

# CLERK'S REPORT – 30<sup>th</sup> April 2023

Agenda Item	Action Required	By Whom	Progress	Date Closed
22/88 (c)	Obtain up to date valuation for the Village Hall	Clerk/ Councillors	Two quotes received for £2,500 and £100.	
22/91 (e) 22/140 (f)	Obtain update on Village Hall guttering	Clerk	Caretaker has found items required to repair the guttering. Clerk has delegated authority to approve payment for items if under £400	
F22/22 (i) & (v)	Produce H&S Checklists for the Village Hall	Clerk		
22/124 (b) 22/141 (a)	Investigate setting up an agreement with UK Power Networks directly for an unmetered streetlight supply and update the list the County Council currently holds of Parish Council owned lights	Clerk/ Cllr Arnold	Have received an email from CCC regarding updating their street lighting assets and billing lists	
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		
22/139 (c)	Open a Public Sector Deposit Fund with CCLA and move the remaining balance from Barclays to it. Then close the Barclays account	Clerk	In progress	
22/140 (f)	Research costs for purchasing nappy and sanitary bins for Village Hall toilets	Caretaker/ Clerk		
22/142 (b)	Compile a list of outstanding highways issues in Great Horkesley to forward to Cllr Barber	Cllr Arnold		
22/153 (f)	Release grant funds to village organisations and notify them of the outcome of their applications	Clerk	Organisations have been emailed. Awaiting confirmation of bank details.	
22/154 (b) (c) (d) (e)	Update the approved council documents on the Council's website	Clerk	In progress	
22/156 (d)	Arrange for Mid Essex Electrical Ltd to carry out EICR inspection	Clerk	Awaiting response	
22/158 (a)	Notify Cllr Barber that the Council supports the idea of a SID and further investigations into traffic on Ivy Lodge Rd	Clerk		
22/163	Increase salaries and update employment contracts as necessary	Clerk	In progress	

n/a	Get quotes for insurance renewal	Clerk	Awaiting responses	
n/a	Obtain quotes for EICR inspection	Clerk	Complete	04/04/2023
n/a	Display notices of Persons Nominated for Elections	Clerk	Complete	05/04/2023
n/a	Report potholing/surface erosion on A134 near School Lne	Clerk	Complete	17/04/2023
n/a	Research costs of replacing bus shelters for Asset Register	Clerk	Complete	17/04/2023
n/a	Display notices of Uncontested Election	Clerk	Complete	17/04/2023
n/a	Complete Fourth Quarter Accounts	Clerk	Complete	17/04/2023
22/140 (c)	Set up a contract for the Village Hall broadband with Gigaclear, if there is no issues in doing so	Clerk	Not possible to move to fibre due to alarm system, so contract kept with PlusNet	18/04/2023
22/136	Dangerous driving on Ivy Lodge Road (as witnessed by Cllr Barber) to go on Agenda for April meeting	Clerk	Complete	24/04/2023
n/a	Close previous and start new tax year on HMRC, complete year end payroll duties and update payroll for new year	Clerk	Complete	26/04/2023
n/a	Create Annual Plan of Council Business for 2023-24	Clerk	Complete	26/04/2023
22/151	Respond to outline Planning Application 230625 (Manor development)	Clerk	Complete	26/04/2023
22/156 (c)	Renew membership with RCCE Village Halls	Clerk	Complete	26/04/2023
22/156 (b)	Contact RCCE for advice regarding Village Hall revaluation	Clerk	Complete	28/04/2023
22/157	Add planting a tree on the green and putting a bench by the village sign onto the agenda for next meeting	Clerk	Complete	28/04/2023
n/a	Query and adjust PPL/PRS licence for current year	Clerk	Complete	28/04/2023
n/a	Obtain quotes for CCTV upgrades	Clerk	Complete	28/04/2023

**Training courses attended:**

26 April – Council Award Webinar

**Meetings attended:**

21 April – Finance Committee Meeting

24 April – Parish Council Meeting

**Working Hours:**

Booked holiday – 4 days

Overtime – 12 hours