

Clerk's Report on Actions and Correspondence

Status Key:

New / No Progress	Complete	In Progress	Overdue	Ongoing
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Note – This is a living document. Completed actions over one month old will be removed to keep list minimal and previous versions will be held on file by clerk.

Correspondence and any other notes are below Actions table – Please scroll down.

Ongoing Actions – Notes July 2024

Councillors to provide verbal updates on Ongoing Projects at end of each meeting unless the item has been specifically added to the agenda

Status	Action	By Whom	By When	Notes
	Report on audit action plan	Clerk	Ongoing	July update – I have extended the deadline with PKF as internal audit report not returned from GAPTC. I have chased. Public Rights Notice has been published and all Parish Council responsibilities met
	Play Area Planning incl. engaging with KLB and North Nibley School	Working Party – Cllr J Smith & Nick Riddiford		July update – Please give verbal update in meeting
	Churchyard Wall Maintenance	All	-	July update – Await response from surveyor, David Newton. Payment cheque was returned by bank due to scanner not picking up the working. Replacement cheque issued to avoid late payment fees.
	Speedwatch	Cllr L Smith & Cllr Carr		July Update – Verbal update to be given at meeting

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	Review of policies	All	Ongoing	July Update – Agenda item added and drafts circulated for review
	Installation of a further 2 defibs	Cllr Smith	Ongoing	July Update – Verbal update to be given in meeting. Clerk has updated check on The Circuit for Village Hall Defib
	Tourism Survey	Cllr Carr	Ongoing	July Update – Verbal update to be given in meeting

May-June Meetings 2024 – NEW – Notes updated July 2024

Status	Action	By Whom	By When	Notes
	May 2. Advertise Parish Councillor Vacancy	Clerk	Ongoing	Advert was issued in OTE, Facebook and Website. Will continue to promote until position is filled
	May 2. Arrange a community engagement meeting	Councillor Smith with support from Clerk	2024	Councillor Smith considering dates
	May 4. Acceptance of office to be sent to Stroud District Council	Clerk	June	Actioned
	May 5. DPis to be sent to Stroud District Council	Clerk	June	Actioned
	May 7 a-- Upload combined District Councillor and County Councillor report	Clerk	June	Actioned
	May 7b - Send Lengthsman works jobs to Clerk to forward to District Councillor	Councillors	June	One request received from Councillor Brown and forwarded to Councillor Cohen

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	May 7b – Investigate eligibility for Build Back Better funding	Councillor J Smith	September	Councillor Smith working on this as part of ongoing Play Area project
	May 7b – Send details of abandoned road signs to Councillor Cohen	Councillor Brown	June	Actioned – Councillor Cohen has arranged collections
	May 7b – Safety inspection to be carried out at junction near Black Horse on B4060	Councillor Cohen	July	Verbal update to be given in meeting
	May 7b – Arrange for road markings to be renewed around Black Horse junction of B4060	Councillor Cohen	July	Verbal update to be given in meeting
	May 7b – Contact Hillesley Parish Council to learn about their traffic calming tools	Councillor Carr	June	Verbal update to be given in meeting
	May 9 – Upload Standing Orders to Parish Council website	Clerk	June	Actioned
	May 10 – Amend and upload Asset List to website	Clerk	June	Actioned
	May 11 – Renew insurance	Clerk	June	Actioned
	May 12 – Make introductory contact to organisations and committees as per new responsibilities	Councillors	June	Verbal update to be given in meeting
	May 12 – Update Councillor	Clerk	June	Actioned b

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	details on website			
	May 13 – Arrange New Councillor Training	Clerk	June	Arranged for Councillor Brown, await availability from Councillor Harper
	May 14 – Upload Parish Council Policy Review Timeline	Clerk	June	Actioned
	May 15 – Amend Village Hall Bookings	Clerk	June	Actioned
	May 15 – Amend meeting dates on website and noticeboard	Clerk	June	Actioned
	May 17 – Share Clerk report on website	Clerk	June	Actioned - Has been done with July details
	May 17 – Procure HiVis vests for Parish Council	Clerk	June	Have obtained quotes and checked reviews. Now awaiting mock up example before ordering
	May 17 – Parking at Village Hall to be addressed	Councillor Braun	June	Verbal update to be given in meeting
	May 17 – Parking concerns at Tyndale Close to be addressed	Councillor Cohen	June	Verbal update to be given in meeting
	May 17 – Blackhorse landlord to be encouraged to obtain funding through rural England to enhance parking area for customers (and ease street parking for residents)	Councillor Carr	June	Verbal update to be given in meeting
	May 18 – Planning Report to be shared on Website	Clerk	June	Actioned

