



TIVETSHALL PARISH COUNCIL

Clerk's Report

March 2020

Actions Arising from the Minutes of the February 2020 PC meeting

The items below relate to the actions and decisions made at the meeting of Tivetshall Parish Council on 12th February and activities between then and the March 2020 PC meeting.

Item 4.1 – The Clerk published the approved minutes for the 15th January 2020 PC meeting on the PC website and the original was retained on file.

Item 7.1 – The Clerk contacted B4RN and asked that although Council had approved the Wayleave on the Village Green could the line of the edge of The Green be followed if at all possible. The approved wayleave agreements were returned to B4RN and copies stored for PC future reference.

Item 9.1 – The Clerk has contacted both companies that have quoted for the gang-mowing contract to confirm outcome. Excite Solutions to undertake the gang-mowing for 2020 season. The Clerk has written to J Crerar to confirm the renewal of the maintenance contract for 2020.

Item 9.2 – The Clerk photographed the surface water on Ram Lane close to the junction with the A140 and sent this to Highways asking them to investigate the cause of the frequent flooding. A copy of the email was sent to The Old Ram.

Item 10 – The Clerk sent a letter to the Chair of TFAF on behalf of Council expressing thanks for all the work TFAF had done for the parish.

Item 12 – The Clerk posted the dates of the Annual Parish Meeting on the PC Facebook page and included in the copy for CockCrow.

Item 13 – The Clerk made contact with Rachel Leggett to arrange a meeting with Council to progress the Neighbourhood Plan. During the email exchange and subsequent telephone conversation it became clear that The Clerk did not have sufficient information about the progress made to date and that there would be costs for Council depending on the type of meeting and support needed. The Clerk passed this information to Cllr Read and asked her to speak to Rachel Leggett to discuss further.

Item 14 – The Clerk received a proposed response from Cllr Read and submitted this to the GNLP via email on 2/03/2020. A red receipt was received.

Item 16 – The Clerk informed SNC of the Council's plans to participate in the Big Litter Pick on 8th March and 15th April. The information was posted on the PC website and Facebook pages and posters placed on the PC noticeboards and in the Post Office by the Clerk.

Item 17 – The Clerk passed the information relating to NARS to the Secretary of the Village Hall Management Committee and asked for this to be shared at their next meeting.



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Item 18.1 – Cllr Powell informed the Clerk that he would not be attending the NALC Well-Being of Residents Events as agreed at the February meeting. The Clerk had no need to inform NALC of attendance.

Item 19.2 – The Clerk raised cheques for the donations and Section 137 payments agreed, arranged for these to be signed and sent to the relevant organisations.

Item 19.5 – The Clerk ensured all approved payments were made in a timely manner.

Item 19.5.1 – The Clerk made adjustments to the salary of the Handyman to reflect hours not worked and instructed the payroll provider accordingly. The Clerk's salary cheque was raised, signatures obtained and payments made.

Other Activities Undertaken

Draft Minutes – the draft minutes of the PC meeting which took place on 12th February were circulated to councillors for comment prior to being published online on 26/02/2020, paper copies were placed in the Post Office.

Clerk Recruitment – The Clerk liaised with councillors to compile the interview questions based on the person specification and to agree the interview plan. The Clerk assisted with interview on the evening of 20th February. The Chair verbally informed candidates of the outcome of the interviews. Following an offer being verbally made and accepted the Clerk made contact with the successful candidate (as requested by the Chair) to agree a start date of 23rd March, the starting salary and handover arrangements, consulting as necessary with the Chair. The Clerk compiled an offer letter and sent to the successful candidate.

Speed Awareness Machine – The Clerk arranged for the machine to be taken down from The Street on 27th February and liaised with B&SPC regarding its transfer to Burston on 3rd March. The Clerk downloaded the data from the machine and saved this into Excel spreadsheets for review by councillors. The Clerk charged both batteries.

February Salary – The Clerk made arrangements for the payment of February salary and associated PAYE.

Charitable donations – The Clerk prepared cheques for the amounts agreed at the February meeting and arranged for these to be signed and sent to the relevant organisations.

Planning – The Clerk sent details of planning application 2020/0289 to councillors to seek views and then responded on behalf of Council stating that there were no objections from TPC.

CockCrow – The Clerk liaised with the Chair to compile the PC news for the April/May edition of CockCrow and submitted this to the Editor by the advertised deadline for inclusion. Confirmation of receipt was received.

Preparation for the March PC meeting – The Clerk prepared the agenda for March and agreed the matters to be covered with the Chair. Associated documents have been circulated to councillors for prior consideration. The agenda has been published on the PC noticeboards and on the PC website.



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Financial Regulations – The Clerk carried out a review of the Financial Regulations and circulated to councillors in preparation for consideration at the March meeting.

Pathways Seminar – The Clerk informed the Chair that she was unable to attend the NCC Pathways seminar as planned due to personal commitments. The Chair agreed and the Clerk sent apologies to NCC.

Items on Agenda for March 11th needing further explanation

Item 9.2 – A resident has reported seeing bee orchids growing on the Village Green. These flowers can be protected in certain environments, therefore Council needs to consider how to manage this area to conserve the flowers.

Item 12 – The Clerk has been in communication with parishioners

Item 17.1 – Council needs to identify how PC files and equipment will be transferred to the new Clerk. Council also need to consider whether to put Post redirection in place due to distance between the current PC address and the new one.

Item 17.2 – Council needs to identify how arrangements will work for the movement of the SAM equipment between Tivetshall and B&SPC in future. Also how the arrangements for the setting up and taking down of the equipment will operate.