

CLERK'S REPORT – June 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		
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. Closing Barclays account is in progress.	
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	
V23/04	Research cost estimates for Village Hall works and finalise Village Hall three-year plan	Clerk	In progress	
23/033 (b)	Comment on Planning Application 223183 (Anglian water pipeline)	Clerk/Cllr Sudbery		
23/034	Forward report from meeting with Yr2 at BWW School to NPSG to incorporate in the Neighbourhood Plan and use for S106 discussions	Clerk/Cllr Arnold		
23/035 (a)	Advise Cllr Barber of previous propositions for Ivy Lodge Road roundabouts (additional signage)	Cllr Arnold		
23/036 (f)	Purchase new toilet brushes and air fresheners	Clerk		
23/036 (f)	Purchase replacement defibrillator pads and batteries	Clerk		
23/036 (g)	Removal of infested Village Hall hedge	Clerk		
n/a	Remind Cllr Barber of the School Lane water overflow issue	Clerk	Complete	09/05/2023
n/a	Book Cllr Banks onto training	Clerk	Complete	12/06/2023

22/156 (d)	Arrange EICR inspection	Clerk	Complete	15/06/2023
V23/05	Obtain quotes for servicing air exchange units at Village Hall	Clerk	Complete	16/06/2023
V23/05	Obtain quotes for fire extinguisher servicing	Clerk	Complete	16/06/2023
V23/06	Obtain quotes for upgrading intruder alarm system	Clerk	Complete	16/06/2023
V23/07	Obtain estimates for expenditure on Village Hall items	Clerk	Complete	16/06/2023
n/a	Report overgrown footpath through field leading to Old House Rd	Clerk	Complete	20/06/2023
23/032 (b)	Ask VHBM to provide further details to authorisers when entering retainer refunds onto the system	Clerk	Complete	22/06/2023
23/031	Display period for the exercise of public rights	Clerk	Complete	24/06/2023
23/012 (h)	Instruct the installation of the new noticeboard outside the school	Clerk	Complete	24/06/2023
23/033 (b)	Comment on Planning Application 231292 (2 Barnfield Road)	Clerk	Complete	25/06/2023
23/036 (f)	Book PAT testing to be completed	Clerk	Complete	26/06/2023
23/034	Visit BWW school to speak with Yr2 regarding their letter	Cllr Arnold	Complete	26/06/2023
23/012 (e)	Pay the Chairman's £250 allowance	Clerk/ authorisers	Complete	27/06/2023
23/033 (g)	Comment on the North Falls Consultation (pylons proposal)	Clerk	Complete	27/06/2023
23/031	Send all required documents to PKF Littlejohn for the external audit	Clerk	Complete	28/06/2023
23/030	Notify Bloor Homes that GHPC does not see reason to meet at the current time	Cllr Arnold	Complete	29/06/2023
23/036 (g)	Check whether removal of hedge is covered by insurance	Clerk	Complete - not covered	29/06/2023
23/038 (b)	Pay overtime hours for May	Clerk	Complete	30/06/2023
23/022	Instruct Village Warden to clear overgrowth at junction of Malvern Way and Coach Road	Clerk	Complete	30/06/2023
23/036 (b)	Ask other companies to quote for air exchange unit servicing	Clerk	Complete	30/06/2023
23/022	Make formal representation to Highways to put restrictions in place opposite bus stops on Malvern Way and Keelers Way	Clerk	Complete	03/07/2023

23/022	Remind Cllr Barber of the dangerous footpaths and potholes in Keelers Way	Clerk	Complete	03/07/2023
23/033 (h)	Advise Mr Ransome of the Council's thoughts regarding the list of Development Principles	Clerk	Complete	03/07/2023
23/035 (b)	Forward Chairman's response to Cllr Barber regarding A134 footpath to all Councillors	Clerk	Complete	03/07/2023
23/037 (b)	Forward details of training (inc planning) to all Councillors	Clerk	Complete	03/07/2023
23/015 (b)	Investigate whether planning consent needs to be obtained for a new bench to be placed next to the village sign	Clerk	Complete	04/07/2023
23/036 (e)	Engage TTSS to upgrade the alarm system and CCTV system	Clerk	Complete - booked for 03/08/2023	04/07/2023
23/024	Consult to gather opinions on the sand pit and bring results to July meeting	Clerk/Cllr Banks	Complete	06/07/2023
23/036 (c)	Book fire extinguisher servicing	Clerk	Complete - Due 17th July	06/07/2023
23/036 (f)	Book deep clean of Village Hall	Clerk	Complete - Booked for 30/08/2023	06/07/2023
23/036 (f)	Work with VHBM & Caretaker to start redecoration of Village Hall	Clerk	Complete - Due to take place Oct half term	06/07/2023
23/040	Send list of council meeting dates to all Councillors	Clerk	Complete	07/07/2023

Training courses attended:

Meetings attended:

6 June – Village Hall Committee Meeting
7 June – Meeting with ADP Ltd regarding planning
12 June – Internal Audit
16 June – Caretaker (Village Hall)
21 June – Full Council Meeting

Working Hours:

Booked holiday – 0 days
Overtime – 14 hours