

CLERK'S REPORT – July & August 2023

Agenda Item	Action Required	By Whom	Progress	Date Closed
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 (update 8th August it is still being looked at)	
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. Closure form for Barclays sent, awaiting confirmation of closure	
23/009	Write/review Terms of Reference for standing committees	Clerk		
23/009	Draft Terms of Reference for a Planning & Highways committee	Clerk		
V23/04	Research cost estimates for Village Hall works and finalise Village Hall three-year plan	Clerk	In progress	
23/034	Forward report from meeting with Yr2 at BWW School to NPSG/Open Spaces Working Group 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 (g)	Removal of infested Village Hall hedge	Clerk	Quotes received	
23/046	Clerk to send co-option questionnaire to member of the public that has expressed interest in joining the Council	Clerk	Questionnaire sent. Awaiting return to forward to Councillors.	
23/049 (d)	Update Terms of Reference for the Finance Committee	Clerk		
23/049 (d)	Make virements and transfer monies from reserves to cover overspends	Clerk		
23/049 (d)	Add amendment to Clerk's contract regarding working hours	Clerk		
23/052 (b)	Liaise with ECC regarding new bus shelter at North end of village	Clerk		
23/053 (a)	Find out specific details regarding quotes for servicing air exchange units at the Village Hall and accept Air Options or Essex Mech Serv	Clerk		

23/054 (b)	Book Councillors onto Introduction to Planning training course	Clerk		
23/054 (e)	Update list of Councillor Responsibilities	Clerk		
n/a	CCTV signs for Village Hall	Clerk		
n/a	Research broadband contract possibilities	Clerk		
n/a	VAT Return for previous accounting year completed	Clerk		
F22/22 (i) & (v)	Produce H&S Checklists for the Village Hall	Clerk	Complete - completed earlier in the year prior to internal audit (missed checking it off this report)	01/05/2023
23/049 (e)	Renew GHPC's membership with RCCE	Clerk	Complete	20/07/2023
23/050 (e)	Forward Planning Application that came in just before the last meeting to all Councillors	Clerk	Complete	20/07/2023
n/a	Send co-option questionnaire to resident as requested	Clerk	Complete	20/07/2023
n/a	Ask Village Warden to cut back hedge to improve visibility at Ivy Lodge Road roundabout, cut back hedge overhanging the pavement along the school, remove laburnhams in privet hedge and clear up particular sections of A134	Clerk	Complete	21/07/2023
23/048	Send GHPC's response to Planning Application 230625 (Manor Land Development) to the Planning Authority	Clerk	Complete	21/07/2023
23/050 (f)	Respond to the National Grid Consultation (pylons)	Clerk	Complete	21/07/2023
23/051 (a)	Notify CCC of GHPC's decision regarding sandpit on village green	Clerk	Complete	03/08/2023
n/a	Book Cllr Tempest onto New Councillor Training	Clerk	Complete	09/08/2023
n/a	Report overgrown public footpaths near All Saint's Church	Clerk	Complete	09/08/2023
23/051 (c)	Form an Open Spaces & Facilities Working Group and arrange a first meeting	Clerk	Complete	10/08/2023
n/a	Check defibrillator at Village Hall with First Responder	Clerk	Complete - Discovered the defib was one that was recalled due to a fault. It has now been sent back to the manufacturer, fixed and since returned	14/08/2023
n/a	Green Lane flooding reported by resident - notify/ask advice from Cllr Barber, Anglian Water, Environment Agency	Clerk	Complete	23/08/2023
23/052 (a)	Meet ECC Member for Highways concerning A134 between Gt Horkesley and Chesterwell	Cllr Arnold	Complete - Letter sent and response received	26/08/2023

n/a	Complete Notice of Conclusion of Audit	Clerk	Complete	26/08/2023
23/055 (b)	Pay Clerk 14 hours overtime for June 2023	Clerk	Complete	30/08/2023
n/a	Reported pot holes on The Causeway	Clerk	Complete	04/09/2023
n/a	Reported dying tree on verge on Coach Road near Holmwood Hse	Clerk	Complete	04/09/2023
22/91 (e) 22/140 (f)	Obtain update on Village Hall guttering	Clerk	Complete - Caretaker is finishing fixing the guttering	05/09/2023
n/a	Add overgrowing hedge The Crescent and other green areas on Keelers Way to Village Warden list	Clerk	Complete	05/09/2023
23/033 (b)	Comment on Planning Application 223183 (Anglian water pipeline)	Clerk/Cllr Sudbery	Complete	06/09/2023
23/036 (f)	Purchase new toilet brushes and air fresheners	Clerk	Complete	06/09/2023
23/036 (f)	Purchase replacement defibrillator pads and batteries	Clerk	Complete	06/09/2023
22/124 (c)	Research putting up signs encouraging people to clean up after their dogs, to be designed by children at the school	Clerk	Complete	06/09/2023
23/043	Advise CCC of changes to membership at GHPC (one resigned, one co-opted)	Clerk	Complete	06/09/2023

Training courses attended:

None

Meetings attended:

12th July – Chairman

14th July – Finance Committee Meeting

18th July – Full Council Meeting

9th August – Caretaker (Village Hall)

14th August – First responder/defibrillator check (Village Hall)