

Clerks Report September 2020

The Community Centre is now open for booked classes and Sue the cleaner has returned from furlough on a 50% basis, a full risk assessment has been completed and the correct signage and procedures in the hall is in place. There is also a one system in place with entry through the main doors and exit via the fire doors in the main hall. Sue is thoroughly cleaning between each booking and therefore entry to the hall is not being allowed unless the Clerk and Assistant are aware. Therefore, after checking our records and liaising with the Parish Assistant I was concerned that the key control to the Community centre was not to the desired levels. There was no register of whom had keys and could gain unauthorised entry into the Centre. I can confirm the locks have now been changed and a full key register has been created. The only individuals who will hold keys going forward are the employees, Chair and Vice-Chair. All hall users will gain entry by using the key pad and this code will now be changed on a very regular basis. There is no reason why anyone else needs to gain entry to hall but if entry is required the request would need to be made to the Clerk. I can also confirm the CCTV has been reset and is fully operational. Both of these improvements will ensure we can keep the hall and surrounding area as safe as possible and also meet our insurance conditions as well as current Government requirements.

Following the co-option of Frank Stopp to the Council all required paperwork has been completed and duly sent to Breckland- I have received confirmation from them that they have updated their records accordingly.

As agreed at the last meeting the Clerk has sent letters of thanks to Iain Dalglish and Kurt at the White Hart for their support with NESS, both have replied and acknowledged the letters of thanks. A thank you letter has also been sent to Phil Hayton to thank him for his time as Councillor and to Highways for their help in resolving the lighting issues on the A47. The Parish Council has received a thank you from Ray Pearce in response to the donation of £2,500 that was agreed at the last meeting to support the funding for the Judicial Review.

There have been a number of requests from residents in the last couple of weeks to the Parish Council to assist with various matters. The Clerk has taken these forward on behalf of the Council. These have included a request to Breckland Enforcement team to investigate the development site at the old school under Section 215 of the Town and Country Planning Act, noting the field has become very overgrown and reports of vermin being seen there. This is currently with the Enforcement Team. Highways have been contacted to request them to clear the debris that has formed on St Andrews Lane at the junction with Ketts Hill, this has been scheduled into their works. Highways have also been informed of a damaged kerb in Brackenwoods, and this is scheduled to be repaired. A report of blocked drains at the bus stop on the A47 was made and Highways England have confirmed they have visited and repaired two drains in this location. Finally, a report of a light out on Heron Way was reported and has now been fixed.

NALC have confirmed the National Joint Council for Local Government (NJC) have now agreed the new pay scales for 2020-21 noting these to be implemented from 1st April 2020. They have also confirmed an increase in annual leave allowance from the existing 21 days to 22 days per year for all employees with less than 5 years services. The new Spinal Column Points rates have been published confirming the 2.75% increase in all scales and the salaries plus backdated amounts have been calculated and are to be paid in September's monthly payment.

The caretaker has been joined by some volunteers helping with litter picking in the village and this has been really helpful. We are still seeing a large amount of litter in the village and one resident has informed me that they have contacted the Co-Op Head Office regarding the litter, and in particular their disposable gloves used at the petrol pumps. I have also contacted Costa Coffee again as they are not emptying their outside bins and the litter is being blown down into Necton.

PKF Littlejohn have now completed our external audit and I am pleased to confirm there are no findings and they have no concerns regarding us meeting our legislative or regulatory commitments. A statement confirming the conclusion of the audit and right of inspection will be published on the noticeboard and also on the website.