

**Clerk Update**

**November 2022**

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| **Item**  | **Action**  | **By Whom** | **Further Action / Update** |
| SCW Defibrillators | Clerk to promote scheme and organize training | Clerk | Sort training event @ SCW. Tried 7/10 no answer. Emails to Cllrs + CHT with provisional dates 21/10. Preferred date 30/11. SCW Ok with date 24/1. Chased CHT for trainer availability 27/10 and 31/10.  |
| SCW Defibrillators | Initial check for defib and liaise with volunteers |  | Webnos database checked 21/10 – showing needs a check. Emailed new volunteer Tom with my contact details if he needs help/support. Emailed Tim Jarvis for update – 21/10. Email to CHT re: Webnos notifications to me. Tim confirmed check had been done so issue with Webnos. CHT contacted to sort 31/10. |
| Planters | To gain licenses for the Royal Arms planters  | Clerk | Emailed license application for Royal Arms planters 24/8. Awaiting outcome. Chased 26/9. Confirmation that application has been sent to LCC Legal to draw up new applications 14/10. Awaiting update from LCC – scheduled chaser email for mid Nov. |
| Planters | To gain licenses for Additional planters  | Clerk | Emailed licence application form to LCC 3/10. Confirmation that application has been sent to LCC Legal to draw up new applications 14/10. Awaiting update from LCC. |
| Planters | Release of S106 invoices | Clerk/Cllr Dyde | Emailed Cllr Dyde for invoices to release S106 maintenance of £953. Emails + pics sent to HBBC 24/10. Awaiting confirmation. Request for funds release 31/10 |
| Asset Register | Prices and assets need updating | Clerk / Cllrs | Email Cllr to check asset accuracy – 19/10/2022. Completed and draft presented to Council 28/10 |
| Landownership query Sutton Cheney Allotments | Email all documents to solicitors asking for advice and cost to represent us to draw up legal agreement with land agent | Clerk | Emailed solicitor at Weller Hedleys 26/9. Emailed land agent 3/10 for further docs. Emailed land agent 3/10 - Following advice from solicitor to ask for existing agreement from land agent. Chased 31/10. |
| Feasibility Study | To oversee completion of a feasibility study for Royal Arms development. Request to pay £500 for doing work. | Clerk | Met with SupportStaffs 23/9 requesting further information. Awaiting response. Chased 7/10 offering closure of study for reduced cost. Meeting with Alison – 21/10 – gave two options to take to Council 26/10. Complete |
| External Audit | Undertaking external audit | Clerk | Received closure of audit notification and put on n/bs and website 30/9. Notice removed after 21 days. Invoice to PKF Littlejohn – authorization at Oct meeting. Complete |
| Allotment buildings at SC allotments | Contacted insurance to support minute reference | Clerk | Insurer cannot insure buildings. Clerk drafted allotment policy and tenancy agreement. Ideas to Chair 30/9. Agenda item for Oct meeting. Letters to Tenants 28/10. Awaiting reply |
| PCIF grant - defib | Requested the release of grant following successful installation | Clerk  | Request sent to HBBC officers 3/10/22. Grant £1225 received 12/10 |
| Shenton Heritage Lights | Request to repair and upgrade the lights as soon as possible | Clerk | Request sent to LCC officers 3/10/22. Chased 21/10. Email from LCC stating order for works will be made w/c 24/10.  |
| Finance Docs for Fin Comm | Finance statements, draft budget for 23/24 forecasted budget for 22/23 | Clerk | Completed – 30/9 |
| Heritage Nameplate | Quote for Ambion lane as part of Highways Members Grant | Clerk  | Complete – 21/9 |
| VAT Rebate | In line with quarterly rebate claims | Clerk  | Complete - Total claimed for June – August 2022 = £489.60 currently being administered |
| Shenton Crest | Quotes for graphic designers to design road suitable crest | Clerk  | Complete – present to PC at Oct meeting |
| Highway Signs | Enquired whether LCC Highways can install signs as part of Highways Grant | Clerk | Complete –LCC to install signs as part of £5000 grant  |
| PCIF release for SCW Defib | Request release of grant for SCW defib with associated invoices | Clerk | Complete – requested 3/10/22 |
| Dadlington Road Signs | Clerk to Chase LCC Highways | Clerk | Clerk chased officer asking for update 7/10. Chased 21/10. Reply saying work is scheduled for 28/10. |
| Dadlington road markings | Clerk to Chase LCC Highways | Clerk | Clerk chased officer asking for update 7/10. Chased 21/10. Work completed |
| LCC Highways | Clerk to chase LCC Highways re: overgrown path in Sutton Cheney | Clerk | LCC to deliver cut back work before end of Oct 22.  |
| Holly Wreaths | Clerk to seek florist prices local to Parish | Clerk | Order sent – 19/10. Cllr Pritchard to help with ward requests |
| Planning Application 22/00828/FUL | Council objected with concerns regarding it will lead to further development on the site | Clerk | Comments emailed to HBBC Planning - 19/10 |
| VAS Batteries | Order replacement batteries for both VAS. | Clerk | Delivered October 22. Chased invoice 21/10, Invoice received and set up for payment |
| Bins at Sutton Cheney / Shenton | Two new bins installed at Shenton aqueduct and Royal Arms at Sutton Cheney have been switched over from what was originally agreed | Clerk  | Chased HBBC Groundworks 21/10. Actioned 24/10. |
| Shenton Motors | Complaint to HBBC Enforcement  | Clerk  | Emailed team leader of HBBC Enforcement asking for update 21/10. Update sent to Cllrs 28/10. |
| Shenton Station Opening Times | Changes to opening times at Shenton Station | Clerk | Emailed agreed response to LCC officer 21/10.  |
| Tree Stump at SC Crossroads | Request LCC stump grind and replant | Cllr Prichard | Emailed LCC 25/10 -awaiting reply |
| Dadlington Neighbourhood Plan | Progress with SEA and timeline for Regulation 14 consultation with stakeholders and residents | Clerk | Emailed HBBC 19/10. Confirmed SEA will complete w/c 31/10. Chased 2/11. Look to arrange another comm meeting with chair as soon as there is progress. |
| Collect memorial wreaths | Collect from Julia Jarvis and arrange with Cllrs who will attend to present wreaths for Shenton and Dadlington | Cllr Prichard | Emailed request 28/10. Awaiting reply. Cllr Pritchard collected and circulated to Cllrs. |

