

Sandford St Martin Parish Council

CLERK REPORT

Period: From 01 October 2023 to 03 December 2023

1. **Agendas and papers for December Council Meeting** - created, published and circulated
2. **October council meeting minutes** – written and draft published
3. **Clerk report** – written
4. **Projects**
 - 4.1 Land to rear of Parish Hall
 - a) Title register for Land at Sandford Park obtained. Title plans for Land at Sandford Park requested
 - 4.2 Defibrillator
 - a) New defibrillator cabinet installed
 - 4.3 Insurance claim
 - a) Extra information has been sent, and broker made aware of claim, and of the queries from the insurer
 - 4.4 Parish Hall broadband
 - a) Plans and information sent to Laws & Fiennes regarding request for pole on the fence and trench for cabling – no response received
 - b) Request made to Cllr Graham for OCC Councillor Priority Fund grant, Cllr Graham has offered half the broadband installation cost
 - c) Meeting held with PCC and PHMC representatives to discuss positioning for cable routing and router at the Parish Hall
 - 4.5 OCC 20 mph consultation
 - a) Support letter of 20 mph limits written and sent to OCC
5. **Parish Maintenance**
 - a) Land in front of Parish Hall investigated.
 - b) OCC asked about ownership of the fingerposts – advised that “strictly speaking all signs within the highway would be OCC assets”
6. **Policies**
 - a) Approved policies and procedures updated and uploaded to website
 - b) Policies reviewed for council approval
7. **Finance**
 - a) Payments - approved payments signed and processed
 - b) Monthly payroll and pension duties completed
 - c) Finance updates – finance system has been updated and circulated
 - d) Bank reconciliations – carried out and circulated
 - e) Expenditure over £100 updated
8. **Budget and reserves**
 - a) Budget updates created and circulated
 - b) Earmarked reserves and general reserve report updated
 - c) Draft budget for 2024-2025 updated and draft budget report updated
9. **Planning and enforcement**
 - a) Planning spreadsheet – updated
 - b) Cllr Jackson asked for details of the WODC Conservation Area Officer
10. **Website and mailboxes**
 - a) Website updated as required
 - b) Members allowances updated
 - c) Mailboxes requested for councillors – access details received and sent

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11. **Training**

- a) SLCC branch meetings attended
- b) SLCC National Conference attended
- c) NALC Legal Update training attended
- d) OALC Biodiversity training booked – 20th February 2024, at 10 am

12. **Administration**

- a) Action Plan updated
- b) Meeting papers created for Council Meeting
- c) New councillor information sent to WODC
- d) Completed ROIs for new councillors sent to WODC
- e) Village Meeting attended and notes written
- f) New councillor welcome pack revised and issued to new councillors
- g) Annual leave taken
- h) Title register and plan for Ledwell Village Green obtained
- i) Asset register updated
- j) Risk assessment updated and uploaded to website
- k) Council phone number changed