



TIVETSHALL PARISH COUNCIL

Clerk's Report

April/May 2019

Actions Arising from the Minutes of the March PC meeting

The items below relate to the actions and decisions made at the last meeting of the old Parish Council on 13th March and activities between then and the inaugural meeting of the new Tivetshall Parish Council on 15th May 2019.

Item 4 Minutes – the approved minutes of the 13th February and the draft minutes of the 13th March meeting were posted on the PC website. Copies of the draft minutes of the 13th March meeting were placed in the post office.

Item 6.6 – SNC have concluded their investigations into the burning of rubbish on land to the east of the A140 between Rectory Road and Ram Lane. This is now believed to be resolved and they do not expect there to be a reoccurrence.

Item 6.6 - Internal audit booked for 3rd June at 9.30am. Instructions from PFK Littlejohn circulated to councillors for information on 25th April.

Item 7 – South Norfolk Police have been informed about excessive speed recorded on Rectory Road. SAM machine was received back from Burston and placed in The Street by the Handyman for the next four weeks.

Item 8.1 – Visibility issues when turning out of Ram Lane onto the A140 have been reported to Highways and a site meeting took place during April. Ongoing.

Item 8.2 – The tree leaning over Tinkers Lane was reported to Highways, who have contacted the landowner. Work was being undertaken just before Easter.

Item 8.3 – The Clerk made contact with NPTS and some useful information had been provided regarding strategies, although no detail about any regional or national initiatives. To be discussed at a future meeting.

Item 8.4 – As agreed by councillors, the Clerk signed the letter to signify TPC support of the TRO relating to Back Lane and returned this to NCC.

Item 8.5 – the Clerk has approached three companies requesting quotes to clean the bus shelter twice a year. To be brought to a future meeting for a decision about which company to accept.

Item 10 – DPM Security attended on site on the afternoon of 16th April to adjust the positioning of the camera overlooking the play equipment and CCTV signs were placed on the gate at the entrance to the playing field and on the pavilion by the toddler swing.



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Item 11 – Work has been ongoing to develop the new website, the policy documents have been uploaded and the meetings page set up. The Clerk has made contact with NALC regarding the process for closing down the old site, date to be agreed at next PC meeting.

Item 13 – The decision to use CIL money to pay for the SAM2 equipment and the CCTV installation has been noted on the accounts by the Clerk. The Clerk has taken advice from SNC about how to record this on the CIL report for 2018/19.

Item 14 – the Clerk sent an email to update the parishioner but this came back as not delivered, despite several attempts. The Clerk has phoned the parishioner to update them on the situation and sent the email again.

Item 15 – the Clerk has provided elector numbers and polling district information as requested.

Item 17.5 - cheques have been sent off by the Clerk for the approved payments. Salary payments have been processed.

Item 18 – the administration relating to the resignation of the Handyman has been completed by the Clerk and a letter of thanks sent on behalf of the PC. The Clerk has made enquiries with the PC insurance company and volunteers undertaking work on behalf of the PC are covered by PC insurance policy.

Other Activities Undertaken

The Grapevine – Preparation of summaries of meetings and draft PC news items for approval by the Chair of the PC. Liaison with other parties involved regarding the layout and sign off for print on behalf of the PC. Changes to the process have been put in place to make this smoother in future and to ensure the PC has final sign-off.

The Village Green and Thwaite Oak Close – The Clerk has been in correspondence with a parishioner regarding repair of the damaged edge of The Green. The parishioner has undertaken work to repair the damaged area. The Clerk has made it clear that no matting is to be used underneath the soil as this could present a trip hazard.

Elections Related Activity – Liaison with SNC relating to the early announcement of uncontested election results to the new Tivetshall PC, resulting in the cancelling of the April PC Meeting. Liaison with SNC and NPTS regarding the wording of the agenda for the Annual Parish Council meeting on 15th May and the process to be followed being a new PC. Agenda published on website, Facebook page and on noticeboards on 8th May.

Back Lane Boat – Information to publicise the public consultation was sent to all councillors, posted on the PC website and PC Facebook page. The purpose to encourage members of the public to support the TRO and comment accordingly.



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Annual Governance and Accounting Return (AGAR) - Due to the April meeting having to be cancelled the date of the Internal Audit (3rd June) and the instructions from PFK Littlejohn were sent out by email to councillors on 25th April.

