

Spelsbury Parish Council

Dean Ditchley Spelsbury Taston

CLERK REPORT

Period: From 31 December 2019 to 25 February 2020

1. **Footpath Deregulation Act project** - being run by Cllr Leyland.
2. **Trees of Remembrance** – suitable size sapling to be purchased suitable place for planting to be found by Cllr Leyland.
3. Correspondence from January meeting has been dealt with.
4. **Hard copy planning documents from WODC** - response has been received from WODC.
We are currently considering the comments and feedback that have been provided by parish/town councils since we sent our letter regarding our proposal. We are giving the matter further consideration and therefore will not be introducing the change in practice at this point in time. All planning applications will therefore continue to be sent to you free of charge. When an official decision is made, I will request that consideration is made to the costs of copying the larger applications, as I acknowledge that this can be costly.
5. **Traffic speed on B4022** – Signage warning of cycle track has been installed by OCC near lane to Taston on B4022.
6. **Annual Parish Meeting** - Chairman informed of date/time limitations regarding date/time of APM.
7. **Banking** – investigated Unity Trust Bank and sent report to council. Investigated options regarding the Barclays Current Account and forwarded information to council.
8. **Noticeboard for Ditchley** – Noticeboard option report sent to council.
9. **Payments** - approved payments have been sent.
10. **Finance update** – finance system has been updated and forwarded to council monthly.
11. **Budget update** – updates have been forwarded to council monthly.
12. **Bank reconciliation** – updates have been forwarded to council monthly.
13. Payroll has been processed and cheques raised.
14. January Council Meeting Minutes written and published.
15. Processed new payments.
16. Facebook updated as required.
17. Planning spreadsheet regularly updated and uploaded to Dropbox.
18. Parish Election Briefing Meeting attended.
19. Article written for Parish Magazine about Parish election.
20. Letter to LPA re Thorsbrook, Taston written.
21. Completed Rural Services Survey.
22. Agenda and appendices for March created, published and circulated.
23. **VAT refund**- applied for VAT refund to 31/12/19.
24. **Vegetation maintenance contract** – Met with contractor to request a quotation for vegetation maintenance of Spelsbury playground and bus-stop triangle.
25. **Annual appraisal** – took place on 19 February 2020