

# CLERK'S REPORT – January & February 2023

Agenda Item	Action Required	By Whom	Progress	Date Closed
22/88 (c)	Obtain up to date valuation for the Village Hall	Clerk		
22/91 (e)	Obtain update on Village Hall guttering	Clerk	One quote received, another being sought	
F22/22 (i) & (v)	Produce H&S Checklists for the Village Hall	Clerk		
F22/22 (iii)	Review the internal control systems once the Booking Manager has access to view the Council's current account	Council	In progress	
F22/22 (iv)	Update the Council's Risk Assessment and add sections for 'Loss of Key Staff' and Business Continuity'	Clerk	In progress	
F22/22 (vii)	Update the Asset Register	Clerk	In progress	
F22/23 (i)	Update the Council's Financial Regulations and Standing Orders for adoption by Full Council	Clerk	In progress	
22/124 (b)	Investigate setting up an agreement with UK Power Networks directly for an unmetered streetlight supply	Clerk		
22/124 (c)	Research putting up signs encouraging people to clean up after their dogs, to be designed by children at the school	Clerk		
n/a	Investigate School Lane water overflow issue	Cllr Arnold/ Cllr Barber		
n/a	Notify CCC of Cllr Taverner's resignation	Clerk	Complete	03/01/2023
n/a	Produce draft budget for Finance Committee discussions	Clerk	Complete	04/01/2023
n/a	Produce list of regular payments for the next financial year	Clerk	Complete	04/01/2023
n/a	Complete Third Quarter Accounts	Clerk	Complete	04/01/2023
n/a	Produce pieces to go in January edition of Village News	Clerk	Complete	04/01/2023
n/a	Report rotted direction sign at School Lane/A134 junction	Clerk	Complete	06/01/2023
	Contact RCCE requesting information on obligations for audits	Clerk	Complete	09/01/2023
22/9 (a)	Discuss replacing village hall furniture at next budget meeting	Clerk	Complete	09/01/2023
	Confirm new hire rates for Village Hall with Bookings Manager	Clerk	Complete	09/01/2023

n/a	Contact primary school regarding designing posters to encourage people to clean up after their dogs	Clerk	Complete	10/01/2023
n/a	Add planning applications to the council website	Clerk	Complete	10/01/2023
n/a	Update details with ICO	Clerk	Complete	10/01/2023
F22/39	Produce second draft of budget for Full Council approval	Clerk	Complete	10/01/2023
F22/40	Notify Bookings Manager of decisions made regarding hire rates	Clerk	Complete	10/01/2023
F22/41 (b)	Produce list of Village Hall projects and possible costs	Clerk	Complete	10/01/2023
n/a	Produce third draft of budget for Full Council approval	Clerk	Complete	11/01/2023
22/121 (a)	Comment on Planning Application 223126	Clerk	Complete	18/01/2023
22/121 (a)	Support Planning Application 223167	Clerk	Complete	18/01/2023
22/128	Update dates of next meetings on the website	Clerk	Complete	18/01/2023
22/120 (b)	Notify CCC of precept requirement	Clerk	Complete	19/01/2023
22/122	Notify the '20 is Plenty' local coordinator that Gt Horkesley will not be joining the campaign	Clerk	Complete	19/01/2023
22/123 (a)	Accept the quote from TTSS to carry out work on external lights at the Village Hall	Clerk	Complete	19/01/2023
22/123 (b)	Accept the quote from TTSS to carry out work on emergency lights at the Village Hall	Clerk	Complete	19/01/2023
22/123 (c)	Apply for a grant from the Jubilee Village Hall Fund	Clerk	Complete - we are not eligible to apply	19/01/2023
22/125	Update the Councillor Code of Conduct on the website	Clerk	Complete	19/01/2023
22/126	Pay £200 to FUNraisers to cover Village News printing costs	Clerk	Complete	23/01/2023
22/118	Chase Cllr Laws regarding roadsweeping in the village	Cllr Arnold	Complete	23/01/2023
n/a	Report flytipping on London Road	Clerk	Complete	24/01/2023
22/31 (a)	Contact PPL PRS to see if we are due a refund	Clerk	Complete - Received all invoices and credits and account is in credit	29/01/2023
n/a	Research nappy/sanitary bins for village hall	Clerk	Complete	09/02/2023
n/a	Research smoking stub box for outside of village hall	Clerk	Complete	09/02/2023
n/a	Update village hall cancellation policy	BM	Complete	10/02/2023
22/117	Identify possible projects for S106 funding from the Manor Development	Council	Manor Development application withdrawn	17/02/2023

n/a	Respond to Bloor Homes regarding development on Coach Road	Clerk	Complete	18/02/2023
n/a	Respond to resident regarding Blackbrook Road parking problems	Clerk	Complete	19/02/2023
n/a	Comment on Planning Application 223183 (Anglian Water pipeline)	Clerk	Complete	20/02/2023
n/a	Update Conditions of Hire for Village Hall One-Off Hirers	BM	Complete	20/02/2023
22/124 (a)	Order new notice board for outside the primary school	Clerk	Complete	23/02/2023
n/a	Contact Barclays to resolve banking issues	Clerk	Complete	28/02/2023
n/a	Respond to queries regarding councillor vacancies	Clerk	Complete	Various

**Training courses attended:**

24 January – CiLCA Training Session  
26 January – Elections Training Course  
28 February – Understanding Committees Course  
28 February – CiLCA Training Session

**Meetings attended:**

9 January – Finance Committee Meeting  
16 January – Parish Council Meeting  
3 February – Caretaker at Village Hall  
9 February – Parish Clerks Forum