

## Clerk's Report July 2023

### **Agenda item 6 – Finance**

#### **Payment schedule**

Village Hall – <i>monthly standing order</i>	£50.00
Clerk/RFO Salary ( <i>including INK/SIM</i> )	£375.49
Pendle Borough Council	£1043.66
LALC	£166.90

### **Agenda item 8 - Planning Applications**

23/0393/TCA

Brookes Hall Farm, 63 Higham Hall Road (Stephen Holden)  
Remove Sycamore Tree within a Conservation Area

23/0428//ARD

West Close Farm, Foxen Dole Lane (Paul Emmett)  
Prior Approval Notification: Formation of Agricultural Access Road

23/0472/TPO

Chapel Street, Chapel Grounds (HPC)  
T1 & T2 Prune back multiple limbs away from property

#### **Clerks Activities Undertaken:**

Draft Minutes of June Council meeting prepared and distributed  
July 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  
Pot-holes on Sabden Road reported again  
Notice of publication of accounts posted on noticeboard and website  
Year End Accounts submitted to PKF Littlejohn  
Phone call from Cllr Metcalfe re letter to Residents regarding Overgrown Hedges  
Letter to Residents compiled re Overgrown Hedges

Liaising with Police Commissioners Office regarding CCTV meeting – the date the media officer has suggested is Monday 24<sup>th</sup> July at 1pm – confirmed availability of Cllr's is Cllr Perrin / Cllr Whittle / Cllr Butterfield and potentially Cllr Gadd

#### **Advance Meeting Apologies Received:**

Boro Cllr Newman

#### **Bank Balances as at 17<sup>th</sup> July**

Community Account £15,683.11  
Reserves £22,606.65

#### **Post Received:**

Bank Statements  
BWP Agenda  
SLCC Magazine  
PBC Invoice  
Pendle Local Plan Report – passed on to Cllr Tetley

