

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	March Update – Clerk has instructed GAPTC to conduct 2022-23 internal audit
	Play Area Planning incl. engaging with KLB and North Nibley School	Working Party – Cllr Andrews, Jane Burton & Nick Riddiford		March Update – Cllr Andrews was obtaining quotes from solicitors to deal with Covenant concerns. Added to March agenda to reassign
	Churchyard Wall Maintenance	All	-	March Update – Specialist report has been received and clerk is creating and sending tenders, Will update in April.
	Investigate possibility of having flashing “crossing” sign at flowerbeds	Rex	January/February	March Update – A discussion to be held in APM

February Meeting 2023

Status	Action	By Whom	By When	Notes
	Clerk to invite community organisations to March meeting	Clerk	ASAP	Invites sent to church, chapel and school
	Questions on healthy living to be emailed to Cllr Cohen	Cllr Smith	March	

Clerk's Report on Actions and Correspondence

	Coronation mugs to be investigated by clerk	Clerk	April	Liaising with Cllr Cohen to see if North Nibley Parish Council can piggy back onto an order and receive bulk buy discount
	Consider options for council email addresses for all members	Clerk, Cllr Hay and Cllr Palmer	April	Clerk arranging a meeting to discuss options
	Winter action plan including audit of existing salt supplies to be prepared for review in May	Clerk	May	
	Renew Microsoft 365	Clerk	March	Done
	Standing orders to be updated on website	Clerk	April	Reviewing spelling and grammar before uploading
	Organise internal audit on cemetery	Cllr Smitherman	May	Cllr Smitherman to liaise with burial clerk and clerk
	Post notice of vacancy	Clerk	March	Notices posted. Elections must be requested by 27 th March

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	March update – Facebook feed has been fixed on website, so information now available

Clerk's Report on Actions and Correspondence

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 policy for agreement	All	January 2023	Complete
	9. Publication of audit results	Clerk	January 2023	Complete
	10. Date for churchyard clear up to be sent to clerk for publicising	Cllrs Hay & Andrews	January 2023	Complete
	12. Progress Village Gateways project with Highways and check guidance re quotes in line with PC finance regs	Clerk	January 2023	March Update – Clerk to chase. Jan Update - 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	March Update – Notices being prepared
	16.d Update bank signatories for all councillors and make sure previous are removed	Cllr Palmer	Update in January 2023	March Update – Councillor Andrews now to be removed
	17. Tree surgery quotes to be brought for review	Clerk	April 2023	Being obtained
	18. Framework or rules for	Cllr Smitherman	January 2023	

Clerk's Report on Actions and Correspondence

	cemetery to be drafted			
	19. Instructions on how to have posters on noticeboard to be placed on board and publicised digitally	Clerk	January 2023	March Update – Template has been created. Clerk looking at how to make this available on website in keeping with access regs. (Files should be PDF)
	19. A5 poster template for web to be sent to clerk	Cllr Carr	January 2023	Complete
	19. Solicitor quotes to be obtained to move forward with covenant	Cllr Andrews	January 2023	March Update – on agenda to be reassigned following resignation of Cllr Andrews

November Meeting 2022

Status	Action	By Whom	By When	Notes
	9. Clerk to invite ex councillor Symons to a meeting to discuss speed watch	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	April	
	11. Risk Assessments to be created and Clear up agreement to be obtained from PCC	Cllrs Hay and Andrews	December	Complete
	12. Review of policies	All	December	March Update – Clerk working on all policies as part of CiLCA project

Clerk's Report on Actions and Correspondence

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.
	13 – Cllrs to visit landowners in Highlands Drive to assess damage and further risk to public	Cllrs Hay and Palmer	November	March update – Complete – No action required.
	14- Copy of Cost-of-living survey to be shared with council before distribution	Cllr Hay	December/January	March update - Await report
	14 – Article for OTE submission to be prepared re Healthwatch support availability and benefits	Cllr Carr	November/December	March update - Project was a trial – remove from actions

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	Cllr Andrews	May	Cllr Andrews to provide receipts to Clerk. March update – Clerk to speak to ex Cllr Andrews to find out what he

Clerk's Report on Actions and Correspondence

	for reimbursement from council			wants to do with equipment following resignation
	Obtain quotes for grounds maintenance (Churchyard and cemetery to be quoted for separately)	Mandy	April	Feb update – Clerk to discuss with Chair as per information required from other quote suppliers. Defer until chair back from holiday. March – Update. Clerk and chair not been able to discuss this due to other commitments.

March 2022

Status	Action	By Whom	By When	Notes
	Arrange drop-in session with Cllr Cohen at the hub	Mandy/Cllr Cohen	April	March update – Cllr Cohen and chapel to work on this. Will remove from actions

December-February Correspondence and Information

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

- TENS – No TENS to note.
- March Hare took place Sunday 5th March.
- S137 update - The appropriate sum for the purpose of section 137(4)(a) of the Local Government Act 1972 (the 1972 Act) for parish and town councils in England for 2023-24 is £9.93.
- Unified code of conduct has now been issued by SDC. Will be added to April agenda to agree adoption
- Potential funding options shared with council members via Cllr Braun
- Clerk and Chair met with SDC monitoring officer and other chairs and clerks. Points were raised mainly around the new code of conduct and monitoring officer is also picking up some individual council requests for support
- Correspondence received from member of public asking if letters were sent to residents around closures on their streets. Advised to contact Highways.
- Upcoming Road Closures:
 - o Part Public Bridleway CWE 95 at its junction with Public Footpath CWE 9 at OSGR ST 75389 94147 extending in a generally Northerly direction for 695 metres to its junction with CNN 30 at OSGR ST 75247 94730 and then continuing in a north easterly direction for 85 metres to its junction with CNN 65 at OSGR ST 75329 94785 and indicated on the Map by a bold solid black line marked A to B to H
 - o Public Bridleway CNN 30 from it junction with CWE 95 at OSGR ST 75247 94730 extending in a generally north westerly direction for 191 metres to OSGR ST 75133 94871 before continuing along Public Footpath CNN 66 for approximately 150 metres in a generally westerly direction to OSGR ST 74954 94903 and continuing along Public Footpath CNN 34 in a north westerly direction for approximately 619 metres to OSGR ST 74748 95283 and continuing along Public Bridleway CNN 30 in a north westerly direction for approximately 161 metres to OSGR ST

Clerk's Report on Actions and Correspondence

74659 95423 as indicated on the plan by a solid black line marked B to C to D to E to F.

- Part Public Bridleway CNN30 from its junction with CNN 65 at OSGR ST 74748 95283 extending in a generally south easterly direction for approximately 400 meters to OSGR ST 75077 94966 as indicated on the plan by a solid black line marked E to G.
- 10th March 2023 until 14th March 2023 – Pitt Court
- 2nd March to the 9th of March 2023 – Millend
- 27th February 2023 until 28th March 2023 – Forthay
- 24 th March to 30 th March 2023 – Smarts Green
- 22/05/2023 to 24/05/2023 – Nibley Green