



## TIVETSHALL PARISH COUNCIL

### Clerk's Report

October 2020

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

The items below relate to the actions and decisions made at the meeting of Tivetshall Parish Council on 9th September and activities between then and the October 2020 PC meeting.

**Item 3.1** – The approved minutes for the 8<sup>th</sup> Jul 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** – The clerk has requested an update from Bob West on the village gates, using parish partnership monies to pay for 50% of the cost, these are still available and can be actioned on the return of an agreement and cheque to cover the remaining balance of £3,699.74.

**Item 5.4** – The Clerk is trying to ascertain who is responsible for the upkeep of the car park.

**Item 8** – The Clerk has been successful in obtaining a locality grant for the sum of £6,462.00 this is to be used towards the Neighbourhood plan prior to 01/04/2021 The total in grant funding obtained for this project by the clerk to date is £12,462.00

**Item 9** – The Clerk is still trying to ascertain what the next step should be re the allotments

**Item 13.9** - The Clerk has written to the school about the possibility of the children designing a mask with no reply to date

**Item 14** – The Clerk has obtained signage reminding the public that dogs are not permitted on the playing field

**Item 16** – The Clerk ensured that all cheque payments were made in a timely way

**Item 17** – The Clerk has made enquiries about the Wreaths and Christmas Tree

#### Other Activities Undertaken

**Draft Minutes** – The draft minutes of the PC meeting which took place on 9<sup>th</sup> September were circulated to councillors for comment prior to being published online.

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

**AGAR** – The Clerk has answered request for explanation on 2 points from PKF Littlejohn re the Agar return.

**Mini Re-cycling point funding** – The Clerk has completed and returned the funding form to SNC applying for £200.00 for TPC

**Clerks Bursary** – Clerk has applied for £200.00 bursary towards the CiLCA qualification.

Rosie Riches – Clerk



## TIVETSHALL PARISH COUNCIL

**Grass Cutting** – The clerk confirmed with Danny Crerar that he is now able to cut the area on the green where the wild orchids grow

**Grass Cutting on the playing Field** – Clerk spoke to Barry at Excite Solutions following a report that the mower was stuck in a wet patch on the playing field, the mower was pulled out and the area made good by Barry and his team with topsoil and grass seed.

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