

CLERK'S REPORT – to 10th July 2024

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	Clerk		
23/130 (b)	Research locations for dog signs and ask for up to date quote	Clerk	Have contacted CCC Streetcare Team for advice on positioning signs	
23/143 (d)	Investigate whether the Parish Council is able to install a light underneath the A12 bridge and what costs would be	Clerk/Cllr Arnold	In progress	
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		
23/159 (e)	Apply for Unity Corporate MultiPay card for the Clerk	Clerk	Forms completed and sent	
23/160 (b)/ 24/012 (a)	Write response to National Grid consultation (pylons)	Clerk/Cllr Sudbery		
24/012 (b)	Contact landowners of Ivy Lodge Road vegetation and ask them to cut it back to improve road safety	Clerk/Cllr Arnold		
V24/06 (b)	Obtain quotes for regular grass cutting of Village Hall garden area	Clerk		
V24/07 (a)	Purchase two highchairs from IKEA	Clerk		
24/027 (b)	Ask for parking restrictions or keep clear to be applied opposite the Malvern Way bus stop	Clerk		
24/027 (b)	Ask for Malvern Way bus stop lines to be repainted	Clerk		
24/027 (b)	Ask for oil patches to be cleaned from Malvern Way bus stop area	Clerk		
24/027 (b)	Try to engage with bus companies regarding Malvern Way traffic	Clerk		
24/028 (b)	Engage TAPS Plumbing to install bottle filling station	Clerk	In progress	
24/030 (a)	Proceed with setting up .gov.uk councillor email addresses	Clerk	In progress	
n/a	Chase clearance of footpath 36 (behind Village Hall)	Clerk	Complete	17/06/2024
23/159 (f)	Add Cllr Tempest to the bank mandate to authorise payments	Clerk	Complete	17/06/2024

24/015 (b)	Research cost of setting up councillor email addresses	Clerk	Complete	17/06/2024
24/014 (a)	Position a geocache near to the Village Hall	Cllr Tempest	Complete	18/06/2024
24/023	Pass Cllr Barber's contact details to residents	Clerk	Complete	19/06/2024
24/027 (c)	Notify Myland Community Council that GHPC wishes to change the parish boundary line	Clerk	Complete	19/06/2024
24/026	Send off all required information for the external audit	Clerk	Complete	21/06/2024
24/026 (f)	Ensure correct information is publicised for exercise of public rights	Clerk	Complete	21/06/2024
n/a	Make any updates to Councillors' Registers of Interests	Clerk/Cllrs	Complete	21/06/2024
24/027 (d)	Meet with planning policy officers and give comments on the Local Plan	Clerk/Cllr Arnold	Complete	25/06/2024
24/027 (e)	Share list of areas in parish prone to flooding with Flood MAG	Clerk/Cllr Arnold	Complete	27/06/2024
24/027 (b)	Investigate if there are any County groups promoting safe routes to school	Clerk	Complete - none found in this area	28/06/2024
V23/37 (c)	Purchase up-to-date copy of H&S Law Poster	Clerk	Complete	28/06/2024
n/a	Make contact with the family of former clerk regarding a new bench	Clerk	Complete	28/06/2024
V24/06 (c)(ii)	Engage TTSS to carry out annual alarm and CCTV service	Clerk	Complete	03/07/2024
24/028 (b)	Purchase bottle filling station	Clerk	Complete	03/07/2024

Meetings attended:

17th June – Meeting with Chairman

18th June – Parish Council Meeting

25th June – Colchester City Council Planning Officers

27th June – Flood MAG Meeting

9th July – Finance Committee Meeting (unable to attend)