

CLERK'S REPORT – to 15th January 2026

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 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	Cllr B-L		
V25/06 (d)	Invite resident with expertise in green energy to next VH meeting	Clerk		
V25/16 (c)	Seek additional quotes for Village Hall quarterly deep cleans	Clerk		
V25/18	Update medium/long-term plans for Village Hall	Clerk		
P25/15	Look to refresh housing needs survey	Clerk		
25/094 (a)	Advise no comment on Planning Application 252410	Clerk	Complete	19/11/2025
25/097 (a)	Suggest new handover date of 1st Feb for Jubilee Green	Clerk	Complete	19/11/2025
25/079 (d)	Make representation to the Planning Inspectorate regarding the pylons proposal (by 27th November)	Clerk/Cllr Sudbery	Complete	26/11/2025
V25/16 (d)	Fix the crumbling concrete issue in the Village Hall cupboard	Clerk	Complete	01/12/2025
F25/24	Produce draft budget for 2026/27 financial year	Clerk	Complete	05/01/2026
F25/25	Produce list of annual DD payments	Clerk	Complete	05/01/2026
S25/16	Consider estimated staff expenditure recommended by Personnel Committee	Finance Committee	Complete	12/01/2026

V25/19 (b)	Consider estimated expenditure recommended by Village Hall Committee	Finance Committee	Complete	12/01/2026
P25/16	Advise no comment on Planning Application 252723 & 252754	Clerk	Complete	12/01/2026
P25/17 (b)	Advise Stomor that GHPC would like the wooden bus shelter option	Clerk	Complete	12/01/2026
P25/17 (c)	Advise Essex Highways of GHPC comments on Coach Rd crossroads	Clerk	Complete	12/01/2026
P25/15	Submit response to Preferred Options Consultation on Local Plan	Clerk/Cllr Arnold	Complete	14/01/2026
25/060 (b)	Consider cost of clearing footway along A134 north of Tile House Lane as part of 2026-27 budget	Council	Complete - one agenda for January	15/01/2026