

Clerk's Report May 2023

Agenda item 6 – Finance:

Payment schedule

Village Hall – <i>monthly standing order</i>	£50.00
Clerk/RFO Salary (<i>including AAT/INK/SIM</i>)	£419.24
NB Colour Print (spout)	£194.00
Paula Fitzgerald (RR planning appeal)	£200.00
Pendle Borough Council (grass cuts)	£401.41
SLCC membership fees (clerks)	£112.00
Robin Willoughby (ink)	£41.86
Lucy Willighan (meeting drinks)	£49.50
Zurich Insurance Renewal	£858.84

Agenda item 8 - Planning Applications:

Planning Appeal: Roaming Roosters Barrowford Road Higham
Proposed Development: Full: Major: Demolition of existing buildings and erection of 12 dwellinghouses with associated infrastructure.
Planning Inspectorate Ref: APP/E2340/W/23/3315598
Local Authority Appeal Ref: 23/0004/AP/REFUSE
Planning Application Ref: 22/0424/FUL

APPLICATION: 23/0285/FUL

PROPOSAL: Full: Demolition of existing vacant farm shop and the erection of 8 no. dwellings with associated infrastructure.

AT: Roaming Roosters Barrowford Road Higham

FOR: Mr Charles McDermott

CONSULTATION Deadline: 25th May 2023

Clerks Activities Undertaken:

Draft Minutes of April Council meeting prepared and distributed
May Agendas 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 from Lauren McIntyre re Roaming Roosters potential meeting
Email to Cllr Gadd re liaising with Lengthsman on outstanding playground jobs
Pot-holes on Sabden Road reported again with further pictures
Drain issues on Kiln Hill investigated – cannot see an issue at present
Email invites sent out for Annual Village Meeting
Annual Village Meeting posters displayed
Phone call to Barclays to confirm mandate
Cheque received from Village Hall Committee re Kiln Hill
EOI from DP regarding vacancy and co-option
Emails to Zurich Insurance querying renewal price – have agreed to reduce it by £98.74 to £858.84.
We were in a 5yr price lock at £637.74 – diff in premium is due to the inclusion of the CCTV on the policy
Email to Angela Whitwell re Lengthsman scheme and quarterly reporting
Meeting Invitation emailed to Diane Perrin

Advance Meeting Apologies Received:

Cllr Whittle
Boro Cllr Newman

Bank Balances as at 15th May

Community Account £11,776.95
Reserves £22,554.97

Post Received:

Bank Statements
BWP Agenda
Pendle Brough Council invoice
Clerks' Direct magazine

<u>Emails:</u>	
Weekly lists x (15,16,17,18,19) – Planning Applications and Decisions	Forwarded to all Councillors
Rural Services Network Bulletin x 6	Forwarded to all Councillors where relevant
Police Reports x 13	Forwarded to all Councillors
Junk Email x 44	Deleted or unsubscribed where necessary
NALC/LALC Bulletins x 21	Forwarded to all Councillors where relevant
Public Sector Executive x 22	Forwarded to all Councillors where relevant
Society of Local Councils Clerks Bulletins x 41	Clerk info
Julie Waddington – Trading Standards Alerts	Forwarded to all Councillors
Parish Councils – Bulletins x 6	Forwarded to all Councillors
Viking Direct x 12	Clerk info
Norton x 4	Monthly protection reports / updates
Smarty – Sim auto renewed	For info only
Love Clean Streets updates x 6	For info only
Jessica Robinson – BWPC 10 th May 7pm	Forwarded to all Councillors / MT to attend
Awes Tariq – Pendle Borough Council Precept	1 st instalment due to us 2 nd May
David Wharton – Grass cutting will be done next week when ground not as wet	For info only
Ann Alty- LBKV update	For info only
Paula Fitzgerald - invoice	Payment raised see payment schedule
Zurich Insurance – renewal quote	For consideration
Jane Watson – NBR Committee 9 th May	Forwarded to all Councillors
Denise Nowell – bus service changes	None for Higham
Andrea Mullin – Elections expenses reminder	Forwarded to all Councillors
Ian Whittle – Wording for website	Changed as requested
Kath Ashcroft – contact details requested for PCSO Fielding to make a parking complaint	Details provided as requested
Jackie Meredith – Spring Spout edition for adding to website	Uploaded to website
PCC Funding Application – requiring more information on the CCTV set up	Information provided
Robin Willoughby various emails re Roaming Roosters planning appeal	For info only
Carmela Lo Presti PBC - Haddings Head Septic Tank	Forwarded to all Councillors
Robin Willoughby – receipts for ink cartridges	Payment raised see payment schedule
Ian Whittle / PCSO Fielding – suspicious activity in Higham	For info only / no reports
Meeting Apology received from Brian Newman	For info only
Julie Mousdale – Funding bids application	Deadline of 15 th June
Robin Willoughby – Chairmans Report	Circulated to all Councillors
Norman Stott – drainage issue	Forwarded to all Councillors