

**CLERK'S REPORT – to 15<sup>th</sup> October 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		
24/114 (c)	Purchase new mobile phone for Booking Manager	Clerk		
25/009 (d)	Arrange first meeting for the Neighbourhood Plan Working Group	Clerk	Awaiting decision on Coach Rd development	
J25/04	Consider hire agreements, terms and conditions and other policies required for ownership of the 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	Cllr B-L		
V25/06 (d)	Invite resident with expertise in green energy to next VH meeting	Clerk		
25/039 (d) (iv)	Bring wording of amendments to Finance Committee meeting	Clerk		
25/059 (d)	Check the parish council has the power to lease out property	Clerk		
25/060 (b)	Consider cost of clearing footway along A134 north of Tile House Lane as part of 2026-27 budget	Council		
S25/16	Consider estimated staff expenditure recommended by Personnel Committee	Finance Committee		
J25/21 (b)	Put together medium/long-term plans for Jubilee Green	Clerk		
J25/22	Ask representative from Caloo to carry out a site visit of the park	Cllr Jarvis		
J25/23	Ask solicitor to obtain list of assets on Jubilee Green from CCC	Clerk		
V25/16 (c)	Seek additional quotes for Village Hall quarterly deep cleans	Clerk		
V25/16 (d)	Fix the crumbling concrete issue in the Village Hall cupboard	Clerk		
V25/17	Update Regular Hirer T&Cs and notify regular hirers	Clerk		

V25/18	Update medium/long-term plans for Village Hall	Clerk		
V25/19 (b)	Consider estimated expenditure recommended by Village Hall Committee	Finance Committee		
V25/19 (c)	Update new hire charges on website & notify regular hirers	Clerk		
25/059 (e)	Contact Nadine Calder to request that GHPC can comment further on Planning Application 250545	Clerk	Complete	19/09/2025
25/059 (f)	Respond to CCC's email regarding pylons proposal	Clerk	Complete	19/09/2025
25/060 (a)	Request update as to whether A134 speed limit was included in the highways panel	Cllr Arnold	Complete	19/09/2025
25/060 (b)	Report damage to pavement outside dental surgery	Clerk	Complete	19/09/2025
25/061 (c)	Waive hire fees for Gt Horkesley Summer Fayre 2026	Clerk	Complete	22/09/2025
25/029 (f)	Arrange for removal of noticeboard on Blackbrook Road	Clerk	Complete	23/09/2025
25/055 (b)	Advise Lucy Mondon of slight updates to wording of comments for planning applications	Clerk	Complete	23/09/2025
25/040 (c)	Request update from Cllr Barber regarding A134 water	Clerk	Complete	05/10/2025
25/070	Send Council's further comments on Planning Application 250545 to Planning Officer	Clerk	Complete	07/10/2025
25/042 (a)	Seek grants to replace noticeboard near Half Butt	Clerk	Unable to find any suitable	10/10/2025
n/a	Carry out staff annual appraisals	Clerk	Complete	10/10/2025
V24/25 (a)	Set up Facebook page for Village Hall	VH Booking Manager	Complete	14/10/2025
J25/12	Add creation of short/medium/long term plan for Jubilee Green to next committee agenda	Clerk	Complete	14/10/2025
J25/14	Contact CCC to see if they have information required for insurance details	Cllr Jarvis	Complete (no response received)	14/10/2025
25/061 (a)	Consider sound system quotes for Village Hall	Council	Deferred to future financial year	14/10/2025
J25/13	JG Committee to agree options for replacing climbing frame	JG Committee	Complete - Now J25/22	14/10/2025
25/056	Advise Cllr Barber that members are concerned with the manner highways have approached residents regarding cycle path	Clerk	Complete	15/10/2025
25/061 (d)	Consider whether to display WI plates at the Village Hall	Council	Complete - on agenda	15/10/2025