

## CLERK'S REPORT – May 2023

Agenda Item	Action Required	By Whom	Progress	Date Closed
22/91 (e) 22/140 (f)	Obtain update on Village Hall guttering	Clerk	Caretaker is looking into items 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 sent the list of streetlights we own and certificates of upgrades to CCC as requested. Awaiting further information.	
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	New CCLA account is open and funds transferred. Clerk now to close Barclays account.	
22/156 (d)	Arrange EICR inspection	Clerk	To await certificate	
23/009	Write/review Terms of Reference for standing committees	Clerk	In progress	
23/009	Draft Terms of Reference for a Planning & Highways committee	Clerk	In progress	
23/012 (e)	Pay the Chairman's £250 allowance	Clerk/ authorisers		
23/012 (h)	Instruct the installation of the new noticeboard outside the school	Clerk	Due to be installed 24/06/23	
23/015 (b)	Investigate whether planning consent needs to be obtained for a new bench to be placed next to the village sign	Clerk		
23/022	Make formal representation to Highways to put restrictions in place opposite bus stops on Malvern Way and Keelers Way	Clerk		
23/022	Instruct Village Warden to clear overgrowth at junction of Malvern Way and Coach Road	Clerk		

23/022	Remind Cllr Barber of the dangerous footpaths and potholes in Keelers Way	Clerk		
23/024	Consult to gather opinions on the sand pit and bring results to July meeting	Clerk/Cllr Banks		
V23/04	Research cost estimates for Village Hall works and finalise Village Hall three-year plan	Clerk		
22/163	Increase salaries and update employment contracts as necessary	Clerk	Complete	01/05/2023
n/a	Report antisocial behaviour on village green to police	Clerk	Complete	02/05/2023
22/158 (a)	Notify Cllr Barber that the Council supports the idea of a SID and further investigations into traffic on Ivy Lodge Road	Clerk	Complete	03/05/2023
22/153 (f)	Release grant funds to village organisations and notify them of the outcome of their applications	Clerk	Complete	05/05/2023
22/142 (b)	Compile a list of outstanding highways issues in Great Horkesley to forward to Cllr Barber	Cllr Arnold	Complete	09/05/2023
n/a	Get quotes for insurance renewal	Clerk	Complete	09/05/2023
23/011	Reinforce the Council's view on the pylons proposal to the Five Estuaries consultation	Clerk/Cllr Sudbery	Complete	12/05/2023
22/154 (b) (c) (d) (e)	Update the approved council documents on the Council's website	Clerk	Complete	16/05/2023
23/014 (b)	Forward planning application to councillors	Clerk	Complete	16/05/2023
23/003	Send Declarations of Acceptance of Office and Registers of Interest to Monitoring Officer	Clerk	Complete	18/05/2023
23/018	Notify Village Hall Bookings Manager of next meeting dates	Clerk	Complete	18/05/2023
22/140 (f)	Research costs for purchasing nappy and sanitary bins for Village Hall toilets	Caretaker/ Clerk	Complete	24/05/2023
23/012 (d)	Proceed with renewing the Council's insurance with Zurich for a period of three years	Clerk	Complete	30/05/2023
23/017 (b)	Pay the Clerk's overtime hours for April	Clerk/ authorisers	Complete	30/05/2023
22/88 (c)	Obtain up to date valuation for the Village Hall	Clerk/ Councillors	Complete	06/06/2023
23/012 (g)	Engage Norris & Fisher to provide an online building valuation for the Village Hall	Clerk	Complete	06/06/2023

**Training courses attended:**

**Meetings attended:**

9 May – Annual Parish Council Meeting

12 May – Village Hall Caretaker

24 May – Annual Parish Meeting

24 May – Extraordinary Parish Council Meeting

**Working Hours:**

Booked holiday – 0 days

Overtime – 7 hours