

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 updated 2th Feb 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	March Update – Action Plan completed and shared with PC.
	Play Area Planning incl. engaging with KLB and North Nibley School	Working Party – Cllr J Smith & Nick Riddiford		March Update – Cllr Palmer has spoken to covenant holder who has agreed to proposed location and provisionally agreed to sign new covenant forms. On PC agenda to discuss next steps.
	Churchyard Wall Maintenance	All	-	March Update - Builders have spoken with surveyor and will start on the 11 th March. Clerk has sent email to neighbour. Cllr Hay to report back to PCC on PCs behalf
	Speedwatch	Cllr L Smith & Cllr Carr		March Update – Verbal update to be given at meeting
	Review of policies	All	Ongoing	March Update – Agenda item added. Equality & Diversity, Complaints Procedure and Health and Safety

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				Policy to be reviewed and adopted
	Installation of a further 2 defibs	Cllr Smith	Ongoing	March Update – Added to March agenda
	Tourism Survey	Cllr Carr and Cllr Palmer	Ongoing	March Update – Verbal report to be provided

February Meeting 2024 – NEW

Status	Action	By Whom	By When	Notes
	5b Add Grit bin misuse to social media	Clerk	Mar	Complete
	6. Facilitate recruitment of replacement cllr following resignation from Cllr Smitherman	Clerk	May	Clerk following process
	9a. Finalised budget to be uploaded to website	Clerk	Mar	Complete
	9b. Precept to be requested from SDC and uploaded to website	Clerk	Mar	Complete
	9c. Clerk to prepare list of earmarked reserves and circulate	Clerk	Mar	This was already on the budget spreadsheet which was shared. Just need to click on the 3 rd tab. Please review and email me with any comment so that I can get a cheque prepared to move funds into our Nationwide account which is our highest interest earner. Thanks
	9d. Visit Lloyds bank to fix ongoing signatory and online access problems	Clerk and Chair	June/July	Would be best to do this after elections, or could end up needing to do it twice
	9e	Clerk	Mar	Update finance regs and upload to website

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	9e Review social media policy and incorporate it into a new "communications policy"	Cllr Hay & Clerk	May	Cllr Hay has sent a draft for clerk to review and comment
	9g Cllrs to email Cllr Palmer with their ideals for a new website	All	May	
	11c Renew MS365 contract, and downgrade if possible	Clerk	Mar	Too late to downgrade for this period, but account has been amended and next year will be on the individual plan
	12b Contractor to be instructed to remove dead branches at cemetery	Cllr Palmer	Mar	March Update – Cllr Palmer has asked surveyor, but we may need to integrate into a larger clearance project

January Meeting 2024 – Notes updated 27th Feb 2024

Status	Action	By Whom	By When	Notes
	5. PC to pursue funding for Play Area	Cllr J Smith	Feb	Item picked up by Clerk and Cllr Palmer. Added to March agenda. This action is now closed.
	5. Detail of "fix my street" to be added to OTE	Clerk	Feb-March	Actioned by clerk
	15. Advertise Local Elections	Clerk	March	Unable to attend training as outside of work hours. Election details were added to OTE report, only action left is for posters to be put up on noticeboard.
	17. Suppliers of websites to be contacted for redesign quotes	Cllr Smitherman	Feb	This item has been reallocated to Cllr Palmer and added to Feb Action Points
	21. Meeting to be held with Speedwatch and Highways representatives	Cllr Carr, Cllr Smith & Cllr Palmer	Feb	Action closed as included in ongoing matters above.

Clerk's Report on Actions and Correspondence

December Meeting 2023 - Notes updated 27th Feb 2024

Status	Action	By Whom	By When	Notes
	14. Works starting date to be reviewed	Clerk	Jan	Item actioned. Update detailed in ongoing matters above

October Meeting 2023 - Notes updated 27th Feb 2024

Status	Action	By Whom	By When	Notes
	8. Tourism Survey to be carried out	Cllr Palmer and Cllr Carr	December	Action closed and moved to Ongoing projects above
	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	March Update – Quotes requested, will share as and when they are received.

August Meeting 2023 - Notes updated 31st January 2024

Status	Action	By Whom	By When	Notes
	17. OTE report	All	September	Closed as Cllr Smitherman has resigned

February - March 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>):

Licence Ref	Licence type	Applicant name	Address	Description / date of event	Status
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<u>24/00040/LATEN</u>	Standard Temporary Event Notice	Mrs Deborah Jane Eley	Hunts Court Forthay North Nibley Dursley Gloucestershire GL11 6DZ	Wedding - 15th June 2024	Licence Issued
<u>24/00035/LATEN</u>	Standard Temporary Event Notice	Mr Shaun Willey	Land Opposite Stancombe View (Marquee 10 X 6m) Lower House Lane North Nibley Gloucestershire	Wedding - 2nd August 2024	Licence Issued

Temporary Event Notifications

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