

## 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 06/10/23 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. Chased 22/09/2023.	
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	Next VH Committee meeting 1st November when this will be discussed	
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		
23/052 (b)	Liaise with ECC regarding new bus shelter at North end of village, to be wooden and see through to match the one opposite	Clerk		
n/a	CCTV signs for Village Hall	Clerk		
23/066 (a)	Contact the school to ask if the school council could get together some ideas of what children across the school would like to see in the village	Clerk	School has been contacted. Awaiting ideas.	
23/066 (d)	Have the school's designs regarding dogs' mess made into signs to display around the village, particularly near to the school	Clerk	School has been contacted. Awaiting designs.	
23/067 (a)	Attempt to have the speed limit reduced on the A134 between Gt Horkesley and Chesterwell to make the route safer for schoolchildren attending the new Trinity School	Cllr Arnold/ Clerk		
23/067 (b)	Confirm responsibility for the streetlight on Ramparts Close	Clerk	In progress.	

23/068 (c)	Move defibrillator to an external position at the Village Hall	Clerk	Quotes to be agreed.	
23/069 (a)	Write to Mr Williams to formally thank him for his contribution to the Council and the village of Gt Horkesley	Cllr Arnold/ Clerk		
23/046	Clerk to send co-option questionnaire to member of the public that has expressed interest in joining the Council	Clerk	Complete	20/07/2023
23/036 (g)	Removal of infested Village Hall hedge	Clerk	Quotes received. Now item 23/068 (b)	19/09/2023
23/065 (a)	Comment on planning application 231898	Clerk	Complete	20/09/2023
23/066 (a)	Book Village Hall for Open Spaces & Facilities open consultation	Clerk	Complete - 4th November 9am to 11.30am	20/09/2023
23/064 (d)	Pay for the Adobe licence and transfer monies from general reserves to cover the cost	Clerk	Complete	22/09/2023
n/a	Report potholes on Keelers Way/Malvern Way	Clerk	Complete	25/09/2023
23/067 (c)	Report to Cllr Barber the drains on Keelers Way need clearing and remind that the A134 flooding under the A12 bridge gets dangerous again as we are reaching colder weather	Clerk	Complete	25/09/2023
23/049 (d)	Update Terms of Reference for the Finance Committee	Clerk	Complete	25/09/2023
23/049 (d)	Add amendment to Clerk's contract regarding working hours	Clerk	Complete	25/09/2023
n/a	Report pothole on School Lane/London Road	Clerk	Complete	25/09/2023
23/067 (c)	Report the flooding on A134 under the bridge	Clerk	Complete	26/09/2023
23/054 (e)	Update list of Councillor Responsibilities	Clerk	Complete	27/09/2023
23/054 (b)	Book Councillors onto Introduction to Planning training course	Clerk	Complete	27/09/2023
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	Complete - Air Options Ltd booked for 23rd October	27/09/2023
23/068 (b)	Engage Waltons to remove the infested hedge around Village Hall	Clerk	Complete - booked for end of October	28/09/2023
23/068 (a)	Engage Safe IS to carry out works on fire extinguishers	Clerk	Complete - booked for 23rd October	28/09/2023
n/a	VAT Return for previous accounting year completed	Clerk	Complete	29/09/2023
23/066 (c)	Contact the school to ask if children could design some signs encouraging people to clear up their dogs' mess	Clerk	Complete	29/09/2023
23/049 (d)	Make virements and transfer monies from reserves to cover overspends	Clerk	Complete	30/09/2023

n/a	Research broadband contract possibilities	Clerk	Complete	30/09/2023
n/a	Report broken road name sign for Old House Road	Clerk	Complete	06/10/2023
23/064 (d)	Advise the FUNraisers that they will need to submit a grant application if they wish the Parish Council to cover the cost of anything in the next financial year	Clerk	Complete	12/10/2023

**Training courses attended:**

13<sup>th</sup> September – HR Training 1

26<sup>th</sup> September – CCC Training

27<sup>th</sup> September – HR Training 2

**Meetings attended:**

7<sup>th</sup> September – Open Spaces Working Group

19<sup>th</sup> September – Parish Council Meeting

28<sup>th</sup> September – Village Hall