

# CLERK'S REPORT – to 9<sup>th</sup> January 2024

Agenda Item	Action Required	By Whom	Progress	Date Closed
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.	
23/069 (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		
23/083 (f)	Purchase and install 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 and invoices to be received.	
23/090	Notify CCC that Cllr Jarvis has been co-opted and send declaration of acceptance and register of interest forms	Clerk	Declaration sent, awaiting Register of Interests.	
23/097 (a)	Produce report from Public Consultation to share with CCC Parks & Recs and the Neighbourhood Plan Steering Group	OS&F Working Group		
23/097 (a)	Ask Planning Officer what response Leisure Services gave when they were told the Parish Council wanted S106 money from the Manor Land Development spent on the village green	Clerk	Awaiting response.	
V23/23	Put together list of instructions for hirers on how to use electronic equipment in the hall, to be sent out with hire confirmations and laminated for display in the cupboard at the hall	Clerk		

n/a	Sort meter issue and provide reading to Eon for solar panel electricity	Clerk	Eon disputing the meter serial number and have booked an engineer to come out on a site visit.	
23/094 (a) (ii)	Send objection for Planning Application 232206 to the Planning Authority	Clerk	Complete	24/11/2023
n/a	Renew Microsoft subscription	Clerk	Complete	27/11/2023
23/067 (b)	Confirm responsibility for the streetlight on Ramparts Close	Clerk	Complete - CCC confirm it is theirs.	30/11/2023
23/079 (d)	Move £35,000 from Unity bank account to CCLA deposit fund	Clerk	Complete	30/11/2023
n/a	Collate grant application forms for next Finance meeting	Clerk	Complete	30/11/2023
23/094 (f)	Update Councillor Responsibilities to include new committee	Clerk	Complete	05/12/2023
23/094 (f)	Draft TORs for new Planning & Highways Committee	Clerk	Complete	06/12/2023
P23/04 (a)	Comment on Planning Applications 232598, 232599, 232627, 232724, 232727 and 232728	Clerk	Complete	12/12/2023
P23/05	Amend TORs for Planning & Highways Committee	Clerk	Complete	14/12/2024
V23/04	Research cost estimates for Village Hall immediate works and finalise Village Hall three-year plan	Clerk	Complete	15/12/2023
V23/24	Update medium- and long-term plans for the Village Hall	Clerk	Complete	15/12/2023
23/104 (a)	Enter payment for redecoration of Village Hall for authorisation	Clerk	Complete	18/12/2023
23/104 (b)	Increase staff salaries in line with employment contracts and NALC pay scales	Clerk	Complete	18/12/2023
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	Complete	21/12/2023
23/083 (c)	Clarify projector quote and accept if below £400	Clerk	Complete - quote accepted as below £400.	21/12/2023
n/a	Check renewal with ICO	Clerk	Complete	22/12/2023
F23/22	Prepare Q3 accounts, draft budget and draft precept requirement	Clerk	Complete	04/01/2024
V23/24	Include items in the budget from the Village Hall Committee	Clerk	Complete	04/01/2024

23/100 (c)	Notify Village Warden about Ash trees growing in the border of the Village Hall	Clerk	Complete	04/01/2024
23/068 (c)	Move defibrillator to an external position at the Village Hall	Clerk	Complete	05/01/2024
23/083 (d)	Place broadband on 18-month contract with Gigaclear	Clerk	Complete - transferring to BT.	05/01/2024
23/097 (a)	Appoint residents to the OS&F Working Group, that signed up at the consultation	Clerk	Complete	08/01/2024
23/098 (b) (c)	Notify Summer Fayre group of the conditions for hiring the Village Hall	Clerk	Complete	08/01/2024
23/104 (c)	Notify Village Hall Booking Manager of amendments to working hours	Clerk	Complete	08/01/2024
F23/23	Notify all grant applications of the decisions made by the Finance Committee	Clerk	Complete	08/01/2024
P23/11	Comment on Planning Applications 232830, 232804, 232897 and 232927	Clerk	Complete	08/01/2024
23/099 (a)	A134 footway clearance to be on the agenda for a future meeting	Clerk	Complete	09/01/2024

**Training courses attended:**

16<sup>th</sup> November – HR Training 5

30<sup>th</sup> November – HR Training 6

**Meetings attended:**

1<sup>st</sup> November – Village Hall Committee Meeting

21<sup>st</sup> November – Parish Council Meeting

11<sup>th</sup> December – Planning & Highways Committee Meeting

13<sup>th</sup> December – Village Hall Committee Meeting

8<sup>th</sup> January – Planning & Highways Committee Meeting

8<sup>th</sup> January – Finance Committee Meeting