with Broadland District Council regarding sharing some services/personnel – this will be small-scale. Community Governance Review: met in August to review results of first consultation and set the ground for a second round of consultations. Nothing was presented to the committee that affects Tibenham. Broadband – Cllr Easton explained that the survey had been sent to 400 people of which 45% had responded. The centre of Tibenham is in the proposed phase to be upgraded. Cllr Easton reported back on the issues around transport in Tibenham: Community Transport provides services for Dr appt, hospital visits etc. Public Transport is a regular service to places such as Diss, Wymondham, Norwich. If there is a regular demand then it could be put to Borderhoppa and FlexiBus to see if they would serve Tibenham.

## 3. Apologies for Absence

Robert Smith.

## 4. Declarations of Interest

None.

## 5. Approval and signature of Minutes and any matters arising

The minutes of the meeting 12<sup>th</sup> July 2017 were approved and signed. No matters arising.

## 6. Clerk's report

The Clerk updated the Parish Council on the following:

- Online Barclays Account – ongoing – awaiting authentication card.
- Paper Bank – Arrangements made to be emptied. MP to contact Stewards regarding the contract.
- Annual Return Audit – progressing.
- Highways – logged enquiries – progressing.
- Newsletter – Feedback favourable.

The Chair updated all on the footpaths; routes are currently being looked at. A couple of Tibenham residents are happy to do some work on Slow Lane.

## **7. Planning matters**

Documentation for the planning matter below was circulated to all Councillors. No new applications since circulation of this.

2017/1687      Woodcutters Cottage, Mill Road      2-storey extension      No objection

## **8. Recycling Centre Adoption**

It was agreed to 'adopt' the Recycling Centre in Tibenham through South Norfolk Council. GRJ proposed adoption. Seconded: DT      The agreement will be re-assessed after 12 months.

## **9. Housing Needs Survey**

Results of the survey not yet received.

## **10. Transparency Fund – Printer**

It was agreed that any bulk printing would be outsourced. Day-to-day printing will continue to be done by the clerk. No application required for transparency fund at this stage.

## **11. Community Governance Review**

No changes are planned for Tibenham.

## **12. Norfolk Strategic Framework**

Noted.

## **13. Financial Regulations Policy – amendment**

Addition of: Up to £100 may be authorised by the Parish Clerk and minuted at the next meeting. The revision to the Policy was proposed by GRJ Seconded by DT. Agreed unanimously.

## **14. Footpath Perspex boards quote**

Quote of £148 to replace Perspex boards x 3. GRJ proposed to agree the quote. DT seconded. Agreed unanimously.

## **15. Risk assessment – Footpath volunteers**

Risk assessment previously circulated to all. GRJ proposed to adopt risk assessment. AM seconded. Agreed unanimously.

## **16. Defibrillator**

Invoice for parts £295.00 received after circulation of agenda. Clerk to request quotes for new cabinet door (no keypad). Clerk to request quotes for training for Tibenham residents.

## **17. Community Emergency Planning**

DT to produce an article for the next Parish Magazine and Newsletter giving prior notice to the distribution of questionnaires.

## **18. Parish Partnerships Scheme**

The Parish Partnerships Scheme is continuing until 2018-19 (financial year). Local highway improvements such as: improvements to Public Rights of Way, flashing signs for speeding, small lengths of formal footway. Bids to be submitted by 11<sup>th</sup> December. To be discussed at next meeting.

## **19. Correspondence/General**

- a) Gissing Community Hall visit – Chair updated all on his visit to the new Hall.
- b) Doo poo in church grounds – The Parish Council noted this – it was suggested that the PCC display signs regarding it being an offence to let dogs foul in the churchyard.
- c) CPRE Norfolk Alliance housing allocation pledge – Noted.
- d) CPRE Vision for Norfolk – Noted.

## 20. Finances

Finances as at 29<sup>th</sup> August (not **29<sup>th</sup> June** as stated on Agenda):

Savings account £426.51    Current account £6323.43

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

Community Car Scheme	To end June 2017	£7.92
South Norfolk Council	Dog bins 2014/15	£147.12
Miss M Purdy	2 months' wages	£191.96
Miss M Purdy	Newsletter photocopying	£20.00
Community Heartbeat Trust	Defibrillator parts	£295.00

## 21. Community Hall

DT stated there would be another carers' event to be held in March 2018 to take the model forward. The Community Hall committee is looking to extend the Hall to create some further storage space. Volunteers are needed for the committee.

## 22. Items for Next Agenda

Newsletter

## 23. Date and time of next meeting

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

**The meeting closed at 9.56pm**