

CLERK'S REPORT – to 1st February 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		
23/069 (a)	Write to Mr Williams to formally thank him for his contribution to the Council and the village of Gt Horkesley	Cllr Arnold/ Cllr Mead		
23/052 (b)	Liaise with ECC regarding new bus shelter at North end of village, to be wooden and see through to match the one opposite	Clerk	Awaiting Chairman to check application.	
23/066 (d)	Have the school's designs regarding dogs' mess made into signs to display around the village, particularly near to the school	Clerk	Designs received.	
23/083 (f)	Purchase and install CCTV signs up to £100	Clerk		
23/083 (g)	Transfer money from Village Hall reserves to cover defibrillator box and installation, repair of projector and CCTV signs	Clerk	Waiting for works to be completed and invoices to be received.	
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		
n/a	Sort meter issue and provide reading to Eon for solar panel electricity	Clerk	Eon disputing the meter serial number and have booked an engineer to come out on a site visit - 12th February.	
23/113 (d)	Draft a letter to local landowners regarding clearing ditches they are responsible for to help improve flooding issues	Cllr Sudbery		
23/115 (d)	Register the defibrillator with the ambulance service	Clerk		
23/115 (d)	Book community training sessions with the First Responder	Clerk	Contacted	
23/097 (a)	Produce report from Public Consultation to share with CCC Parks & Recs and the Neighbourhood Plan Steering Group	OS&F Working Group	Complete	14/11/2023

23/097 (a)	Ask Planning Officer what response Leisure Services gave when they were told the Parish Council wanted S106 money from the Manor Land Development spent on the village green	Clerk	Complete. List of projects to be sent to Lucy.	09/01/2024
n/a	Research who is responsible for conifers on Morland Court and notify residents	Clerk	Complete	15/01/2024
n/a	Book Cllr Jarvis onto new councillor training sessions	Clerk	Complete	15/01/2024
n/a	Report potholes in the parish where previous repairs have failed	Clerk	Complete	15/01/2024
n/a	Report dead trees along A134	Clerk	Complete	19/01/2024
23/112 (b)	Send completed precept form to City Council	Clerk	Complete	19/01/2024
n/a	Report persistent fly tipper	Clerk	Complete	19/01/2024
23/112 (b)	Notify CCC of the precept requirement	Clerk	Complete	19/01/2024
n/a	Report rusted, fallen warning triangle sign on A134 toward Nayland	Clerk	Complete	22/01/2024
23/112 (a)	Make changes to final 2024/25 budget as agreed	Clerk	Complete	22/01/2024
23/115 (d)	Advertise that the defibrillator has been moved to an external position on Facebook and the Council website	Clerk	Complete	22/01/2024
23/090	Notify CCC that Cllr Jarvis has been co-opted and send declaration of acceptance and register of interest forms	Clerk	Complete	23/01/2024
23/111 (e)	Notify BWW School Association that grant money can be spent on a different project	Clerk	Complete	23/01/2024
23/109	Put information about joining the Speedwatch team on the Parish Council's Facebook page and website	Clerk	Complete	23/01/2024
23/111 (d)	Enter payment for £200 invoice from Horkesley Village FUNraisers	Clerk	Complete	23/01/2024
23/114 (b)	To advise Cllr Laws and the street cleaning team that the A134 between Gt Horkesley and Chesterwell needs to be regularly swept to keep the gulleys clean	Clerk	Complete	23/01/2024
23/116 (b)	Send list of S106 projects to Lucy Mondon	Clerk	Complete	23/01/2024
n/a	Report a number of trees along A134	Clerk	Complete	26/01/2024
n/a	Contact UKPN regarding trees near power lines on School Lane and Gean Trees	Clerk	Complete	26/01/2024

23/113 (d)	Ask authorities and other councils (via Clerk Forum) for any advice regarding clearing ditches to improve flooding issues	Clerk	Complete - contacted EALC, environment agency, neighbouring councils. Next Clerk Forum in March.	26/01/2024
23/066 (a)	Contact the school to ask if the school council could get together some ideas of what children across the school would like to see in the village	Clerk	Complete	29/01/2024
23/116 (c)	Ask Parks & Recs to look at the future development of the Jubilee Green as they do with other open spaces that they own	Clerk	Complete	29/01/2024
23/113 (b)	Update Councillor Responsibilities to include Cllr Baker on the Planning & Highways Committee	Clerk	Complete	29/01/2024
23/113 (c)	Update Terms of Reference for Planning & Highways Committee as agreed	Clerk	Complete	29/01/2024
23/116 (a)	Draft Terms of Reference for the Open Spaces & Facilities Working Group	OS&F Working Group	Complete	30/01/2024
23/115 (c)	Amend Terms of Reference for the Village Hall Committee as agreed	Clerk	Complete	31/01/2024
n/a	Write and review the Publication Scheme, Data Protection Policy, Privacy Notices and Document Retention & Disposal Policy	Clerk	Complete	31/01/2024

Training courses attended:

None

Meetings attended:

16th January – Parish Council Meeting

1st February – Meeting with Caretaker