

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

Status	Action	By Whom	By When	Notes
	Report on audit action plan	Clerk	Ongoing	December Update – All accounts have been approved. The following points were noted as exceptions (just pointers for next year) <ul style="list-style-type: none"> - Typo in 2020/2021 figures (corrected by clerk after submission) - Monies held for NNPC charities should be noted within income and expenditure. Will need to correct this on next year's audit submission.
	Play Area Planning incl. engaging with KLB and North Nibley School	Working Party – Cllr Andrews, Jane Burton & Nick Riddiford		December Update – Meeting to be arranged with covenant holders. Clerk has spoken with N Riddiford and will add an agenda item to January to consider employing a solicitor to move this forward. Note, council tried Loxley's previously however they were unable to act due to a conflict of interest.

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	Churchyard Wall Maintenance	All	-	November Update – Updated Specification has been received and circulated to cllrs
	Investigate possibility of having flashing “crossing” sign at flowerbeds	Rex	January/February	December Update – Item added to agenda to review decision to have Gateways installed. Can discuss other speed deterrent actions as alternatives.

January Meeting 2023

Status	Action	By Whom	By When	Notes
	1. Contact L Cohen	Cllr Palmer		As per note on minutes
	2. Prepare a draft letter for agreement by council re GCC funding	LS	Submission deadline 31 st Jan 23	
	6b Planning Response	Cllr Carr	Before response deadline	
	13. Copy of local plan to be shared with Cllrs Carr and Smith (or Smitherman)	Cllr Tucker	January	
	6. Keepers info to be shared on website	Clerk	ASAP	Has been posted to Facebook. VisionICT have been looking into website issues. They were resolved on Friday. Clerk will action this week.

December Meeting 2022

Status	Action	By Whom	By When	Notes
	5.b Funding for warm spaces information from Chapel to be sent to Cllr Cohen	Cllr Andrews	January 2023	
	8. Cllrs to feedback on Standing Orders	All	January 2023	

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	policy for agreement			
	9. Publication of audit results	Clerk	January 2023	Some problems with website at the moment – VisionICT are investigating. Notice of audit is on noticeboards
	10. Date for churchyard clear up to be sent to clerk for publicising	Cllrs Hay & Andrews	January 2023	
	12. Progress Village Gateways project with Highways and check guidance re quotes in line with PC finance regs	Clerk	January 2023	Clerk is liaising with current Highways manager for the area who is obtaining notes from previous manager's visit to see if we can just pick up where we left off.
	13. Flooring quotes for Pavillion to be obtained	Cllr Palmer	January 2023	
	14. Advertise Tree Planting Ceremony	Clerk	March 2023	
	16.d Update bank signatories for all councillors and make sure previous are removed	Cllr Palmer	Update in January 2023	
	17. Tree surgery quotes to be brought for review	Clerk	January 2023	Being obtained
	18. Framework or rules for cemetery to be drafted	Cllr Smitherman	January 2023	
	19. Instructions on how to have posters on noticeboard to be placed on board and publicised digitally	Clerk	January 2023	Will action once A5 template has been created

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	19. A5 poster template for web to be sent to clerk	Cllr Carr	January 2023	
	19. Solicitor quotes to be obtained to move forward with covenant	Cllr Andrews	January 2023	

November Meeting 2022

Status	Action	By Whom	By When	Notes
	9. Clerk to invite ex councillor Symons to a meeting to discuss speedwatch	Clerk	January	Have spoken to RS, he is happy to attend. Need to align diaries and add to agenda. Suggest that maybe the APM may be the best meeting for this – Thoughts from council?
	10. Clerk to add an additional noticeboard to APM agenda for discussion	Clerk	March	
	11. Risk Assessments to be created and Clear up agreement to be obtained from PCC	Cllrs Hay and Andrews	December	
	12. Review of policies	All	December	Feb update – Suggested edits from Cllr Hay made and policy circulated for agreement

October Meeting 2022

Status	Action	By Whom	By When	Notes
	8a Follow up on Innocks Estate Play Area Improvements	Cllr Braun	November	Cllr Braun to provide an update on how the budget will be spent and how it will impact users of the playground December – Clerk has asked Cllr Braun to follow this up on the 5 th December.

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	13 – Cllrs to visit landowners in Highlands Drive to assess damage and further risk to public	Cllrs Hay and Palmer	November	Update required from Cllrs.
	14- Copy of Cost of living survey to be shared with council before distribution	Cllr Hay	December/January	Await report
	14 – Article for OTE submission to be prepared re Healthwatch support availability and benefits	Cllr Carr	November/December	Await Report
	18 – Tree to be planted	Cllrs Palmer and Smith	November	Feb update – Date agreed for planting ceremony 14 th March 23 at 2pm on the jubilee field

July 2022

Status	Action	By Whom	By When	Notes
	Change Account Signatories	Cllr Palmer	ASAP	Feb Update – Agreed in Dec 22 that all cllrs will be signatories. Cllr Palmer working through as the online process is lengthy.

April 2022

Status	Action	By Whom	By When	Notes
	Receipts/Proof of purchase of recording equipment to be supplied to clerk for reimbursement from council	Cllr Andrews	May	Cllr Andrews to provide receipts to Clerk

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	New Account to be opened for Playground Fund	Cllr Palmer	June	Feb Update – Incorrect update in Dec. New account was opened with Nationwide and £10,000 for Churchyard not Play Area. At budget review, the council decided to keep accounts the same and detail the funding in earmarked reserves.
	Obtain quotes for grounds maintenance (Churchyard and cemetery to be quoted for separately)	Mandy	March 23	Feb update – Clerk to discuss with Chair as per information required from other quote suppliers. Defer until chair back from holiday

March 2022

Status	Action	By Whom	By When	Notes
	Arrange drop in session with Cllr Cohen at the hub	Mandy/Cllr Cohen	April	December Update – Have emailed Cllr Cohen for update.
	Obtain quotes for Gateways	Mandy	April/May	Feb update - Action amended as per discussion in December 2022. Clerk now liaising with Highways

December-February Correspondence and Information

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

- Clerk Training – Clerk has attended Community Engagement training course run through NALC (no funding required from North Nibley Parish Council)
- Police quarterly report has been received and shared with council members
- SDC Planning Service Peer Challenge report is now available
- Clerk Training – Clerk is now registered to commence CiLCA mentoring in March
- North Nibley Parish Council has received a complaint regarding one of its members. The complaint has been forwarded to the monitoring officer for handling. Member is aware of investigation. Details are confidential and clerk will be updated if and when required.
- GCC has agreed that road closure applications for coronation celebrations will be fee free
- SDC has extended the application deadline to be Stroud Districts Cycling Mayor until Friday 17th February
- Cllr Tucker has endorsed North Nibley Parish Council's application for community speed watch funding
- SDC Lock challenge has been arranged for 13th May. Details have been forwarded to OTE team
- GigaClear Business Broadband is now available to the village
- Road Closures posted to Facebook and website