



TIVETSHALL PARISH COUNCIL

Clerk's Report

May 2020

Actions Arising from the Minutes of the March 2020 PC meeting

The items below relate to the actions and decisions made at the meeting of Tivetshall Parish Council on 15th March and activities between then and the May 2020 PC meeting. This report is split into two sections, Section One relates to activities undertaken by the Clerk in post until 31st March and Section Two relates to activities undertaken by the Clerk in post from 1st April 2020.

Section One

Item 4.1 – The Clerk published the approved minutes for the 12th February 2020 PC meeting on the PC website and the original was retained on file.

Item 9.2 – The Clerk sent photographs of the bee orchids on the Village Green for confirmation of whether these are protected or not. The Clerk liaised with the maintenance contractor to ensure the area where the bee orchids are growing was left uncut.

Item 10 – The Clerk sent an email to the Community Payback team coordinator expressing Council's interest in having a work team to undertake certain maintenance tasks in the parish.

Item 11 – The Clerk responded to SNC to recommend approval of retrospective planning application 2020/0387

Item 13 – The Clerk contacted the Chair of Friends of Tivetshall School to inform him that Council were unable to provide a councillor to become a trustee, but that Cllr Land would like to attend meetings as and when she could.

Item 14 - The Clerk attended the workshop provided by Rachel Leggett on 16th March and took notes of key actions and circulated key documents to councillors after the meeting.

Item 15 – The Clerk published the reviewed and approved Financial Regulations on the PC website.

Item 17 – The Clerk arranged with Cllr Alleguen-Porter to collect the Christmas tree decorations for storage at his house, as discussed with Cllr Land. The Clerk updated the Asset Register.

The Clerk arranged the transfer of the paper PC files, printer and laptop to the new Clerk, with collection taking place on the afternoon of 31st March. The Clerk prepared the form for the redirection of mail and gave this to the new Clerk as part of the handover.

Item 17.2 – The Clerk informed B&SPC that Cllr Powell would be dealing with the SAM machine in future and provided his contact details. It was communicated that due to travel and social distancing restrictions due to the Covid19 pandemic that Council may decide that B&SPC retain the SAM machine until the restrictions are eased. The Clerk informed the volunteer of this change.



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Item 19.4 – The Clerk ensured all approved payments were made in a timely manner.

Item 19.4.1 – The Clerk made adjustments to the salary of the Handyman to reflect hours not worked and instructed the payroll provider accordingly. The Clerk's salary cheque was raised, signatures obtained and payments made.

Item 20 – The Clerk prepared and produced the Statement of Particulars for the new Clerk, Rosie Riches and provided her details to the payroll provider.

Other Activities Undertaken

Draft Minutes – the draft minutes of the PC meeting which took place on 11th March were circulated to councillors for comment prior to being published online on xx/03/2020, paper copies were placed in the Post Office.

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

Coronavirus Response – The Clerk assisted Cllrs Land and Read by posting messages offering assistance and asking for volunteers to help on the PC Facebook Page and Website. The Clerk compiled a spreadsheet to capture the details of volunteers and those needing assistance. The Clerk informed the Communities Team at SNC of what TPC was putting in place to assist parishioners and enquired if any funding was available to pay volunteers mileage expenses towards fuel.

Coronavirus Related Activities – The Clerk obtained confirmation from the Communities Team that maintenance contractors could continue to undertake grass cutting provided Government Guidelines were observed, including social distancing.

The Clerk displayed notices at the Playing Field on 26/03/2020 to indicate that the play equipment was out of use, taping off play equipment where possible, as advised by SNC.

Neighbourhood Plan – The Clerk informed SNC of TPC in process of developing a Neighbourhood Plan and submit the designated area covered by the NP is due course.

Section 2

The in-coming Clerk collected all of the paperwork from out-going Clerk, just prior to lockdown, there has been no official handover.

Coronavirus Related Activities – The Clerk was successful in bidding for £1,000.00 grant towards help with the Volunteers in the village, this money can be used for a variety of expenses incurred such as PPE, Mileage incurred by volunteers either shopping or collecting medication and anything else considered to be related to the well-being of the residents during the coronavirus outbreak. The Clerk was successful in gaining help towards the cost of eradicating 2 swarms of bees from a vulnerable householder in the village with 2 small children, SN Help-Hub liaised with the Lions Group who were happy to pick up the cost. The Clerk printed off Mileage claims for volunteers and delivered them to the Chairman. The Clerk was able to purchase hand

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Sanitiser suitable in the combat of Covid 19 and Face Masks, these were delivered to the Chairman for distribution.

Neighbourhood Plan – The Clerk telephoned Rachel Leggett and discussed with her at length the way forward to instigating a Neighbourhood Plan, emails agreeing to this were forwarded to Rachel confirming the wishes of Tivetshall parish Council. The Clerk has registered an interest in applying for a grant towards the cost of this. It has to be said this is going to involve a lot of time and input by the Parish Council.

Salary and PAYE – The Clerk made arrangements for the payment of March/April salary and associated PAYE, delivered a cheque to the chairman for signing in order to pay the PAYE. May salary is now due; clerk is making arrangements for this. No Handyman salary is due for the month of April.

Standing Orders – The Clerk added the addendum to Standing Orders authorising video conferencing for meetings.

Parish Meeting - Orders have now been received negating the need for a Parish Meeting this year 2020, it is hoped to be able to hold one in 2021 along with all other councils in the land.

Planning Application – The Clerk sent details of a recent application to councillors and forwarded their response of no comment to SNC

Speed Awareness Machine – The Clerk has liaised with 2 councillors to re-instate the SAM in Tivetshall.

Video Conferencing – The Clerk made arrangements for a Zoom meeting, it has since been decided to hold actual meetings in person abiding by guidelines relating to PPE and social distancing in the Village Hall