**Correspondence Record**

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| **Item** | **Date Recieved** | **Action Taken** |
| Queries about defib on SCW | 19/10 | Clerk emailed CHT for answers to give to Volunteer. Awaiting reply. |
| Local Cycling and Walking Infrastructure Plan (LCWIP) development | 19/10 | Emailed Cllrs |
| Planning application **22/00828/FUL** – chasing for comments | 21/10 | Emailed applicant the comments from the PC Meeting |
| Flooding in SHention from Cllr Long | 24/10 | Emailed LCC 24/10 – awaiting response |
| Update re: Hinckley National Rail Freight Interchange | 27/10 | Emailed Cllrs |
| Letter – Police Crime Commisioner | 28/10 | Emailed Cllrs |
| List of planning applications  | 28/10 | Emailed Cllrs |
| Meeting of Parish Council Representatives: 24th November 7pm, Norton Village Hall – Luke Evans MP | 28/10 | Emailed Cllrs |
| Cllr Enforcement Update | 28/10 | Emailed Cllrs |
| Parish Forum meeting 1st December | 28/10 | Emailed Cllrs |
| Request for S137 monies towards SC Xmas party | 28/10 | Emailed application form |
| NP Update email with new contact details at HBBC | 28/10 | Emailed to NP Comm Cllrs |
| Email to HBBC confirming support for village signs and street nameplates | 28/10 | Emailed HBBC Planning Conservation |
| Ideas for Dadlington planters | 28/10 | Emailed Dad Cllrs |
| Community Christmas event for the Parish | 28/10 | Emailed Cllrs |
| Autumn Community Safety Partnership Newsletter | 28/10 | Emailed Cllrs |
| Speed Data for Sept-Oct 22 | 28/10 | Uploaded onto website |
| Environmental Health Newsletter | 5/11 | Emailed Cllrs |
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