

Tivetshall Parish Council

## Clerks Report

Rather than send out a raft of emails I thought that an update of the emails I have received and dealt with is easier but should you wish to change this I will understand.

Since taking over from Julie on Monday Lunchtime it has been a bit of a whirlwind but I am getting there and have done the following regards emails dealt with plus things from Julie to undertake.

Long chat with Rob who I am meeting on Saturday at the village hall around 11.30am and anyone is welcome to attend

Meeting with Gareth on Monday 17<sup>th</sup> at 4pm to get a handle on the maintenance role and current jobs that Gareth is undertaking.

Phone chat with Rachel Leggett regarding the neighbourhood plan and look forward to meeting you all at the craft fair next Saturday as well as Rachel.

## Handover

Met Julie for a while to do handover and get information from Julie to enable me to get started asap and undertake the tasks needed straight away

## Mail

Sent cheque to open Unity Trust account

Sent cheque for Insurance to be paid.

Letter regarding our high voltage pylon and the possibility of claiming some monies

Letter reference Rita land coming off the bank account which was passed to Alyson to get signed and has been returned to Barclays

## Emails

Highways enquiry ENQ 900183997 has been logged with Highways regarding potholes on Rectory Road and is programmed in the system to be done asap.

Email to Michelle Steward to fill in new starter form and sent back today 14/5/21 filled in

BHIB insurance is set up and cheque sent off today plus will email Rob with Liability certificate for website today

Many emails regarding the Neighbourhood Plan received and acknowledged although I see most of them go to you all in the steering group. Also spoken with Rachel and made contact plus sent back the contact form Locality needed doing.

Unity Trust bank account is now open but I have received nothing with details on so it may have gone to Julie and I will contact her.

Email from Frana Danck thanking the council for the donation.

Planning Applications 2021/1034 and 2021/1090 for you all to look at before the next meeting for discussion and decision all details sent to all councillor's

Started looking to get all the policies we need in place for our governance and sent to you all for agreement at the next meeting on block in July

Catching up with Julies handover notes to be up to speed as quickly as possible.

Send Julie Register of interest form for completion today and this has now been submitted to SNDC

Update Agenda for next meeting

Contacted Elections on the possibility of co-opting 2 new councillors at our July meeting which has been confirmed we can Sandra I'Anson and David Parsons

We have a new County engineer to replace Bob West and his name is Adam Mayo

Litter Pick added to the Keep Britain Tidy campaign and Council registered

Registered for PGSA application and awaiting final details for submitting to Rachel. This has now been done and submitted to Rachel

Finally, attended Craft Fair to talk to prospective candidates for becoming new councillors and also attended the Tea Junction as Clerk for people to chat with me which was very useful.

Gareth's report

This May was just my normal inspections of the play equipment, I also replaced the bird spikes on the swings, and organised and started the repairs to the barked area. I am planning to finish the barked area this week and I will then turn my attention to the list I compiled starting with the benches/ picnic tables and replacing the life ring post at the pond.