

## Clerk Report

### a) Actions taken under Delegated Authority

#### i) Expenditure & Payment Authorisations:

Payment 58 - Expenditure authorised under delegated authority in order to keep the Parish Council phone number active. Payments reimbursed to Clerk with October salary as part of ongoings contracts / obligations and no need to delay payment authorised under scheme of delegation to the Clerk.

Payment 64 - Expenditure authorised under delegated authority in order for the Clerk to attend a 121 Clerk Induction course with Staffordshire Parish Council Association.

Other payments made under delegated authority (Financial Reg 5.5)

58	Technohed	Unlock Parish Mobile Phone	CHQ	£25.00	£ -	<b>£25.00</b>
58	Post Office	Stationary	CHQ	£2.70	£ -	<b>£2.70</b>
58	Stationary	Stationary	CHQ	£12.53	£ -	<b>£12.53</b>
58	HP Instant Ink	Sept - IT	CHQ	£3.74	£ 0.75	<b>£4.49</b>
58	HP Instant Ink	Oct - IT	CHQ	£3.74	£ 0.75	<b>£4.49</b>
64	Staffordshire Parish Council Association	Training Costs	CHQ	£40.00	£ 8.00	<b>£48.00</b>

### b) Highways

- i) The hedge issues in Hopwas which were raised by a member of the public in the last meeting have been raised with Highways and as a matter of urgency the hedges will be trimmed by Church Drive. However, they will not be trimming the hedges by the Bus Shelter in Hopwas to the extent that was requested by the member of the public.
- ii) There was an outstanding issue regarding hedgerow encroaching onto the highway of Nursery Lane, Hopwas which was raised by a resident in the village in July. This has been raised to Staffordshire County Council, however they believe this to be the responsibility of the Local District or Borough therefore they are not in a position to pursue this matter. The Clerk has requested a quote from the company who manage the Hopwas Playing Field grounds maintenance to trim this hedge.

### c) Correspondence

- i) The Clerk received a Freedom of Information request on 4<sup>th</sup> October. The request was for information that related to the Wigginton, Hopwas and Comberford neighbourhood development plan, adopted in 2016. Particularly in relation to Policy WHC2. The Clerk responded on 18<sup>th</sup> October with relevant information.
- ii) A resident in Hopwas contacted the Clerk regarding an issue with a man videoing houses on Nursery Lane. The resident had taken note of the registration plate and CCTV footage also. The Clerk contacted the Local PCSO and put him in touch with the resident.

#### d) Maintenance

- i) A Sovereign inspection for Hopwas Playing Fields and The Comberford Millenium Green took place on Monday 6th November 2023.
- ii) Refills for the Dog Poo Bag dispenser at the Hopwas Playing Fields were ordered and supplied.

#### e) Clerk Training

- i) The Clerk has undertaken 3 handover sessions with Kate Clover. This time was paid to Kate Clover in the October Salary.
- ii) The Clerk has attended 2 online courses for Budgeting and Forecasting, and Internal Audits.
- iii) On 25th October the Clerk had an online 121 clerk induction with Staffordshire Parish Council Association.

#### f) Meeting Venue

Clerk contacted St Leonard's Churchwarden, regarding hiring the Centre for Parish Council meetings on the following dates:

- Thursday 11<sup>th</sup> January 2024, 6:30pm
- Thursday 7<sup>th</sup> March 2024, 6:30pm
- Thursday 9<sup>th</sup> May 2024, 6:30pm

The Church currently have availability on those dates and would charge the Parish Council £25 for 2 hours. The Clerk also contacted the Coton & Hopwas Social Club, however, they do not have availability on those dates.

PC to decide which venue and / or dates to move forward with based on the above information.