

**CLERK'S REPORT – to 14<sup>th</sup> June 2024**

<b>Agenda Item</b>	<b>Action Required</b>	<b>By Whom</b>	<b>Progress</b>	<b>Date Closed</b>
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			
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		
V23/37 (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	Forms completed and sent	
23/159 (f)	Add Cllr Tempest to the bank mandate to authorise payments	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		
24/014 (a)	Position a geocache near to the Village Hall	Cllr Tempest		
24/015 (b)	Research cost of setting up councillor email addresses	Clerk		
V24/06 (b)	Obtain quotes for regular grass cutting of Village Hall garden area	Clerk		
V24/06 (c)(ii)	Engage TTSS to carry out annual alarm and CCTV service	Clerk	(Due August)	
V24/07 (a)	Purchase two highchairs from IKEA	Clerk		
n/a	Make any updates to Councillors' Registers of Interests	Clerk/Cllrs		
n/a	Report fly tipping on Holly Lane	Clerk	Complete	20/05/2024
23/035 (a)	Advise Cllr Barber of previous propositions for Ivy Lodge Road roundabouts (additional signage)	Cllr Arnold	Complete	21/05/2024

n/a	Request copies of enlarged maps of pylons proposal	Clerk	Complete	22/05/2024
24/001	Notify EALC of Chairman's details	Clerk	Complete	22/05/2024
24/008&009	Update Councillor responsibilities/committee list an councillor/chair information on the website	Clerk	Complete	23/05/2024
24/010 (d)	Pay Chairman £250 allowance	Clerk	Complete	23/05/2024
V23/32 (a)	Research costs of children's chairs and highchairs for Village Hall	Clerk	Complete	24/05/2024
24/012 (c)	Report temp traffic lights near A12 bridge keep failing	Clerk	Complete	24/05/2024
23/160 (b)/ 24/012 (a)	Respond to Tarchon consultation (pylons)	Clerk/Cllr Sudbery	Complete	29/05/2024
24/010 (f)	Proceed with renewal of Council's insurance policy with Zurich	Clerk	Complete	04/06/2024
24/013 (a)	Obtain further information on bottle filling stations	Clerk	Complete	04/06/2024
24/015 (a)	Consider installing secure postbox at the Village Hall	VH Committee	Complete	04/06/2024
24/012 (c)	Notify Cllr Barber of areas to put forward - Highway Priority Scheme	Clerk	Complete	05/06/2024
24/012 (b)	Notify CCC of large oak trees overhanging A134 near A12 bridge	Clerk	Complete	05/06/2024
n/a	Report overgrown footpath 36 (behind Village Hall)	Clerk	Complete	10/06/2024
n/a	Report broken fence around Village Green	Clerk	Complete	10/06/2024
P24/05	Comment on Planning Application 241012	Clerk	Complete	10/06/2024
V24/07 (c)	Engage local cleaner to carry out quarterly deep clean of Village Hall	Clerk	Complete	11/06/2024
24/011	Update Council governing documents and Terms of Reference and information on website	Clerk	Complete	12/06/2024
P24/05	Comment on Planning Application 241086	Clerk	Complete	12/06/2024
P24/05	Comment on Planning Application 241059	Clerk	Complete	12/06/2024
P24/05	Comment on Planning Application 240695	Clerk	Complete	12/06/2024
n/a	Report abandoned roadworks on Tog Lane	Clerk	Complete	13/06/2024
24/012 (a)	Contact Cllrs at Myland Council to advise of the highways proposals for the pylons project	Cllr Sudbery	Complete	13/06/2024
V24/06 (c)(i)	Engage BH Electrical to carry out annual PAT test	Clerk	Complete	13/06/2024
V24/06 (c)(iii)	Engage SAFE I.S. to carry out annual fire extinguisher service	Clerk	Complete	13/06/2024

**Meetings attended:**

21<sup>st</sup> May – Flood MAG Meeting

21<sup>st</sup> May – Annual Parish Council Meeting

4<sup>th</sup> June – Village Hall Committee

5<sup>th</sup> June – Internal Audit

10<sup>th</sup> June – Planning & Highways Committee