

Clerk's Report June 2017

- Cheques raised awaiting signing:**

Village Hall	£	50.00
Clerk's Salary	£	208.00
Brian Pinder	£	450.00
John Hammond	£	133.19
Grovefern Estates	£	909.10
Dunscar Timber	£	150.00
J Metcalfe	£	29.50
Lancashire Association of local Councils	£	188.67
Sabden Parish Council	£	1200.00

- Activities Undertaken:**

Councillor Vacancy Notices updated and displayed - closing date 10th July 2017
 Draft Minutes of May Council meeting prepared and distributed
 June Agenda prepared, distributed and displayed
 Bank statements agreed and reconciled
 Meeting with Cllr Willoughby re website and accounts
 Training with Cllr Willoughby/CMS Live re the new website
 Ongoing emails re website
 X 2 grants applied for – email to Julie Hibbert
 Transparency code funding reapplied for
 Notice board purchase order raised
 Telephone call with Mrs Heap – Roaming Roosters complaint logged
 Letter to BDO Audits confirming new Chairman details
 Email to BWP committee confirming new Chairman

Emails Received	
Weekly lists x (21-24) – Planning Applications and Decisions	See Agenda
Planning at Pendle x 2	See Agenda
Police Reports x 8	Forwarded to all Councillors
Rural Services Network x 15	Will forward on request / selection forwarded
Junk Email x 6	Deleted / unsubscribed where appropriate
Julie Hibbert - Pendle Countryside access forum	Forwarded to all Councillors
Lynne Rowland - Health and social care scrutiny panel	Forwarded to all Councillors
Robin Willoughby re Brian Pinder painting works	Price agreed for work to commence
Parish Councils bus service changes	No changes affecting Higham
Grovefern estates - may invoices	Cheque raised
Joanne Eccles/Julie Hibbert - capital programme	Bids submitted
Angela Whitwell - lengthsman scheme and invoice	Forwarded to Cllr Metcalfe as requested
Cllr Butterfield – apologies for meeting	
Paul Coleman – apologies for meeting	
Cllr Willoughby / Tim Horsley – PSPO'S for parks	
BWP agenda	
Hetty Byrne – Forest of Bowland summer news	Forwarded to all Councillors
Sarah Waterworth – Development management committee	Forwarded to all Councillors
Cllr Willoughby – Fault reported Sabden road Pinfold	
Martin Starkie / Robin Willoughby re website	Ongoing
Cllr Willoughby re Clovercroft	Ongoing
Post Received	
Bank statements	
BWP agenda	

Bank Accounts as at 20th June 2017	
Current £14,593.54	
Saver £34,741.67	