

**CLERK'S REPORT – to 15<sup>th</sup> June 2025**

<b>Agenda Item</b>	<b>Action Required</b>	<b>By Whom</b>	<b>Progress</b>	<b>Date Closed</b>
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	
V24/28 (c)	Investigate options for improving car park lighting at VH	Cllr B-L		
24/114 (c)	Purchase new mobile phone for Booking Manager	Clerk		
25/009 (d)	Arrange first meeting for the Neighbourhood Plan WG	Clerk	Awaiting response from members	
J25/04	Investigate what current insurance policy covers with regard to ownership of the Jubilee Green	Clerk/JG Committee	Awaiting response from Zurich	
J25/04	Consider hire agreements, terms and conditions and other policies required for ownership of the Jubilee Green	JG Committee		
J25/05	Review and discuss maintenance quotes for Jubilee Green	JG Committee		
J25/06 (a)	Investigate legal requirements for maintenance and ownership of play area, including inspections and policies required	Clerk/JG Committee		
V25/05 (c)	Investigate options for new heavy duty floor cleaning machine for next VH Committee meeting	Cllr B-L		
V25/06 (c)	Retrieve quotes to change VH electricity supply to three-phase, and bring quotes to next VH meeting for a decision	Clerk		
V25/06 (d)	Invite resident with expertise in green energy to next VH meeting	Clerk		
V25/06 (e)	Fix issues with microphone and sound system, or seek quotes to have the system replaced	Cllr B-L		
V24/28 (a)	Seek quotes to replace fire exit doors in main hall	Clerk	Now 25/014 (a)	14/05/2025
25/012 (a)	Advise Mark Healy of requests for what S106 money from the Bloor Homes development would be spent on	Clerk	Complete	14/05/2025

25/008	Update and circulate the list of councillor responsibilities	Clerk	Complete	16/05/2025
25/011	Update council documents	Clerk	Complete	22/05/2025
25/010 (h)	Renew Council's insurance policy with Zurich	Clerk	Complete	27/05/2025
25/012 (c)	Add footpath on River Stour to next agenda	Clerk	Complete	28/05/2025
25/014 (a)	Engage Tek Interiors to complete works on VH fire exit doors	Clerk	Complete	28/05/2025
V24/25 (b)	Replacement of VH microphone and sound system to be on the next VH agenda	Clerk	Complete	28/05/2025
V24/28 (a)	Seek quotes to install/replace heating system in VH	Cllr B-L	Complete	29/05/2025
V24/25 (b)	Booking Manager to take over control of VH heating	VH Booking Manager	Complete	03/06/2025
V24/30 (b)	Fire Safety Risk Assessment to be completed at next VH Meeting	Clerk/Cllrs	Complete	03/06/2025
25/010 (f)	Pay Chairman's allowance	Clerk	Complete	04/06/2025
V25/06 (b)	Engage BH Electrical to carry out annual PAT test	Clerk	Complete	05/06/2025
24/115 (h)	Arrange for a traffic survey to be carried out on A134 between the petrol station and Tile House Lane roundabout	Clerk	Complete	09/06/2025
24/115 (i)	Arrange for a traffic survey to be carried out on Coach Road between the junction with the A134 & Malvern Way	Clerk	Complete	09/06/2025
P25/05	Comment on planning application 250989	Clerk	Complete	09/06/2025
P25/09 (c)	Write to Nadine Calder to add to reasons for objecting to application 250545 (removing hedge and mature trees)	Clerk	Complete	09/06/2025
25/015 (a)	Carry out further research on replacing the climbing frame	Clerk	Now J25/06 (b)	09/06/2025
J25/06 (a)	Ask Caretaker and Bookings Manager if they would consider routine play area inspections being an additional responsibility for their role	Clerk	Complete	09/06/2025
J25/06 (a)	Contact Boxted PC for advice on village green maintenance	Clerk	Complete - meeting arranged 15/06/2025	09/06/2025
P25/07	Respond to Cornerstone with comments about base station mast	Clerk	Complete	09/06/2025
P25/08 (a)	Contact CCC Planning Policy Officers for advice on Neighbourhood Plan and to see if Housing Needs Survey data needs to be refreshed	Clerk	Complete	09/06/2025
J25/04	Contact EALC and solicitor for quotes for legal representation of Jubilee Green handover	Clerk	Complete	09/06/2025