

Clerk's report for the Parish Council meeting on 19th July 2022

The admin support officer and myself, have been working on a new shared spreadsheet system which will help us keep track of actions agreed in meeting and inhouse / reported actions.

Below is a summary of actions outstanding and work in progress. If any Councillor requires more information, please contact me.

Outstanding:

Policies and procedures and consultation

- Review of the emergency plan
- Review of MPC's part of the Neighbourhood Development Plan to see if there is a need for a full review.
- Consultation / work with Gareth Tutt, Out of Town regarding proposals for Southdown Bus Shelter.
- Proposals to replace / repair the roundabout in the tractor park or create a toddler play area.
- Parish online mapping – since setting up new insurance policy we have been waiting log
- in details from parish online. Training required to set up a mapping system identifying

Committees and working groups

- Traffic & Transport Advisory Task group have spent some time reviewing the Hounster
- Hill Feasibility Study.
- Finance Committee. Clerk to prepare forecasting. Committee to meet, agree Terms of Reference and appoint Chair
- Climate Group: Arrange meeting, agree Terms of Reference and appoint Chair.

Meetings

- Doodle poll. Only four Councillors responded to recent polls.
- Tri Services Officer – meeting with Olli Vigo on 19/07/2022.

- Council training workshop meeting – Councillors please respond to Doodle poll with
- availability.

Maintenance

- Work completed by the Council's caretaker, repairing the fence and weed clearance
- Installation of chatty bench signs. Benches which are not memorial benches have been
- identified.
- Strimming around the tennis courts – Alex Keating to be appointed. The Council's strimmer is
- due a service.
- Installation of Traffic Fume Signage – have spoken to Co-op and identified locations with Cllr E
- Woffenden.
- Cycle Hoop ordered and received – need to decide location.
- Wetpour repairs – once equipment cleaned.

In progress

- CCLA Investment: Form completed and to be sent off.
- Play field goal posts: ordered and contractor appointed to install the post. Communication received from Millbrook Primary School. The P.E. lead for the M.A.T. academy has said 'it would definitely be a good venue for future MAT competition
- - Foamstream: Tim Brooks from Foamstream has been contacted to provide a quotation for foam streaming in the village