



TIVESHALL PARISH COUNCIL

Clerk's Report

January 2021

Actions Arising from the Minutes of the 14th November 2020 PC meeting

The items below relate to the actions and decisions made at the meeting of Tivetshall Parish Council on 14th November and activities between then and the January 2021 PC meeting.

Item 3.1 – The approved minutes for the 11th Oct 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 9 – The clerk has attended a zoom meeting with members of the Neighbourhood Plan hosted by Rachel Leggett in order to agree the finances

Item 10 – Allotments - The Clerk has written to the 2 landowners as agreed at the last meeting and to date has not received any response. Following further discussions with NALC if no suitable sites are forthcoming at this time the only option left is to wait until it is known what term of lease can be expected on the playing field which is due for renewal in 2022

Item 12 – Clerk has made enquiries to Saffron Housings about their contractual obligations to tenants, Cllrs Wilby and Spratt were copied in on this correspondence. No reply has been received to date

Item 14 – Litter pick posters have been created following a joint effort by councillors

Item 16 – The Clerk has forwarded information to councillors asking them to sign up for online banking which will greatly aid in a more efficient payment system negating the use of so many cheques

Item 17 – The Clerk has updated the Financial Regulations for ratification at the January meeting

Other Activities Undertaken

Draft Minutes – The draft minutes of the PC meeting which took place on 11th November were circulated to councillors for comment prior to being published online.

Draft Budget – The Clerk has prepared the Draft budget for agreement at the January meeting

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

Terms of Reference for the Neighbourhood Plan – The Clerk has prepared these for agreement at the January meeting

Missing Manhole Cover on the A140 – The Clerk reported this as most urgent as soon as she was made aware of the problem

Christmas Tree – The Clerk arranged to have the tree delivered during the last week of November and arranged removal from the green following 12th night

Rosie Riches – Clerk



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Flooding – The Clerk was contacted by many parishioners regarding flooding in many areas of the village, 5 incidents were reported to SNC and Highways by the clerk. Following a request from a resident on the border of Gt Moulton and Tivetshall the clerk obtained permission from a landowner in order that a culvert could be dug out allowing water to drain away thus avoiding further flooding

Preparation for the January 2021 PC meeting –The Clerk prepared the agenda for January 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.