

# Spelsbury Parish Council

Dean Ditchley Spelsbury Taston

---

## CLERK REPORT

Period: From 03 September 2019 to 04 November 2019

1. **Mailboxes for Councillors** – report issued to councillors.
2. **Footpath Deregulation Act project** - being run by Cllr Leyland.
3. **Trees of Remembrance** – suitable size sapling to be purchased and planted on Almshouses triangle by Cllr Leyland.
4. **Speedwatch Activity Project** – Project was not discussed at APM. Volunteer names have been received from Councillors.
5. Correspondence from September meeting has been dealt with.
6. **Rep for Friends of All Saints Church** – Chairman’s contact details provided to organisation.
7. **Adoption of Almshouses Triangle** – Email sent to Almshouses Trust stating that council would not attempt to adopt this land, but would support Trust’s attempt to do so.
8. **Quickset Close to playground path** – Ken Wakefield asked if he could tidy up this area.
9. **Twentys Plenty signage for Dean and Taston**- Purchased signage.
10. **Payments** - approved payments have been sent.
11. **Finance update** – finance system has been updated and forwarded to council monthly.
12. **Budget update** – updates have been forwarded to council monthly.
13. **Bank reconciliation** – updates have been forwarded to council monthly.
14. Payroll has been processed and cheques raised.
15. **Gigaclear** – Dean build will start in November. Road closure from 18 November for 8 days.
16. September Council Meeting Minutes written and published.
17. Training Policy created and circulated to council.
18. New Financial Regulations checked, edited and circulated to council for comment.
19. Community Emergency Plan – notes made for council meeting.
20. Community Emergency Plan – started.
21. 2020-21 budget – draft updated and circulated to council.
22. Dropbox updated.
23. Processed new payments.
24. Facebook updated as required.
25. Attended CiLCA training.
26. Attended SLCC branch meeting.
27. Contacted Gigaclear regarding road repair failure in Spelsbury.
28. Updated “Expenditure over £100” sheet.
29. Planning spreadsheet regularly updated and forwarded to council.
30. Agenda and appendices for November created, published and circulated.

### Next Actions

1. Create Security Incident Response Plan