

Clerk's Report September 2022

Payments to authorise:

Village Hall – monthly standing order	£50.00
Clerk/RFO Salary (ink and paper)	£356.44
Pendle Borough Council	£678.24
Robin Willoughby (fees)	£18.00
Paula Fitzgerald – cheque raised mid-month	£400.00

Activities Undertaken:

Draft Minutes of August Council meeting prepared and distributed
 September Agenda prepared, distributed and displayed
 Bank statements received agreed and reconciled to cashbook
 Emails forwarded to Councillors
 Website updated; page amendments and additions/deletions made where necessary
 Monthly payroll completed and PAYE paid
 Cheques written and details added to cashbook
 Phone call with Zurich re CCTV – approx £140 upload - await invoice
 LCC Biodiversity grant of £300.00 approved
 New Councillor Documents forwarded to Cllr Whittle
 Reported online dumped mattress – Ref FLY005062
 Email to Cllr Perrin to confirm attendance at BWP Committee Meeting
 Phone Call to Barclays Bank x 2
 Replacement cheque arranged for Streetcam
 Email to Laura Barnes re Roaming Roosters Planning Application
 Email and notice rescheduling our September Meeting due to the Mourning Period
 Email to LCC Speed Management chasing up our promised speeding / slow down stickers

Advance Meeting Apologies Received:

Cllr Butterfield
 Cllr Meredith
 Boro Cllr Newman

Post Received:

Bank Statements
 Pendle Borough Council Invoices & Statement
 Clerk Direct Magazine
 Barclays Bank re Bounced Cheque
 Barclays Bank re Complaint Raised

Bank Accounts:

Current £7,551.99
 Saver £32,504.94

<u>Emails:</u>	
Weekly lists x (33-38) – Planning Applications and Decisions	
Rural Services Network Bulletin x 7	Forwarded to all Councillors where relevant
Police Reports x 10	Forwarded to all Councillors
Junk Email x 47	Deleted or unsubscribed where necessary
NALC/LALC Bulletins x 25	Forwarded to all Councillors where relevant
Public Sector Executive x 26	Forwarded to all Councillors where relevant
Society of Local Councils Clerks Bulletins x 60	Clerk info
Julie Waddington – Trading Standards Consumer Alerts	Forwarded to all Councillors
Linda Andersen – Biodiversity Grant £300 Approved	See details at end
Cllrs – Letter of concern for consideration re Roaming Roosters Application	All happy to proceed. Email sent and copied to Old Laund Booth
Pendle Borough Council – confirming the reported fly tipping (mattress) had been removed	For info only
John Halton – Framework Newsletter	Forwarded to all Councillors

Julie Lord, Monitoring Officer at Pendle Borough Council - A decision has been made not to replace the missing bin near the Old Vicarage. Funds are limited and it is to be noted that a bin is not necessary in this location	For info only
Jane Watson – Changes to bin collections due to the mourning period	Does not affect Higham
Cllr Meredith – would like the 'Spout Magazine' adding to the next Agenda	Will add to the October Agenda
Lynne Rowland – Policy and Resources Committee 22/09/2022	Forwarded to all Councillors
Jessica Robinson – BWP Committee Agenda 07/09/22	Forwarded to all Councillors
Jessica Robinson – NBR Committee Agenda 05/09/2022	Forwarded to all Councillors
Lynne Rowland – Full Council Meeting 29/09/2022	Forwarded to all Councillors
Lynne Rowland – Licensing Committee Agenda 04/10/22	Forwarded to all Councillors
Andrea Mullin – Councillor Vacancy Notice	Advertised
Cllr Willoughby – Pendle Local Plan	For Info
Cllr Perrin – Confirming Attendance at BWP	For Info
Cllr Willighan – Summer Spout PDF	Uploaded to Website
Ann Alty / Cllr Perrin – Results of LBKV final round	Circulated to all Cllrs
Cllr Butterfield – Tarmac quote	Forwarded to Cllr Perrin for the Maintenance Folder
Paula Fitzgerald – Planning Objection Invoice	Cheque raised mid-month
Website Contact Forms re hiring the Hall	Forwarded to Ian Whittle
Cllr Willighan – Senior's party and resignation	
Cllr Perrin – Cllr responsibilities (VHC)	To nominate IW and propose at the next meeting
Parish Councils – Poster to display	Displayed in Notice Board
Elaine Brignall – left a rain jacket in Village Hall	Forwarded to Ian Whittle
Cllr Perrin – CCTV Risk Assessment	Updated for consideration – add to October Agenda
Village Hall Committee – they would like to set up and operate their own website to offer a more interactive functionality. The cost and maintenance would be met by them. Are we happy for them to do this?	Yes. We will add a link to their website from ours when it is set up
Biodiversity Grant £300.00 Examples of what the grant can be used for: Nest boxes Bird feeders Bug hotels Hedgehog houses Bat boxes Log piles Communal gardens Pollinator nest sites Planting wildflowers Creating ponds Living walls Rain gardens	An overview of the project and photographs must be submitted upon completion