

## Clerk's report – December 2023

Red writing indicates an update since the previous report. Black writing indicates no change since the previous report.

| Task  | Report  | Further action   |
|---|---|--|
| Village Mailing List  | Notices were put on the Parish Council website, Facebook and the village WhatsApp group about the mailing list. Several responses have been received and new ones are received each day. Posters are also to be displayed on the notice boards around the village along with the agenda for this meeting.                           | Keep sending out reminders about the mailing list to try and get as many villagers as possible listed.   |
| Distribute a letter to residents on Vinetree Terrace and Old Parsonage Lane                 | The letters is being distributed and responses will be collated and sent to all Councillors once received.  |  |
| Black box data  | LCC Highways were contacted to ask if the Parish Council would be able to receive a copy of the data. No response has been received yet. I will chase them soon if no response is received.   |  |
| Reservoir Planning Application  | Hamish was contacted to request further details which we sent through and these were distributed to all Councillors. No further action is required.   |  |
| Damaged tree at the entrance to the playground  | This has been reported to LCC to find out if the tree is one of those that they are responsible for. The individual who deals with the trees is now out of the office until the 11 <sup>th</sup> September.<br><br>LCC visited the site and confirmed the tree does not belong to the Parish Council but that of neighbouring land. | The owner of the land was identified and they have been written to. It has since been confirmed someone will look at the tree and take action in the early new year. |
| Highways Membership Fund  | LCC Highways has suggested a new VAS. It was agreed at a previous Parish Council meeting that this should go ahead.<br><br>A recent update was received stating there had been a delay with the installation due to an internal misunderstanding. We are waiting to receive an installation date.                                   | We are still no further forward with this but an update has been requested again.  |
| Unsuitable for HGV Road Sign at the entrance to Vinetree Terrace/Old Parsonage Lane Traffic | LCC Highways were contacted about our concerns with this. They replied stating they felt the signage was adequate and that they believe HGV's won't use these roads. Ring Doorbell evidence was submitted.  | LCC were contacted once again and confirmation has been sought as to what evidence they require.   |

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|                              | LCC responded saying the Ring Doorbell evidence doesn't prove anything and that it is probably locals using these roads as a cut through and nothing they can do about this.  |   |
| Storage Shed at Village Hall | <p>I made contact with the village hall to ask them about the possibility of a storage shed to store the Parish Councils gardening equipment etc. I have looked at the storage shed and it is appropriate for the storage of the Parish Councils items.</p> <p>The storage shed is now available for our use and I believe Mel has now put the items in there that she was previously storing for the Parish Council.</p> | Mel has not yet placed the items in the storage shed but hopes to do it soon.   |
| Set up on-line banking       |   | This needs to be set up again for approval by Councillors as I had previously done this but then Helen submitted her resignation. |
| Co-option                    | <p>Vacancies advertised on noticeboard and website.<br/>A member of the village has come forward and expressed an interest in the vacancy.</p> <p>We currently have two vacancies to fill. The Clerk completed a Communicating with your Community training course this week and will update Councillors on advice received to assist with these vacancies.</p>   | The vacancies still haven't been filled.  |
| Traversing wall bolt         | No luck finding one yet – allen key fitting needed  | Please can we have an update on this.   |
| Brickwork on raised beds     | Quotes needed   | Ongoing   |
| Gate to playground           | Contacted Wicksteed for advice  | Helen: has this been completed please?  |

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| Defibrillator check | Completed 1 August 2021 |  |
| Back up files       | Ongoing with OneDrive   |  |