

Spelsbury Parish Council

Dean Ditchley Spelsbury Taston

CLERK REPORT

Period: From 04 September 2023 to 01 November 2023

1. **Agenda and reports** – November agenda and reports created, published and circulated.
2. **Council Meeting Minutes** – September minutes written and published.
3. **Playground**
 - a. Inspections – monthly inspections carried out.
 - b. Quote received for warning signage.
4. **Parish Maintenance**
 - a. Request made to OCC for replacement grit bin at Taston, OCC agreement received.
 - b. OCC contacted regarding options for pedestrian safety in Spelsbury. Response received and circulated to Council.
5. **Planning**
 - a. Planning spreadsheet – updated and uploaded to Dropbox as required.
 - b. Planning comment re application 23/01756/FUL written and sent.
 - c. Planning comment re application 23/02086/HHD written and sent.
 - d. OCC have approved the 20 mph speed limit for Spelsbury, Dean and Taston.
6. **Policies and procedures**
 - a. Policy review spreadsheet updated.
 - b. Policies reviewed and amended as required for Council approval at the November meeting.
 - c. Approved policies updated and uploaded to website.
7. **Finance**
 - a. Finance system - updated and forwarded to council monthly.
 - b. Bank reconciliations – completed and forwarded to council monthly.
 - c. Payroll – processed.
 - d. Pension returns – processed.
 - e. New payments – processed.
 - f. Expenditure over £100 updated and uploaded to website.
 - h. Draft budget for 2024-2025 updated and report written.
8. **General administration**
 - a. Website – updated as required.
 - b. Facebook – updated as required.
 - c. Action Plan – updated as required.
 - d. Clerk report – written.
 - e. Dropbox – updated.
 - f. Clerk annual leave and TOIL taken.
 - g. Council information updated on website and noticeboard.
 - h. Pension Regulator information updated.
 - i. Biodiversity duties paper written.
9. **Training and CPD**
 - a. SLCC branch meeting attended.
 - b. SLCC National Conference attended.
 - c. Scribifest attended.