

## Clerks Report

Date of Council meeting	Minute Ref: Reason	Action Owner	Request	Log	Current Status - RAG 0-3 mths <b>Green</b> 3-6 mths <b>Amber</b> Over 6 mths <b>Red</b> Over 1 year <b>Dark Red</b>	Time Taken Months
18/04/2023	139/22	Council	Residents Survey	<p><b>150923:</b> Andrew Towleron is now lead on project</p> <p><b>190923 086/23 RESOLVED:</b> a)That Councillors work together in teams of two creating five teams to distribute flyers and posters as soon as possible.</p> <p>b)The clerk to draft a letter to businesses to accompany the flyer/poster.</p> <p>c)The survey literature is the only literature to be delivered.</p> <p><b>051023:</b> Progress report requested from consultants</p>	Ongoing	
08/06/2023	Asset Transfer	Clerk	Allotments	<p><b>190923:</b> Site visit conducted - Wasp nest in hedge to be reported to pest control</p> <p><b>190923 079/23 and 080/23 RESOLVED:</b> That the Allotment Polices and Rules and Tenancy Agreement is approved</p> <p><b>190923 81/23 Recommendation:</b> All quotes are shared with all councillors for comment.</p> <p><b>RESOLVED:</b> That up to the value of £8000.00 can be spent on plot clearance and halving at St Catherines Road, allotment site.</p> <p><b>190923 82/23 RESOLVED:</b> That the quote from Company A – Sitaline Limited to survey and map St Catherines Road allotments to the value of £1540.00 plus VAT is approved</p> <p><b>041023:</b> Wasps nest in hedge treated by EBC pest control</p> <p><b>101023:</b> Plots 35 and 36 cleared, invoice forwarded to EBC. Site survey plans received</p>	Ongoing	
13/06/2023	031/23	Clerk	Speed Indicator Device	<p><b>190923 085/23 RESOLVED:</b> That the preferred locations for the Speed Indicator Device to be deployed in the parish is Twyford Road near Tesco Metro/Railway bridge, Woodside Road, Bosville and Shakespeare Road near the school.</p> <p><b>101023:</b> EBC will carry out site surveys</p>	Ongoing	
18/07/2023	057/23	Councillors	Parish Notice Boards	<p><b>Recommendation:</b> To identify who owns the land by the shops so that the owner can be written to requesting permission to erect notice board.</p>	Ongoing	

18/07/2023	055/23	Clerk	Close Unity Trust Bank account	<p><b>140923:</b> Unity Trust account closure form signed by signatories returned to bank. Zero balance.</p> <p><b>140923:</b> Lloyds authorisation process updated - 3 to authorise payments applied to account.</p> <p><b>210923:</b> HMRC credit Unity account - Further investigation required. Account remains open</p>	Ongoing	
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