

Clerk's Report October 2018

- Cheques to authorise:**

Village Hall (monthly donation)	£	50.00
Clerks Salary & Ink	£	210.39
Sabden Parish Council (signed mid-month)	£	4994.94
Sabden Parish Council	£	1200.00
Pendle Borough Council	£	1172.34
Sabden Parish Council	£	2405.80

- Activities Undertaken:**
 - Draft Minutes of September Council meeting prepared and distributed
 - October Agenda prepared, distributed and displayed
 - Bank statements agreed and reconciled to cashbook
 - Website updated, page amendments made where necessary
 - Emails forwarded to Councillors
 - Cheques raised
 - Letters to planning at Pendle
 - Email to Cllr Forrest re grass signs and backboards
 - Emails to Tim Horsley re Footpath Harassment
 - Invitation to Their Worships the Mayor and Mayoress of Pendle re Christmas Party
 - Email / phone call re future Councillor vacancies
 - Chairmanship workshop paperwork received and passed to RW and DF
 - Phone call with Angela Whitwell re drainage works and payment needed
 - Cheque raised and signed mid-month for Sabden Parish Council re the above
 - Phone call to embroidery club to confirm Christmas Party date
 - Email to Julie Mousdale requesting grant monies for drainage works

<u>Emails Received</u>	
Weekly lists x (38,39,40,41) – Planning Applications and Decisions	None for Higham
Cath Brierley - Delegated List for September	Forwarded to all Councillors
Police Reports x 4	Forwarded to all Councillors
Rural Services Network x 2	Forwarded to all Councillors
Junk Email x 9	Deleted / unsubscribed where appropriate
Fiona Standring – Remembrance Sunday details	Checked with Brian Sutcliffe and confirmed back to Fiona
NALC newsletter	Forwarded to all Councillors
LALC – Police contact details	Forwarded to all Councillors
Jane Watson – Council meeting 25/09/18	Forwarded to all Councillors
October bus service changes leaflet	No changes affecting Higham
Jane Watson – Special Council meeting 25/09/18	Forwarded to all councillors
Joanne Eccles – Accounts and Audit Committee 27/09/18	Forwarded to all Councillors
LALC – September newsletter	Forwarded to all Councillors
Daisy at Stone Fold Farm – Councillor vacancy	Phone call back
Councillor Willoughby – various items	
Fiona Standring – Mayors invitation acceptance	
Julien Barraclough-Gray – Sweeper schedule	Forwarded to all Councillors
Lancashire County Council newsletter	Forwarded to all Councillors
Joanne Eccles – BWP 04/10/2018	Forwarded to all Councillors
Planning & Environment - Minerals and waste local plan	Forwarded to all Councillors
Sabden Parish Council – invoice for drainage works	Urgent payment raised
Councillor Willoughby - SPID	To be added to the Insurance policy

Cllr Willoughby / Emma Green – Insurance policy update	Speed indicator and mounting plate added to policy
Angela Whitwell – Lengthsman Project Meeting	Forwarded to Councillor Willoughby
Julie Mousdale – Pendle ESAG 15/10/18	Forwarded to all Councillors
Councillor Willoughby – Agenda items	See Agenda
Councillor Butterfield – Apologies sent for meeting	
Angela Whitwell – Further drainage works invoice	Late cheque addition to agenda
LALC – Charles Arnold Baker 11 th edition	Forwarded to all councillors
Tim Horsley – Footpath Harassment	No comment
Councillor Willoughby – Pendle Hill fund information	
November bus service changes leaflet	No changes affecting Higham
Robin Willoughby – Stone Fold Planning Application	Sent to all Councillors for info
HP Connected – Ink bill statement	
Councillor Willoughby – Community Investment Fund	For consideration
Ann Alty – Best kept village results	Forwarded to all Councillors
<u>Post Received</u>	<u>Bank Accounts</u>
Bank statements	Current £3,440.45
BWP Agenda	Saver £40,000.00
Village Hall Minutes	
Chairmanship workshop Agenda & map	