

4. Clerks report: 6 June 2017

Year-end has been finalised, external audit is ready to sign and the Internal Auditor is satisfied – agenda item.

Standing orders have been amended as per Mays resolution.

Grass has been sown 2 ways on Hopkins Homes land, awaiting next step which is 1st cut and role. I have been in contact with Hopkins regarding the remedial work to the perimeter and the wild flowers, no response to date.

I emailed Councillor Palmer with the 1st Bus info, 1 have received 1 additional complaint to date as a result of the newsletter. This needs to be fed back to First Bus

The fencing on Greg's Meadow has been repaired however the top gate still is not self-closing will chase this with the contractor before paying invoice.

Dog fouling posters have been reissued around the village again with priorities being given to problem spots.

Noticeboards have been corrected with correct contact information for Parish Council and Councillors

I wrote to the Trustees regarding a project for the older youth as per Mays resolution.

I have written to Broadland District Council regarding electronic applications.

I have sent letters to consultants for Neighbourhood Plans – agenda item

I have contacted Trafford Estates regarding securing the bull field.

Newsletters have been printed, folded and distributed.

The inner and outer office has been reorganised by Councillor Holland, Councillor Rudling and I.

I have written a media policy, reviewed the pension policy and grant aid policy and started a 3 year action plan for the Council – agenda item.

I have liaised with Councillor Holland regarding updating the structure of the website to allow more information to comply with the quality award scheme and transparency.

I have reported the Crostwick Lane road sign to Highways to chase the contractors that damaged the sign.

APM minutes have been completed

SAM2 risk assessment has been completed

A new contract for street lighting has been entered for a 2 year term.

I have written to the infant school regarding parking on Lillian Road.

I have developed a spreadsheet capturing matters reported to Norfolk County Council and Broadland District Council for auditing.

I have taken pictures and written letters to parishioners encroaching on Greg's Meadow.

Parishioner enquires

1. Parking at Orchard Road
2. Spixworth FC
3. Street Lights
4. Hopkins Homes Land
5. River enquiries
6. Hedges
7. Street sign on Lillian Road
8. Missing Keys
9. Tour De Broads
10. Elections
11. Road diversions

Next 3 Months

External Audit process and exercising of electors rights

Risk assessments

Updating/writing policies

Getting more information on the website.

Roles within the Council.

Handover folder