



TIVESHALL PARISH COUNCIL

Clerk's Report

July 2020

Actions Arising from the Minutes of the June 2020 PC meeting

The items below relate to the actions and decisions made at the meeting of Tivetshall Parish Council on 10th June and activities between then and the July 2020 PC meeting.

Item 3.1 – The approved minutes for the 13th May 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 5.2 – The clerk has undergone some of the basic training for new clerks provided by NALC this is delivered over 4 x zoom sessions, the first session completed on 3/7/2020 was most informative.

Item 5.7 – The Clerk delivered the laptop to Cllr Powell to enable him to download the data from the SAM machine.

Item 5.8 – the Clerk has asked the handyman to attend to the loose timbers and gates, currently awaiting an answer. The handyman reports the following; Made a start on freshening up the play equipment ahead of its opening this weekend. Given them all a good clean, also replaced the bird spikes on the baby swing, and given the bird poo covered seat a good clean. Cleaned the benches and tables. Had a walk round and completed a litter pick around the field. No weekly checks carried out so the hours worked in June are minimal, will continue to do work on the benches that need attention, and the notice boards, and once play equipment is in use I will start up my weekly checks again.

Item 7 – The Clerk is still in the process of writing two bids for funding towards the cost of producing a Neighbourhood Plan, has been in email and telephone contact with Rachel Leggett who will submit a project plan to enable the bids to progress. A definitive parish boundary together with a proposal letter will have to be agreed by councillors before an application to SNC can be made.

7.3 – Clerk has informed Rachel Leggett that there are approx. 12 people interested in forming a committee to progress the neighbourhood plan, 2 surveys completed by councillors have been forwarded to Rachel

Item 8 – The clerk has written to James Crerar asking him not to cut the hedgerow between March and July unless it's a matter of safety when leaving the village hall car park. Clerk has advised the concerned parishioner of this action.

Item 9 – The Clerk enquired and obtained 20 Emergency Plan capsules for distribution to the most vulnerable.

Item 13 – The Clerk ensured that all cheque payments were made in a timely way



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Other Activities Undertaken

Draft Minutes – The draft minutes of the PC meeting which took place on 10th June were circulated to councillors for comment prior to being published online.

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

Audit Delivery and Collection - The Clerk collected the audited accounts from the internal auditor Pauline James.

HMRC – The Clerk has been in contact with HMRC once again to advise of change of address following mail being forwarded by a previous chairman who was still the point of contact for HMRC

Barclays Bank – Barclays Bank have now confirmed that all requested changes have been made to the mandate, the Clerk is now a recognised signatory, the possibility of on-line banking has been raised once again, once again awaiting a call back.

Playing Field – The clerk has made signs to be displayed around the playing field and play equipment with reference to measures in respect of Covid 19, and will ask the handyman will ensure these are displayed. The Clerk has completed Risk Assessments on the re-opening of the play equipment and the use of the village hall for PC meetings whilst still under the restraints of Covid 19

Fly Tipping – The clerk received a telephone call from Mr D Gill re the caravan which had been dumped near to the entrance of one of his fields, Mr Gill kindly arranged for this to be disposed of by means of a skip at his own cost. The Clerk received a call from SNC who confirmed that the most recent case of fly tipping was indeed the result of a criminal act (burglary) the rubbish has now been removed.

Equipment – The Clerk is due to take possession of the filing cabinet from the previous clerk, this should be delivered by the handyman on 7/7/2020

Preparation for the July PC meeting –The Clerk prepared the agenda for July 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.