CLERK REPORT

Period: From 07 November 2021 to 06 December 2021

1. **November 10 council meeting minutes –** Written and draft published.
2. **Council Meeting agenda**  
   a) Meeting agenda for meeting on 08 December created, and published on website and noticeboard.  
   b) Notes and papers for 08 December meeting written.
3. **Pavilion cracks**  
   a) Site investigations – ongoing.
4. **Playground**   
   a) Playground inspections carried out and reports written.
5. **Churchyard**  
   a) Third quotation for churchyard wall repairs received.  
   b) Memorial safety testing – quotation requests chased, new quotations requested, ICCM asked for advice.c) Grass cutting specification for 2022 updated.  
   d) Requested contractor remove cotoneaster bushes as agreed by council.
6. **Burial Ground**a) Response sent to NALC re Defra consultation regarding ground and surface water.  
   b) Grass maintenance specification for 2022 updated.
7. **Lychgate**  
   a) Heritage Statement received from Janus Conservation.
8. **Village Hall Carpark**a) Groundwork contractor company details sent to Cllr Caunt for entranceway works.  
   b) Gate closed sign ordered.
9. **Parish Maintenance**a) Meeting held with Guide Leader to discuss Guides helping with playground maintenance.  
   b) OALC contacted re council power to sell electricity.  
   c) General area grass cutting specification for 2022 updated.  
   d) Pavilion drain pipe repaired.  
   e) Speed Indication Device quotes received and circulated to council. Report written.  
   f) Confirmation re costs of 20mph zone scheme requested and received from Cllr Bearder.
10. **Planning**a) Planning spreadsheet updated.  
    b) Report on council response to planning applications updated following meeting with Cllr Butler.
11. **Finance**  
    a) Finance system updated.  
    b) Payments for approval at November meeting – processed.  
    c) Earmarked reserves spreadsheet updated.  
    d) Budget update created.  
    e) Draft budget meeting held.  
    f) Draft budget for 2022-23 updated.  
    g) October and November bank reconciliations.  
    h) Payroll run.
12. **Website and Facebook**  
    a) Updated as required.
13. **Administration**  
    a) Village Hall contacted regarding taking over old domain.  
    b) Report written for LWO.  
    c) ICO details updated.  
    d) Meeting attendance register created.  
    e) Email sent re liability etc for Christmas Tree on Village Green.  
    f) Clerk expense reimbursement form completed.  
    g) Backups run.
14. **Policies and procedures**a) Policies and procedures approved at November meeting updated and uploaded to website.  
    b) Risk assessment approved at November meeting updated and uploaded to Dropbox.  
    c) Policies and procedures for review at December meeting reviewed and uploaded to Dropbox.