

CLERK'S REPORT – to 2nd May 2025

Agenda Item	Action Required	By Whom	Progress	Date Closed
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	VH Booking Manager	In progress	
23/130 (b)	Research locations for dog signs and ask for up to date quote	Clerk	On hold - pending taking on ownership of the Village Green	
24/062 (a)	Update the GHPC website with new images and layout	Clerk		
24/084	Co-opted Cllr to sign Declaration of Acceptance	Cllr W-C		
V24/25 (a)	Set up Facebook page for Village Hall	VH Booking Manager	In progress - taking photographs to add to the page	
V24/25 (b)	Replacement of VH microphone and sound system to be on the next VH agenda	Clerk		
V24/25 (b)	Booking Manager to take over control of VH heating	VH Booking Manager	In progress - struggling to get it to work on a different mobile phone	
V24/28 (a)	Seek quotes to replace fire exit doors in main hall	Clerk	In progress	
V24/28 (a)	Seek quotes to install/replace heating system in VH	Cllr B-L	In progress	
V24/28 (c)	Investigate options for improving car park lighting at VH	Cllr B-L		
V24/30 (b)	Fire Safety Risk Assessment to be completed at next VH Meeting	Clerk/Cllrs		
24/114 (c)	Purchase new mobile phone for Booking Manager	Clerk		
24/115 (h)	Arrange for a traffic survey to be carried out on A134 between the petrol station and Tile House Lane roundabout	Clerk	In progress - awaiting invoice	
24/115 (i)	Arrange for a traffic survey to be carried out on Coach Road between the junction with the A134 and Malvern Way	Clerk	In progress - awaiting invoice	
24/073 (c)	Send map of ditches in need of maintenance to Anglian Water	Cllr Arnold	Complete	19/03/2025
24/115 (a)	Notify Planning Authority the Council does not wish to comment on Planning Applications 250314, 250313, 250284 and 250436	Clerk	Complete	19/03/2025
24/115 (b)	Comment on Planning Application 250366	Clerk	Complete	19/03/2025

24/116 (c)	Advise CCC that the Council would like potential community contributions to go towards new solar panels and Village Green equipment	Clerk	Complete	19/03/2025
24/118 (a)	Notes from Village Green meeting to be shared with councillors	Clerk	Complete	19/03/2025
24/118 (b)	Send list of current committee responsibilities to all councillors	Clerk	Complete	19/03/2025
V24/29 (b)	Confirm whether we need to see PL insurance certificates from people providing bouncy castles for parties at the VH	Clerk	Complete	20/03/2025
24/115 (f)	Appoint members to a new Neighbourhood Plan Working Group	Clerk	Complete	26/03/2025
24/101 (g) ii	Upgrade VH Booking Manager's phone and contract	Clerk	Now 24/114 (c)	26/03/2025
24/114 (e)	Purchase traffic cones in April	Clerk	Complete	02/04/2025
24/114 (d)	Release funds for this year's grants in April	Clerk	Complete	04/04/2025
24/126 (b)	Object to Planning Application 250545	Clerk/Cllr Arnold	Complete	25/04/2025
24/127	Notify Cllr Barber & Highways that the Council does not support the recommendation to move the 30mph boundary on Ivy Lodge Road	Clerk/Cllr Arnold	Complete	25/04/2025
V24/27 (b)	Instruct Super Clean to clean VH carpets in April	Clerk	No response - chased three times. Will look for a different company	30/04/2025
24/118 (f)	Investigate costs of replacing the climbing frame in the play area and if CCC will allow us to do this before Summer	Clerk	Complete	01/05/2025
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	VH Booking Manager	In progress	

Meetings:

18th March – Parish Council

22nd April – Finance Committee

22nd April – Annual Parish Meeting

23rd April – Extraordinary Parish Council

25th April – Caretaker

28th April – Bloor Homes