Annual Parish Meeting – advice sought from SNC and NPTS regarding the issuing of the agenda for the APM. Invitations were sent out by The Clerk to organisations with links to the village on 30/04/19.

Minutes of the March PC Meeting – these were circulated to councillors in attendance at the March meeting of the previous Parish Council for review. No comments were received with the seven days given so these were approved and signed by the Chair of that meeting (Rita Land). This is to be noted at the meeting of the new PC in May.

Policy Review – the Clerk has undertaken a review of the Standing Orders, Financial Regulations, General Data Protection Policy and Code of Conduct in preparation for the inaugural meeting of the new TPC.

SAM2 Equipment – The Clerk has overseen the taking down of the SAM machine and arranged its handover to BSPC. The speed data has been downloaded and analysed, this will be circulated to councillors in due course.

Asset Register – the Clerk has reviewed the Asset Register identifying property transferring to the new TPC

Risk Assessment – the Clerk has undertaken a risk assessment of the PC, identifying controls in place and mitigation of risks.

Footpaths – the Clerk has reported a broken footpath sign in The Street and also asked for details of when the annual cut is due to take place and which paths are covered by that.

Fly-tipping – An incident of fly-tipped glass in the ditch adjacent to Gissing Road was identified by a councillor and reported to SNC by the Clerk with an urgent clean-up requested. Clearance confirmed on 09/05/19

Damaged Road Sign – A broken road sign on The Street by Willow Farm was reported to the Clerk by a parishioner on 04/05/19, the Clerk reported this to NCC Highways. Awaiting action.

Items on Agenda for May 15th needing further explanation

Item 1. As a new PC the meeting will be opened by a member of SNC or The Clerk, they will oversee the first item on the agenda, which is to appoint a Chair, once the Chair has signed the declaration of acceptance of office they will take over chairing the rest of the meeting.

Item 7. Minutes of March PC Meeting held by the old PC. The March minutes were circulated by the Clerk to all councillors of the old PC in attendance at the March meeting, giving them seven days to comment. As no matters were received the minutes were approved by Rita Lane (Chair of the



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March meeting). The new Council needs to receive these approved minutes and the process recorded in the minutes.

Items 4, 8, 9 and 10. As a new council the PC needs to formally adopt relevant policies.

Item 11. The agenda for the Annual Parish Meeting needs to be published seven clear working days before the meeting. The Clerk will publish it on 13th May, subject to ratification by the Chair of the PC on the 15th May.

Item 13. It has been observed that at other PCs the Clerk issues a written report prior to the PC meeting to identify actions taken from the minutes of the last meeting, other activities undertaken on behalf of the PC and items needing explanation on the agenda. This is then published on the PC website along with the agenda and minutes. The Clerk would like to adopt this approach as it may save time at PC meetings, plus it gives transparency on how the Clerk's time is spent.

Item 16. Due to the change in members of Council and the increased risk relating to loss of data from the website the Clerk feels it is prudent for Council to reconsider membership of NALC for 2019/20.

Item 18 & 19. Due to the new PC being formed Council needs to assign areas of responsibility to councillors as any previously in place do not automatically transfer.

Item 23. Decision whether to include the full transcripts of reports from Parish Organisations in Grapevine or whether to just have a summary of the meeting in Grapevine and put the reports on the PC website, with paper copies in the Post Office with the minutes for those who prefer a paper version. The PC has also been sent information about Open Farm Sunday and South Norfolk On Show to be included.

Item 24.1. Correspondence relating to Thwaites Oak Close and the village green. Previously councillors had indicated that no more could be done, so councillor wish this to be on the next agenda for further consideration?

Item 24.2. Do councillors wish the offer of assistance with the production of The Grapevine to be brought to a future meeting.

Item 25.5. The Clerk has taken advice from SNC and any remaining money from St Margaret and St Mary will transfer to the new PC. The Clerk has identified CIL spending for the SAM equipment and CCTV equipment from the St Margaret's fund in the CIL report for 2018/19 as this consisted of older monies. This was following discussion with SNC.

Item 26. The Clerk's annual appraisal and salary review was not undertaken before the end of the year, mainly due to purdah. As the new PC consists of largely the same councillors this can still be done, councillors need to decide who will do this and the timeframe as there are salary implications, with effect from 1st April 2019. The Clerk has received the annual cost of living pay increase (in line with the NALC pay scales) as this is a contractual entitlement.



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