

CLERK'S REPORT – 30/11/2022

Agenda Item	Action Required	By Whom	Progress	Date Closed
22/9 (a)	Discuss replacing village hall furniture next budget meeting	Clerk		
22/31 (a)	Contact PPL PRS to see if we are due a refund	Clerk	Awaiting response from PPL PRS (chased 18/11/2022)	
22/86	Find information for residents interested in starting up Speed Watch team again	Clerk		
22/88 (c)	Obtain up to date valuation for the Village Hall	Clerk		
22/88 (f)	Change Council bank accounts from Barclays to Unity Trust	Clerk	In progress	
22/89 (e)	Comment on proposed East Anglia GREEN Project by 5th Dec	Clerk/ Cllr Sudbery		
22/90 (d)	Forward photos of collision on A134/Boxted Road junction to Cllr Barber	Cllr Arnold		
22/91 (e)	Obtain update on Village Hall guttering	Clerk		
22/92 (c)	Notify school that the Council will be replacing the notice board and research possible grants and locality budgets	Clerk		
F22/24	Advertise that grant applications are being accepted on Facebook and website	Clerk	Complete	01/11/2022
22/77 (a)	Research costs to upgrade noticeboard outside school	Clerk	Complete	02/11/2022
n/a	Create log records for key holders, emergency lights and fire alarm system at the Village Hall	Clerk	Complete	04/11/2022
n/a	Respond to requests for Grant Application forms	Clerk	Complete	Various
n/a	Research costs to replace First Aid items at Village Hall	Clerk	Complete	04/11/2022
n/a	Obtain quotes for fire alarm system maintenance	Clerk	Complete	07/11/2022
F22/23	Research changing bank account to Unity Trust	Clerk	Complete	07/11/2022
22/77 (a)	Place signs in Old Village Hall and Blackbrook Road notice boards stating they are no longer in use	Clerk	Complete	10/11/2022
n/a	Report regular dog fouling outside the primary school (seven separate occasions this month alone)	Clerk	Complete	Various
n/a	Complete forms to request copies of Electoral Register	Clerk	Complete	17/11/2022
22/47	Clerk to liaise with resident to see how the Parish Council and local community can help those in need during the cost of living crisis - Local groups that might be able to	Clerk	Complete	18/11/2022

	offer warm spaces have been emailed. Clerk has details of various help available from Colchester Borough Council in case residents contact the Council for help. Clerk will keep in touch with residents concerned, to see if anything additional can be done.			
22/86	Notify Cllr Barber that residents are concerned about the repairs to the Severalls Lane bridge	Clerk	Complete	21/11/2022
22/89 (a)	Comment on Planning Application 222668	Clerk	Complete	21/11/2022
22/90 (b)	Notify Cllr Barber of Highways situation on Old House Road	Clerk	Complete	21/11/2022
22/90 (d)	Notify Cllr Barber that condition of the footway on A134 between Coach Road and Ivy Lodge Road is worsening	Clerk	Complete	21/11/2022
22/74 (a)	Contact Colchester Borough Council to ask for a reduction in streetlight costs due to changing to LEDs	Clerk	Complete	23/11/2022
22/90 (a)	Send reminder invoice to property on A134	Clerk	Complete	23/11/2022
22/91 (c)	Accept quote for fire alarm and emergency lighting maintenance contract from TT&SS	Clerk	Complete	23/11/2022
22/88 (d)	Update Finance Committee Terms of Reference	Clerk	Complete	23/11/2022
22/91 (d)	Purchase First Aid Kit for Village Hall	Clerk	Complete	23/11/2022
22/91 (e)	Chase Electrical Testing for a quote for lighting in the Village Hall car park	Clerk	Complete	23/11/2022
22/91 (b)	Increase hours for Village Hall Caretaker	Clerk	Complete	30/11/2022
n/a	Report details of potholes in the village to Cllr Barber	Clerk/ Warden	Complete	30/11/2022

Training courses attended:

3 November – Village Hall Course and Budget & Precept Course

8 November – Roles & Responsibilities Course

29 November – CiLCA Training

Meetings attended:

4 November – Caretaker at Village Hall

14 November – Parish Council Meeting