



## TIVETSHALL PARISH COUNCIL

### Clerk's Report

### September 2020

#### Actions Arising from the Minutes of the July 2020 PC meeting

The items below relate to the actions and decisions made at the meeting of Tivetshall Parish Council on 8th July and activities between then and the September 2020 PC meeting.

**Item 4.1** – The approved minutes for the 10<sup>th</sup> June 2020 PC meeting were published on the PC website and the original was retained on file. Copies have also been left in the village Post Office.

**Item 6.1** – The clerk has requested a list from Saffron Housing regarding the maintenance of their homes in the village – To date no reply has been received.

**Item 9.3** – The Clerk was successful in obtaining £6,000 from SNC towards funding for the Neighbourhood Plan. A further bid for Locality funding has been submitted by the clerk this could be up to £10,000 obtained over 1-3 years depending on the time taken to complete the plan.

**Item 10** – The Clerk has received 6 requests from parishioners for the provision of allotments in the village, having made enquiries through NALC about the best way to proceed with these requests work exploring the terms of the lease on the playing field are now being undertaken by the clerk

**Item 12** – The Clerk has emailed Cllr Spratt asking if some of the parish partnership monies could be used to purchase village gates at the entrance to the village on Station Road and Rectory Road – Still awaiting response

**Item 13** – The CCTV camera has been re-aligned and the Clerk is now able to access the cameras through an app on her mobile phone

**Item 14** – The Clerk ensured that all cheque payments were made in a timely way

**Item 15** – Clerk responded to SNC offering sanitising stations to be sited around the village, unfortunately after responding to the request they were available for retail areas only, following enquiries with the local businesses these were declined.

#### Other Activities Undertaken

**Draft Minutes** – The draft minutes of the PC meeting which took place on 8<sup>th</sup> July were circulated to councillors for comment prior to being published online.

**July Salary** – The Clerk made arrangements for the payment of July salary and associated PAYE for both herself and the handyman.

**AGAR** – The Clerk submitted the Agar return and all associated paperwork to PKF Littlejohn. These documents all appear on the council website



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**Internal Auditor** – Clerk has received an email from Pauline James (internal auditor) advising that she is retiring and will no longer be able to audit the council accounts. Clerk replied wishing her well and thanking her for her help in the past

**Barclays Bank** – Clerk emailed instructions to councillors for them to contact Barclays Bank with a view to being able to make and authorise payments online on behalf of the parish council

**Playing Field** – The clerk has made the handyman aware of problems with the village hall main gates, handyman was able to find some timber and repair the gates and fencing

**Fly Tipping** – The clerk received a telephone call from Mr D Gill, more rubbish has been dumped on his land, this consisted of plastic, wood, glass and a mix of other rubbish, an attempt had been made to burn the rubbish, this was an extremely dangerous measure taking into account the dry and windy conditions in late July, this was reported by the clerk to SNC.

**Grass Cutting** – The clerk received the following email from Danny Crerar “We are due at Tivetshall tomorrow to cut the grass, please confirm how long you are wishing for us to leave the area on the green for the wild orchids” Clerk replied they should leave it until advised otherwise

**Planning Applications** – Clerk circulated 2 planning applications (2020/1457 & 2020/1480) to councillors for comment and responded to SNC Planning as requested by councillors

**Swainsthorpe Planning Application** – At the request of Councillors the clerk submitted an objection to this new proposed development citing the many problems it would bring to the local area and residents of Tivetshall

**Litter Pick** - The Big South Norfolk Litter Pick scheme has been rescheduled and will be running from 11<sup>th</sup> to 27<sup>th</sup> September.

**Training** – Having completed the new clerk training the clerk attended an introduction to SiLCA course and would now like to undertake the full SiLCA starting in September, money has been allocated in the training budget that would cover this and a bursary may be available.

**Preparation for the September PC meeting** –The Clerk prepared the agenda for September 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 website.