

CLERK'S REPORT – to 10th September 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	Liaising with CCC Streetcare & Greening Teams 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	Cllr Arnold		
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		
V24/07 (a)	Purchase two highchairs from IKEA	Clerk		
24/030 (a)	Proceed with setting up .gov.uk councillor email addresses	Clerk		
24/042 (a)	Purchase and install memorial bench for Sean Groom	Clerk	In progress	
V24/15 (a)	Calculate figures for Village Hall capacity	Cllr Jarvis		
V24/15 (b)	Amend Terms & Conditions of Hire to include callout charge	Clerk		
V24/15 (c)	Amend Terms & Conditions of Hire to include no smoke machines	Clerk		
V24/16 (c)	Arrange dates for quarterly deep cleans of Village Hall	Clerk		
V24/16 (d)	Obtain quotes for annual Spring carpet clean at Village Hall	Clerk		
V24/16 €	Remove damaged sign at car park entrance	Caretaker		
V24/18 (b)	Notify regular hirers and update hire charges on website	Clerk		
V24/18 (c)	Recommend expenditure and reserves figures to Finance Committee	Clerk		
23/159 (e)	Apply for Unity Corporate MultiPay card for the Clerk	Clerk	Complete	03/07/2024
24/043	Confirm support for the campaign to improve safety of lithium batteries	Clerk	Complete	17/07/2024
n/a	Report potholes on London Road	Clerk	Complete	17/07/2024
24/027 (b)	Ask for parking restrictions or keep clear to be applied opposite the Malvern Way bus stop	Clerk	Complete	18/07/2024
24/027 (b)	Ask for Malvern Way bus stop lines to be repainted	Clerk	Complete	18/07/2024

24/027 (b)	Ask for oil patches to be cleaned from Malvern Way bus stop area	Clerk	Complete	18/07/2024
24/027 (b)	Try to engage with bus companies regarding Malvern Way traffic	Clerk	Complete	18/07/2024
23/160 (b)/ 24/012 (a)	Write response to National Grid consultation (pylons)	Clerk/Cllr Sudbery	Complete	25/07/2024
V24/06 (b)	Obtain quotes for regular grass cutting of Village Hall garden area	Clerk	Complete	25/07/2024
24/028 (b)	Engage TAPS Plumbing to install bottle filling station	Clerk	Complete	25/07/2024
24/042 (b)	Obtain quotes and look at options for village Christmas tree	Cllr Burns-L	Complete	09/07/2024
n/a	Report flytipping on Tog Lane	Clerk	Complete	09/07/2024
24/012 (b)	Contact landowners of Ivy Lodge Road vegetation and ask them to cut it back to improve road safety	Clerk/Cllr Arnold	Complete	10/09/2024

Meetings attended:

15th July – Meeting with Caretaker

16th July – Parish Council Meeting

23rd August – Planning & Highways Committee Meeting

10th September – Village Hall Committee Meeting