

CLERK'S REPORT – to 12th March 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		
23/069 (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 last invoices to be received.	
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 - awaiting report from engineer visit	
23/113 (d)	Draft a letter to local landowners regarding clearing ditches they are responsible for to help improve flooding issues	Cllr Sudbery		
23/128 (a)	Request a traffic survey near to The Crescent if one has not recently been carried out	Clerk		
23/130 (b)	Research locations for dog signs and ask for up to date quote for signs	Clerk		
23/125	Advertise the Village News vacancy on website and facebook page	Clerk	Complete	07/02/2024
23/115 (d)	Register the defibrillator with the ambulance service	Clerk	Updated to 23/129 (a)	07/02/2024
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	Designs received. Updated to 23/130 (b)	07/02/2024
23/128 (b)	Notify Cllr Barber the Council would like to work with him and engage Highway Authority to explore options to deter HGV traffic from Boxted Rd/Ivy Lodge Rd	Clerk	Complete	07/02/2024
23/127 (a)	Comment on Planning Application 232737	Clerk	Complete	07/02/2024
23/127 (d)	Comment on Planning Application 230625 and forward comments to Planning Manager	Clerk	Complete	07/02/2024

23/128 (c)	Report dangerous pothole on A134 under A12 bridge as emergency	Clerk	Complete (reference 2897814)	07/02/2024
23/130 (a)	Make changes to Open Spaces Working Group ToRs	Clerk	Complete	08/02/2024
23/131	Update policies on council website and in files	Clerk	Complete	08/02/2024
23/135	Amend staff salary and hours	Clerk	Complete	08/02/2024
23/129 (a)	Appoint local First Responder to register the defibrillator and conduct monthly checks	Clerk	Complete	15/02/2024
23/115 (d)	Book community training sessions with the First Responder	Clerk	Complete	15/02/2024
n/a	Report damaged/missing reflective bollards near Blackbrook Road	Clerk	Complete	26/02/2024
23/124	Ensure Open Spaces WG and the Neighbourhood Plan Steering Group have a copy of the presentation provided by BWW School Council	Clerk	Complete	26/02/2024
n/a	Research locations for additional defibrillators	Clerk/Cllr Tempest	Complete	27/02/2024
23/129 (a)	Complete and submit 2x funding application forms for BHF defibrillators	Clerk	Complete	27/02/2024
n/a	Write new CCTV Policy & Code of Practice	Clerk	Complete	27/02/2024
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/ Chairman	Complete	28/02/2024
n/a	Write new Social Media & Elec Comms Policy	Clerk	Complete	01/03/2024
n/a	Complete Village Hall Risk Assessment & Fire Safety Policies	Clerk	Complete	06/03/2024
n/a	Update Village Hall Hire Conditions for regular and one-off hires	Clerk	Complete	07/03/2024
n/a	Complete Annual Plan	Clerk	Complete	11/03/2024
n/a	Continue to chase BT regarding new Broadband contract	Clerk	Complete	Ongoing
n/a	Assist First Responder in setting up for community drop in session	Clerk	Complete	09/03/2024

Meetings attended:

6th February – Parish Council Meeting

29th February – Planning & Highways Committee

6th March – Clerk Forum

9th March – Defibrillator Session