

## Clerk's Report March 2020

### Payments to authorise:

|  |         |
|--|---------|
| Village Hall – monthly standing order              | £50.00  |
| Clerks Salary, Norton anti-virus and ink           | £389.83 |
| Lancashire Best Kept Village Competition entry fee | £20.00  |
| Michael Tetley - ink                               | £39.49  |

### Payments Received:

|                                    |         |
|------------------------------------|---------|
| Parish Champion grant towards CCTV | £500.00 |
|------------------------------------|---------|

### Activities Undertaken:

Draft Minutes of February Council meeting prepared and distributed  
 March Agenda prepared, distributed and displayed  
 Bank statements received agreed and reconciled to cashbook  
 Website updated; page amendments and additions/deletions made where necessary  
 Emails forwarded to Councillors  
 Notice board updated  
 Parish Champion grant resubmitted  
 BWPC grant submitted (will be put forward at April meeting)  
 Phone call to Gill Turpin (Elections Officer) re Councillor Elections (no election called so we can co-opt)  
 Email reply to Tim Horsley re Footpath Harassment  
 Letter sent to planning at Pendle re 20/0057/ADV  
 Change of Bank Mandate form signed and sent  
 Expression of Interest form sent and received back  
 £10.00 yearly licence invoices raised for 2020/2021  
 VAT return completed and submitted for £2,686.28

| <b>Emails Received</b>   |  |
|--|--|
| Weekly lists x (8,9,10,11) – Planning Applications and Decisions | See Agenda                               |
| Cath Brierley – Monthly Delegated List of Applications           | Forwarded to all Councillors             |
| Planning at Pendle x 1   | See Agenda                               |
| Police Reports x 4   | Forwarded to all Councillors if relevant |
| Junk Email x 7   | Deleted / unsubscribed where appropriate |
| Lynne Rowland – Budget Council Meeting                           | Forwarded to all Councillors             |
| Tim Horsley – Footpath harassment update                         | Update sent                              |
| Jane Watson – Northern Forest Meeting                            | Forwarded to all Councillors             |
| Joanne Eccles – BWPC   | Forwarded to all Councillors             |
| Parish Councils – Driving safely for longer                      | Forwarded to all Councillors             |
| Winter bulletins   | Forwarded to all Councillors             |
| Rural Services Network Bulletin                                  | Forwarded to all Councillors             |
| Jackie Meredith – Councillor vacancy                             | Form completed                           |
| Julie Mousdale – Grant application                               | Will be on April's Agenda                |
| Champions grant remittance advice                                | Payment received                         |
| LALC subscription invoice  | Add to next Agenda                       |
| Pendle Hill Landscape Partnership                                | Forwarded to all Councillors             |
| Accounts and Audit Committee                                     | Forwarded to all Councillors             |
| <b>Bank Balances:</b>  | <b>Post Received:</b>                    |
| Current Account £1,752.48  | Bank Statements                          |
| Saver Account £40,162.83   | Expression of interest form              |