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	May 19b – PC Finance details details to be shared	Clerk	June	Actioned
	May 20b – Cemetery survey to be reviewed and quotes obtained for works	Clerk	June	Emails sent to three contractors for quotes (including surveyor). Suggest delegating to Clerk to discuss over email with Parish Council and instruct appropriate contractor before September meeting
	20.C – Chase ex clerk for rates letter and act accordingly	Clerk	June	Chased this up and had to take very prompt action to avoid court action as per the summons that was issued to us. Clerk has now discussed with Stroud District Council, completed and returned necessary documentation and resolved the matter in full. Stroud District Council have updated their contact details and have applied a 100% discount on Non Domestic Rates charged upon the cemetery. The handling of this matter took precedence over all other Parish Council work including meeting prep.
	June 5. - Send Co-Option pack to Councillor Brown to forward to potential candidate	Clerk	July	Actioned
	June 6. – Investigate what can be done to deter parking in laybys at Swinhay and Old London Rd	Councillor Cohen	July	Verbal update to be given in meeting
	June 6 – Reminder that Councillors should send Lengthsman	Councillors	July	Only one received

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	requirements to clerk via email			
	June 10 – Investigate possibilities of a cycle way	Councillor L Smith		Verbal update to be given in meeting
	June 11 – Cancel Zoom licence	Mr Palmer		Actioned
	June 12 – Mandate to be signed for ICO DD	Clerk		Mandate prepared for July meeting – Assuming Lloyds has completed the change of signatory
	June 13 – Biodiversity to be added to each agenda	Clerk	Ongoing	Will move to ongoing matters and repeat on agenda
	June 13 – model Biodiversity policy to be drafted to meet North Nibley Parish Council requirements	Councillor Brown	Actioned	Included within July agenda
	June 15 – Regular Update on previous meeting actions to be included in agenda	Clerk	Ongoing	Will move to ongoing matters and repeat on agenda
	June 15 – Chase surveyor for sign off on wall	Clerk	July	Have emailed again asking for review of works. Will try calling on Monday if no response by end of week
	June 15 – Send PROW contact details to Councillor Harper	Clerk	July	Actioned
	June 15 – Review maps of footpaths on NN website.	Councillor Harper	September	

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Past Meetings 2024 – Notes updated July 2024

Status	Action	By Whom	By When	Notes
	April 2024 Organise Autumn Village Clean Up	Clerk	September	Request has been sent to Stroud District Council for loan of equipment and litter collection arranged. Clerk will add the date to this month's OTE and then remind again in next edition

Status	Action	By Whom	By When	Notes
	9. Written update report on speedwatch project to be sent to clerk to add to website	Cllr Carr	November	Mar Update – Cllr Carr to provide written update for PC website and OTE
	Clerk to go out for installation quotes for gateways and report back to council	Clerk	November	July Update – Clerk has sent further detail to Highways as requested. Await formal permission for works to commence before ordering the product.

Correspondence and Information

(excluding anything on agenda or mentioned in actions above):

- Known TENS Licences for upcoming months (these can be found on the SDC website <https://www.stroud.gov.uk/apps/licensing-register>):

Temporary Event Notifications - Website currently under maintenance. Will add an update to website if there is anything to report (not already noted in correspondence)

- Clerk has updated "The circuit" as per last defib check by Councillor Smith
- Requested support with The Chapel to enable updates to me made on that one too
- Lloyds bank have struggled to arrange the signatory changes. Clerk has spent a lot of time on the phone trying to resolve the matter as has Mr Palmer and Mr Larkin. The last information I received was that the request would be finalised in 24 hours.....that was 48 hours ago, no email has been received
- Stroud District Council has advised that due to a clerical error at their end, North Nibley Parish Council did not receive a payment which they were due in February 2020. This has now been resolved and the payment made. I cannot access the account to see if it is in our account yet. Payment of £1686 added to the cashbook
- Road Closure notices have been shared to FB and Website

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- Wild Festivals will be holding an event on 11th – 18th August and have advised Parish Council out of courtesy and previous feedback. I will share this information so that local businesses can be more prepared
- National Grid enquiry for wayleaves has been returned to them to go to current landowner
- Parish Council Cemetery has been recorded as exempt for non domestic rates (as noted above)
- There will be an event in the woods by Basset Court on the 20th of July. Neighbours will be told in person. TENS licence has been obtained. (This has been an annual event for a few years now). Running from 2pm - 11pm