



## TIVETSHALL PARISH COUNCIL

### Clerk's Report

June 2020

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

The items below relate to the actions and decisions made at the meeting of Tivetshall Parish Council on 13th May and activities between then and the June 2020 PC meeting.

**Item 4.1** – The approved minutes for the 11<sup>th</sup> March 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 6.2** – The clerk has looked into the possibility of changing banks, due to the current lockdown and Covid 19 issues neither Lloyds or Unity Bank are taking on new community account customers at this time.

**Item 6.3** – The Clerk has written to Saffron housing highlighting issues with the property at 14 School Road and the on-going problems which the tenant is suffering.

**Item 9** – The Clerk is writing a bid for funding towards the cost of producing a Neighbourhood Plan. Clerk has also attended an on-line training session hosted by Rachel Leggett aimed at getting the Plan off the ground and moving forward. Enquiries have been made to SN Council for further funding by way of a grant.

**Item 10** – The clerk has up-dated the revised standing orders to incorporate video conferencing, these will be published on the website.

**Item 12.5** – The Clerk ensured all approved payments were made in a timely manner.

**Item 13** – Clerk took the Laptop Computer to Cllr Powell in order that he could look at the virus protection and ensure it was compliant with windows 10. Cllr Powell cleaned the computer and ensured that all requirements are being met at this time with no cost incurred.

#### Other Activities Undertaken

**Draft Minutes** – The draft minutes of the PC meeting which took place on 13<sup>th</sup> May were circulated to councillors for comment prior to being published online.

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

**Audit Delivery and Collection** - The Clerk delivered the accounts to the internal auditor Pauline James, answered queries from her and sought the help and advice from PFK Littlejohn on completing the Annual return.

**HMRC** – The Clerk has been in contact with HMRC 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** – The clerk has been in constant communication with Barclays re the mandate to remove and add signatories, raised the possibility of on-line banking with them and is awaiting a call back.

Rosie Riches – Clerk



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**Alternative Banks** – The clerk has made enquiries about the possibility of transferring to an alternative bank, at this time, during lockdown no new society accounts are being opened. Clerk will investigate this option again in the near future.

**Playing Field** – The clerk attended the playing field together with the chairman to investigate possible problems with the “Monkey Bars”

**Fly Tipping** – The clerk responded to a call from the Chairman re fly tipping on a byway between Lodge Road and Frith Way, Tivetshall St Margaret, this was reported to the Police who advised not their responsibility, Clerk contacted SNC to report the incident. The following day Clerk received a call from investigator at SNC who had located the fly tipping, was onsite and would report back to SNC.

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