

## Clerk Report

### **Actions taken under Delegated Authority**

Payments made under delegated authority (Financial Reg 5.5)

- £76.38 JRB Enterprises Ltd – Dispenser refill waste bags

### **Highways**

- Temporary road closure – Hints Road, Hopwas on 30th January 2026 to carry out utility repair and maintenance works
- Temporary road closure – main Road, Wigginton on 31st March – 4th April for Severn Trent Water to carry out remedial works
- Temporary road closure – Dunstall Road, Hopwas on 16th March to carry out highway kerbing repairs

### **Correspondence**

- The Council received a query from a resident regarding placing a convex traffic mirror on land opposite their residence. Private landowners can site them if they don't obstruct drivers
- A resident contacted the Council regarding the SID not working on the Ashby Rd, the hedgerow has grown and is blocking the line of sight for the device. The Council will organise for the hedgerow to be trimmed
- SPCA – LGR briefing Friday 6<sup>th</sup> March
- LDC – LGR Consultation

### **Maintenance**

- The Real Time Passenger Information solar displays and poles have been installed in Hopwas bus stops
- The Sakura cherry trees have been installed at the Hopwas playing field and the Comberford Millenium Green
- The 3-year maintenance package with Sovereign has ended
- The bus timetable was removed from inside the Hopwas bus shelters leaving unpainted wood – repainting work has been commissioned

### **Administration**

- The insurance policy has been updated to include the new speed indicator devices on the Ashby Road and the new roadside litter bins in Wigginton and Hopwas
- LDC strategic CIL 2025 funding applied for – awaiting on a response. Funding towards a used red telephone box on hints Road, Hopwas to either be used for a library or to hold a defibrillator
- LDC Clean & Green funding has awarded the Parish Council £1,500 towards a litter bin, dog waste dispenser and waste bags for Dunstall Lane, Hopwas and additional road sweeping for Tollgate Lane, Comberford (the parish council will fund the bin emptying collections). The Council has until 30<sup>th</sup> June 2026 to complete the purchasing and installation. The road sweeping has been arranged directly with the District Council

### **VAT Refund**

- A VAT refund was actioned for £1,283.97 from 1/11/2025 – 31/01/2026

### **Training**



The Clerk has passed the Certificate in Local Council Administration. As per the employment contract an additional salary point will be added to the clerk for success in obtaining this qualification, starting from the 26<sup>th</sup> February 2026.

The Clerk has attended the following courses/ meetings since the last Parish Council meeting:

- SLCC virtual coffee morning
- SPCA – Business Planning for local councils
- Scribe – preparing for audit
- Community Foundation for Staffordshire - general information session for Best Kept Village Competition awards entrants 2026

