

Clerk Report

a) Actions taken under Delegated Authority

i) Expenditure & Payment Authorisations:

Payment 43 authorised under delegated authority to avoid late payment fees (no reason to delay payment)

Payment 47 - Expenditure authorised as urgent due to Defib Pads expiry date (Aug 23) & mobile top-up required to keep parish phone number active. Payments reimbursed to Clerk with September salary as part of ongoing contracts / obligations and no need to delay payment authorised under scheme of delegation to the Clerk.

43	Mazars	Audit Fees	BACS	£315.00	£63.00	£378.00
47	WEL Medical	Defibrillator Pads	BACS	£119.90	£23.98	£143.88
47	1p Mobile	Mobile Top-Up	BACS	£8.33	£1.67	£10.00

ii) Urgent Decisions between meetings – recruitment

Due to the resignation of the Clerk on 24th July 2023, for continuity it was necessary for the Council to begin the recruitment process urgently.

All Councillors were consulted with on this matter and Clerk made the decision to advertise the vacancy with a closing date of 3rd September 2023.

Interview date scheduled for w/c 11th September 2023.

Existing Clerk finish date 10th September 2023.

Vice-Chair requested Clerk attend on the interview date 13th September – additional hours incurred for this

Clerk will also attend the meeting on 14th September as requested – additional hours incurred for this

Handover arrangements to be discussed in closed session and additional hours will be payable for any handover time subject to previous Clerk's availability.

b) Highways

- i) SCC contacted PC to repair SID outside Rawletts School, advised that PC do not own this device. SCC have now confirmed that this belongs to the County as it was installed as part of a Rawlett School safety scheme. Resident who contacted me regarding this repair was advised accordingly and he has escalated his complaint with SCC on this matter.
- ii) SCC have replaced the remaining damaged 30mph sign. On Main Road, Wigginton.
- iii) Complaint received regarding alleged overgrown hedge on Nursery Lane adjacent to Playing Field which belongs to the Parish Council. Clerk asked for photographs, and these did not show growth that was blocking the highway. Clerk asked Alan Robey to inspect site to see if the hedge / vegetation requires cutting back further and asked him to do this if so, or if it was a full hedge trim needed to contact me so I can raise this with the contractors.
- iv) Complaint received via contractor regarding hedge cutting on the A51 adjacent to the Bus Shelter diagonally opposite the Tame Otter. This is cut annually by SCC and was cut in November 2022 and will be due for a cut next month. As hedge is the responsibility of SCC, matter was referred to County Councillor Alan White to



see whether any further attention was required in-year. No response received regarding this. Contractor to advise residents to report directly to SCC via the website or to get in touch with County Councillor White.

c) Correspondence

Member of the public (MoP) from outside the Parish / Estate contacted Parish Council regarding the maintenance of the planting around the Balancing Ponds on Chestnut Walk Estate (off Browns Lane) there were nesting swans on the pond however the planting scheme was not being maintained in accordance with the landscaping plans and there was a lack of food for the swans due to excessive grass cutting in this area. There was also periods where there was no water in the balancing ponds and there should be a minimum level of water in this area. Clerk reported to LDC Planning enforcement and tried to get in touch with both Taylor Wimpey and Trinity Estates regarding this matter. MoP made contact with a representative from Trinity Estates who said they would contact the grounds maintenance company to ask them to leave an area around the balancing ponds. Response from LDC rec'd as follows:

'We have unloaded further documentation to the 2 planning applications to the website, which may assist you. We have also sent your email to the planning enforcement team to review whether any potential planning breaches are taking place.

Should they consider that a breach has occurred the investigation process will commence of which you will be notified.

We are in the process of uploading old planning documents to the new website- if you spot anything which may be missing on other determined apps please let us know'