

CLERK'S REPORT – October 2023

Agenda Item	Action Required	By Whom	Progress	Date Closed
V23/04	Research cost estimates for Village Hall works and finalise Village Hall three-year plan	Clerk	Next VH Committee meeting 13th December when costs will be finalised	
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	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	Awaiting application to be checked	
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	Waiting for works to be completed.	
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/ Cllr Mead		
23/079 (d)	Move £35,000 from Unity bank account to CCLA deposit fund	Clerk		
23/083 (c)	Clarify projector quote and accept if below £400	Clerk	Waiting for works to be completed.	
23/083 (d)	Place broadband on 18-month contract with Gigaclear	Clerk		
23/083 (f)	Purchase and instal CCTV signs up to £100	Clerk		

23/083 (g)	Transfer money from Village Hall reserves to cover defibrillator box and installation, repair of projector and CCTV signs	Clerk	Waiting for works to be completed.	
V23/14 (b)	Find estimate costs for planned Village Hall works	Clerk		
23/081 (b)	Print 1,200 leaflets advertising open spaces consultation	Clerk	Complete	17/10/2023
n/a	CCTV signs for Village Hall	Clerk	Now 23/083 (f)	17/10/2023
n/a	Send co-option form to interested resident	Clerk	Complete	19/10/2023
23/080 (d)	Forward planning application 232375 to councillors	Clerk	Complete	19/10/2023
23/081 (a)	See if Community & Partnerships Officer at CCC can attend consultation	Clerk	Complete	19/10/2023
23/083 (a)	Purchase defibrillator box	Clerk	Complete	19/10/2023
23/082	Query with Cllr Barber why potholes on Kelso Close junction were left	Clerk	Complete	01/11/2023
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	Complete	03/11/2023
23/083 (b)	Accept quote to install defibrillator	Clerk	Complete	04/11/2023
23/080 (d)	Comment on Planning Application 232375	Clerk	Complete	04/11/2023
V23/13	Book fire alarm and emergency light service	Clerk	Complete	10/11/2023
n/a	Update PAYE tax code notices	Clerk	Complete	13/11/2023
V23/14 (a)	Update medium- and long-term plans for Village Hall	Clerk	Complete	13/11/2023
V23/15	Update Booking Manager with policy to class regular hirers as once a month or more, and regular hirers can be a keyholder	Clerk	Complete	13/11/2023
V23/16	Update Booking Manager with policy to allow hirers to have animals in the outdoor area only, and BBQs (gas only) on the patio area, as long as all mess is cleared away	Clerk	Complete	13/11/2023
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	Complete	13/11/2023
23/009	Draft Terms of Reference for a Planning & Highways committee	Clerk	Complete	14/11/2023
23/079 (e)	Update committee member details	Clerk	Complete	15/11/2023

Training courses attended:

3rd October – HR Training 3

26th October – HR Training 4

Meetings attended:

5th October – Defibrillator Meeting

10th October – Finance Committee Meeting

17th October – Parish Council Meeting