

**CLERK'S REPORT – to 17<sup>th</sup> April 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		
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		
23/113 (d)	Draft a letter to local landowners regarding clearing ditches they are responsible for to help improve flooding issues	Cllr Sudbery		
23/130 (b)	Research locations for dog signs and ask for up to date quote	Clerk		
23/143 (d)	Investigate whether the Parish Council is able to install a light underneath the A12 bridge and what costs would be			
23/143 (e)	Ask owner of the land where the electricity supply pole is situated near the Blackbrook Road roundabout, whether they agree that the streetlamp can be moved there from the Ivy Lodge Rd roundabout	Cllr Arnold		
23/143 (g)	Publish recent data from Speedwatch on the Council website	Clerk		
23/145 (a)	Advise CCC Street Care team of Council's comments	Clerk		
23/146	Make minor amendments to CCTV and Social Media Policies	Clerk		
V23/32 (a)	Research costs of children's chairs and highchairs for Village Hall	Clerk		
V23/33 (f)	Purchase cutlery for 30 people (up to £15) for the Village Hall	Clerk		
V23/33 (g)	Update Village Hall info on the Council website and Hire Conditions	Clerk		
V23/37 (a)	Obtain further quotes for bottle filling station	Clerk		
V23/37 (c)	Purchase up-to-date copy of H&S Law Poster	Clerk		
23/128 (a)	Request a traffic survey near to The Crescent if one has not recently been carried out	Clerk	Complete	17/03/2024

23/143 (a)	Comment on Planning Application 240356	Clerk	Complete	21/03/2024
23/144 (a)	Advise the school that the Village Hall can still be used as an evacuation location on the school's emergency plan	Clerk	Complete	21/03/2024
n/a	Report collapsed footbridge on footpath no 36	Clerk	Complete	25/03/2024
23/143 (b)	Advise Speedwatch team that Cllr Sudbery is cllr representative	Clerk	Complete	26/03/2024
23/083 (f)	Purchase and install CCTV signs up to £100	Clerk	Complete	27/03/2024
V23/33 (h)	Ensure Booking Manager has up to date copies of all documents	Clerk	Complete	28/03/2024
23/083 (g)	Transfer money from Village Hall reserves to cover defibrillator box and installation, repair of projector and CCTV signs	Clerk	Complete	09/04/2024
n/a	Send Data Consent Forms to all members of OS&F Working Group	Clerk	Complete	15/04/2024
n/a	Report potholes on London Rd/School Ln & Coach Road/A134	Clerk	Complete	15/04/2024
V23/32 (b)	Obtain quotes for new kitchen worktop at the Village Hall	Clerk	Complete	15/04/2024
23/144 (c)	Purchase new chairs for main hall	Clerk	Complete	16/04/2024
n/a	Sort meter issue and provide reading to Eon for solar panel elec	Clerk	Complete - new meter installed	16/04/2024

#### **Meetings attended:**

21<sup>st</sup> March – Village Hall Caretaker

26<sup>th</sup> March – Village Hall Management Committee

16<sup>th</sup> April – Planning & Highways Committee & Finance Committee