



TIVESHALL PARISH COUNCIL

Clerk's Report

February 2021

Actions Arising from the Minutes of the 13th January 2021 PC meeting

The items below relate to the actions and decisions made at the meeting of Tivetshall Parish Council on 13th January and activities between then and the February 2021 PC meeting.

Item 3.1 – The approved minutes for the 13th Jan 2021 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 4 – The clerk has completed the request to Martin Wilby applying for £300.00 from his budget to help in upgrading the kitchen facilities in the village hall.

Item 4.3 – The clerk attended the playing field and removed the broken tape barrier from around the small children's play area now the water has subsided, the Handyman has been informed of this by the clerk.

Item 10 – The clerk has amended the financial regulations with the addition of 4.10 regarding monies earmarked for the Neighbourhood Plan (4.10 The Neighbourhood Plan group is administered by the Parish Council, monies given by way of grants for the purpose of generating a Neighbourhood Plan are held by the Parish Council in its own bank account. The Neighbourhood Plan steering group makes its own decisions on how the monies are spent, these in turn are approved by councillors at a Parish Council meeting prior to payment being made) for ratification at the February meeting.

Item 12 – The clerk has written to 14 landowners regarding the importance of keeping ditches and gullies free from all debris to allow water to drain away. This was highlighted as a problem during the recent heavy rain and flooding.

Other Activities Undertaken

Draft Minutes – The draft minutes of the PC meeting which took place on 13th January were circulated to councillors for comment prior to being published online.

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

Chairman Resignation – The clerk has received the resignation with effect from close of the February PC meeting from Cllr Land (Chairman) this has been officially registered with South Norfolk Council and duly posted on their website, the PC website and notice boards around the villages.

Clerk Resignation – The clerk has resigned with effect from 28th February

Clerk Vacancy – The clerk has prepared an advert and advertised the vacancy for a clerk

Barclays Bank Mandate – The clerk has made provision for the chairman to be removed as signatory from 10th February 2021, and for herself to be removed from signatory and addressee as from 28th February 2021

Rosie Riches – Clerk



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Christmas Tree – The Clerk helped dismantle and arranged to have the tree removed from the green following 12th night

Preparation for the February 2021 PC meeting –The Clerk prepared the agenda for February 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 and posted on the notice boards.

Correspondence – The clerk has dealt with correspondence from parishioners regarding the Precept and speeding issues in the village. The total amount of emails received by the clerk since the January 2021 meeting is 263.