



Clerk Report April 2022

Dates to note

Please note that the clerk will be preparing for the financial year end and audit over the next few weeks so the responses to emails may be delayed.

7/4/2022 cut off date for Annual Reports. Email reminders x3 have been sent.

Verges Phase 2

Separate agenda point

Lease

Separate agenda point.

Noticeboard

Quote received-waiting for council decision re bollards then a site visit will be arranged pre ordering.

Jubilee

Separate agenda point.

Bench ordered and paid for 1/4/2022. Delivery 3 weeks approx. Contractor booked for installation (along with Defib sign installation).

Biscuits ordered and will be paid for 16/4/2022.

Photo Authorisation form- DBC do not hold an example. They suggest that a notice be displayed, and that individual permission are sought prior to sharing photos of anyone u18 on social media or in publications.

Clerk has circulated examples found online to W/G lead and Chairman.

Clerk to bring the Jubilee Risk Assessment to the May meeting.

Lloyds Bank Balances

Clerk to transfer balance held on Lloyds CA at 31st March 2022 across to reserve account to commence new financial year.

Use of Noticeboard on Highbarns

Warden is currently refurbishing this board.

Magazine delivery

Scout insurance policy obtained and now forwarded to our own insurer for comment.

NMPC will also need a safeguarding policy and appropriate risk assessment.

Response from insurer below.

CCTV Visit

Arranged for 14/4 and 1/6

Green Grant

Grant approved. 12 Months to complete works. Clerk suggests that the open spaces W/G now revisit the successful application submission to arrange for a plan of works in conjunction with the clerk who can then liaise with the DBC officer.

Bunkers Play Park

Quarterly Play Park inspection received. Circulated to W/G lead and will be circulated to all. No matters deemed unsafe or high risk.

Homes For Ukraine

Clerk holds details of the HCC coordination team. Please refer any enquiries to the clerk to signpost.

Audit 2021/22

All paperwork now received from the external auditor.

Grant Applications

2 residents associations have enquired about grants for the Jubilee. They have been asked to submit applications and full supporting information in line with our policy and grant application process.

Annual insurance Renewal

Questionnaire received from our insurer for clerk to complete. There should be no substantial amendments to existing cover. Quotes should be available for the next meeting.

Warden Updates

Bunkers Play Park

Vandalism to net swing seat. Warden has fixed 3 times over the past week. PCSO has been asked to patrol during the evenings when damage occurs.

'Wet N Forget' Annual treatment undertaken.

Parking at The Denes

Letters delivered to shopkeepers. Clerk approached by business owner who is very concerned about lack of trade due to lack of available parking spaces. Restrictions requested by business owner to assist them.

Training Attended/Attending

- 23/3/2022 year end audit training with Scribe Accounting Services (free webinar).

Correspondence received (please note that this may not include all items)

- Resident has written again re speeding in the parish, resident reminded that it is HCC and the police that he needs to approach. At his request email trail forwarded to County Councillor.

Nikki Bugden

5/4/2022