

Clerks Update November 2017

Staffing / Councillors

- Mark Dingle, new groundsman, has now started in post. He will be working three days per week.
- Dylan Baldwin has resigned as Councillor. The election process is under way.
- Trevor Wang and Darren Smith have both been booked on to induction courses.
- I will be attending the Norfolk and Suffolk Council's Autumn Conference on 2 November, which covers a variety of topics including the new audit regime, neighbourhood planning and community consultation. I will also be attending a course on the new data protection regulations on 20 November, to ensure that we are compliant by the time the new rules start in May 2018.
- Samantha Henry has attended playground inspection training and a course on writing agendas and minutes.
- The grounds staff are all booked on a day training course on various pieces of equipment.

- **Minutes**

Actions from previous minutes not covered elsewhere:-

- I contacted the developers to advise them that BT will add new lines directly to new build houses in the future as asked. No response from them.
- The advertising policy is underway.

Facilities

- A free training session was held for use of the defibrillators. It was attended by a variety of staff, councillors and members of the public.
- A survey has been booked for the Pavilion. This will lead to detailed refurbishment plans and an idea of the price, for the budget. It is likely that the refurbishment project will take up to 20 weeks, which will be built into next years income predictions.

Grounds / Amenities

- The cricket season has now finished and all fees have been paid. The football season is underway and the annual invoice has been sent. The cricket fees for the next season will be produced shortly.
- The scouts fireworks display will be held at the recreation ground on 3 November.
- Proscap have advised me that a soil specialist will visit the football pitch in the next two weeks. Once that has been carried out – if he is satisfied with the standard of the pitch – the pitch and amenity areas should be ready for handover to us. I have obtained quotes

for a multi use court and fencing / floodlighting for a whole football pitch for consideration during budget setting.

Office

- We have not yet received the outcome of the Local Council Award Scheme application.

Playgrounds

- The playground has been finished and is open for use. As a gesture of goodwill for the delay, HAGS are going to provide and install additional grass mats under the zipwire, as recommended by the ROSPA inspection.
- The playground fence will be completed this week.

Parish

- The Community Cinema event has now been held three times, with another date planned for the Christmas holidays.
- The new litter bin has been installed on Roundhouse Way.
- The parish emergency plan has been posted to each household. South Norfolk Council are compiling the result.
- The streetlight contract ends in December 2017. Three quotes are being sought for this.
- The six streetlights on Keswick Close which needed to be entirely replaced have now been completed.
- Broadband cabinet 50 on Dragonfly Lane has been fibre enabled and should be connected from 8 November.

Finance

- The first draft of the budget is almost complete, although still awaiting some quotes, and will be discussed by FAG on 7 November.

Bookings

- Several new regular bookings have commenced this month making TWC busy mornings and evenings.
- The income spreadsheet showing month on month income is attached.

Sonya Blythe
Parish Clerk
1 November 2017.