

CLERK'S REPORT – to 17th May 2024

Agenda Item	Action Required	By Whom	Progress	Date Closed
23/035 (a)	Advise Cllr Barber of previous propositions for Ivy Lodge Road roundabouts (additional signage)	Cllr Arnold		
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		
23/143 (d)	Investigate whether the Parish Council is able to install a light underneath the A12 bridge and what costs would be			
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		
V23/32 (a)	Research costs of children's chairs and highchairs for Village Hall	Clerk	Ikea £19 highchair. Lifetime stacking chair around £100 for 4, Robert Dyas/Wayfair.	
V23/37 (c)	Purchase up-to-date copy of H&S Law Poster	Clerk		
23/159 (e)	Apply for Unity Corporate MultiPay card for the Clerk	Clerk	In progress	
23/159 (f)	Add Cllr Tempest to the bank mandate to authorise payments	Clerk	In progress	
23/160 (b)	Respond to Tarchon consultation (pylons)	Clerk/Cllr Sudbery		
23/160 (b)	Write response to National Grid consultation (pylons)	Clerk/Cllr Sudbery		
n/a	Report racist graffiti at the play area	Clerk	Complete	21/04/2024
23/069 (a)	Write to Mr Williams to formally thank him for his contribution to the Council and the village of Gt Horkesley	Councillors	Complete	23/04/2024
n/a	Report potholes photographed by Village Warden	Clerk	Complete	Various
n/a	Requested road sweep of A134 near Old Village Hall	Clerk	Complete	25/04/2024
23/113 (d)	Draft a letter to local landowners regarding clearing ditches they are responsible for to help improve flooding issues		A multi-agency working group is now set up to work on local flooding issues.	26/04/2024
23/159 (h)	Release grant funds to village organisations	Clerk	Complete	29/04/2024

23/143 (g)	Publish recent data from Speedwatch on the Council website	Clerk	Complete	29/04/2024
n/a	Advertise Village News vacancy on Facebook/website	Clerk	Complete	29/04/2024
23/161 (a)	Accept quote for village hall worktops to be replaced	Clerk	Complete	29/04/2024
23/145 (a)	Advise CCC Street Care team of Council's comments	Clerk	Complete	30/04/2024
23/146	Make minor amendments to CCTV and Social Media Policies	Clerk	Complete	30/04/2024
V23/33 (f)	Purchase cutlery for 30 people for the Village Hall	Clerk	Complete	02/05/2024
V23/37 (a)	Obtain further quotes for bottle filling station	Clerk	Complete	02/05/2024
23/162 (a)	Collate completed GDPR forms for Open Spaces Working Group	Clerk	Complete	02/05/2024
23/162 (b)	Purchase paint to repaint village gates	Clerk	Complete	02/05/2024
n/a	Write Scheme of Delegation	Clerk	Complete	08/05/2024
n/a	Write Terms of Reference for Personnel Committee	Clerk	Complete	09/05/2024
V23/33 (g)	Update Village Hall info on the Council website and Hire Conditions	Clerk	Complete	09/05/2024
23/163	Update governing documents in files and on council website	Clerk	Complete	09/05/2024
n/a	Report damaged heritage bollard on Tile House Lane	Clerk	Complete	14/05/2024
n/a	Completed change from PlusNet to BT for Village Hall broadband	Clerk	Complete	14/05/2024
23/166	Advertise meeting dates for year ahead on website & noticeboards	Clerk	Complete	15/05/2024

Meetings attended:

23rd April – Parish Council Meeting

1st May – Village Hall Caretaker