

CLERK'S REPORT – to 14th November 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	VH Booking Manager	On hold - pending new Booking Manager	
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	
V24/18 (c)	Recommend expenditure and reserves figures to Finance Committee	Clerk	January Finance Committee meeting	
24/076 (a)	Obtain quotes for ground maintenance of Village Green and other equipment	Cllr Tempest	In progress	
24/059 (d)	Purchase tree from Fred Smith Christmas Trees and external tree lights and decorations	Clerk/Cllr Burns-L	Lights purchased	
24/060 (c)	Install outside socket at the Village Hall	Clerk	Install due 14/11	
24/062 (a)	Update the GHPC website with new images and layout	Clerk	In progress	
24/062 (c)	Set up new email addresses with VCS Websites Ltd	Clerk	In progress	
S24/10 (b)	Review Clerk's job description and Booking Manager's contract and job description	Personnel Comm	Next Personnel Committee meeting	
S24/11 (b)	Review total staff costs and estimate expenditure for 2025/26	Personnel Comm	Next Personnel Committee meeting	
24/073 (a)	Respond to Bloor Homes and arrange a meeting	Clerk	Responded – meeting to be arranged	
24/073 (c)	Send map of ditches in need of maintenance to Anglian Water	Cllr Arnold		
24/076 (a)	Meet with CCC regarding taking ownership of Village Green	Clerk/Cllr Arnold		
24/077 (a)	Investigate installing more solar panels on Village Hall roof			
24/077 (b)	Installation of floodlight at the Village Hall	Clerk	Install due 14/11	
24/077 (c)	Update capacity figures for Village Hall	Clerk	TBC after next council meeting	
S24/05	Update Disciplinary, Grievance and Bereavement policies	Clerk	Complete	11/10/2024
n/a	Report obstruction issues on Footpath 14	Clerk	Complete	16/10/2024
23/143 (e)	Ask owner of the land where the electricity supply pole is situated near the Blackbrook Road roundabout, whether	Cllr Arnold	Attempted numerous occasions - to be removed from monthly report	17/10/2024

	they agree that the streetlamp can be moved there from the Ivy Lodge Rd roundabout			
24/059 (a)	Purchase and install memorial bench and plaque for Sean Groom	Clerk	Complete	18/10/2024
n/a	Report blocked drain on A134 near Old House Road/bus shelter	Clerk	Complete	21/10/2024
n/a	Report dead/fallen trees on A134 near A12 bridge	Clerk	Complete	21/10/2024
24/073 (b)	Comment on Planning Application 241976	Clerk	Complete	22/10/2024
S24/10 (a)	Advertise the new Booking Manager position	Clerk	Complete	22/10/2024
S24/11 (a)	Implement and notify Caretaker of a salary change	Clerk	Complete	22/10/2024
n/a	Remove previous booking manager from bank mandate	Clerk	Complete	22/10/2024
P24/21	Comment on Planning Applications 242077 and 242104	Clerk	Complete	08/11/2024
S24/10 (b)	Update Clerk's contract	Clerk	Complete	11/11/2024
V24/16 €	Remove damaged sign at car park entrance	Caretaker	Complete	12/11/2024
24/075 (c)	Accept quote for £100 to have Parish Council logo redrawn	Clerk	Complete	12/11/2024
24/074	Speed survey on Ivy Lodge Road on next meeting agenda	Clerk	Complete	13/11/2024
P24/21	Comment on Planning Applications 242157 and 242139	Clerk	Complete	13/11/2024
F24/15	Notify grant applicants of whether they were successful	Clerk	Complete	13/11/2024
24/073 (a)	Comment on the scoping request - Planning App 242010	Clerk	Complete	14/11/2024

Meetings attended:

14th October – Staff Meeting

14th October – Planning Meeting (Teams)

15th October – Parish Council Meeting

12th November – Finance Committee Meeting