

Clerk's September 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
Sam Airey (<i>Tree work</i>)	£876.00
Borough of Pendle (<i>grass cuts x 2 August</i>)	£1043.66

Agenda item 8 - Planning Applications and Decisions

Clerks 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
Pot-hole on Acresbrook Road reported (*repaired*)
Letter regarding Pendle Local Plan emailed and posted
Letter of concern re planning application 23/0494/FUL sent to Laura Barnes
Conversation with Angela Whitwell re Lengthsman Scheme
Email to Ann Alty requesting feedback for LBKV
Email to Beth Willmott chasing up the PCC Funding meeting
Briefing sheet completed and sent to Mayor's secretary re Senior's Christmas Party
Email to Martin Pate re weekly list 36 – Sabden Great Hall is Newchurch-in-Pendle not Higham

Advance Meeting Apologies Received:

Cllr Metcalfe – September meeting
Cllr Whittle – September and October meetings

Bank Balances as at 18th September 2023

Community Account £14,449.37
Reserves £22,667.22

Post Received:

Bank Statements
BWP Agenda
Clerk Direct Magazine
Borough of Pendle invoice

<u>Emails:</u>	
Weekly lists x (33-37) – Planning Applications and Decisions	Forwarded to all Councillors
Rural Services Network Bulletin x 7	Forwarded to all Councillors where relevant
Police Reports x 15	Forwarded to all Councillors
Junk Email x 78	Deleted or unsubscribed where necessary
NALC/LALC Bulletins x 19	Forwarded to all Councillors where relevant
Public Sector Executive x 29	Forwarded to all Councillors where relevant
Society of Local Councils Clerks Bulletins x 44	Clerk info
Sam Airey – Tree invoice and Quote	Forwarded to Chairman

Cllr Whittle – Village Hall Heating	A reminder to switch the heating off after the meeting
Joanne Eccles – Standards Hearing Committee	Forwarded to all Councillors
Craig Barnes – Confirming receipt of PLP letter	For info only
Michael Barlow – Laneside Avenue surface water complaint	Forwarded to Maintenance Committee
Jessica Robinson – NBR Committee	Forwarded to all Councillors
Robin Willoughby – Clovercroft / Title Plan	For info only
Jessica Robinson – BWPC Agenda	Forwarded to all Councillors
Cllr Gadd – enquiring on Biodiversity £300 grant	Work in progress
Lynne Rowland – Overview and scrutiny Committee	Forwarded to all Councillors
Joanne Eccles – Development Management Committee	Forwarded to all Councillors
Robin Willoughby – Roaming Roosters update	Circulated to all Councillors
Cllr Gadd- Meeting apologies	For info
David Wharton – Confirming next 2 mowing dates	For info
Fiona Standring – Confirming Mayor/Mayoress attendance at Seniors Christmas party	For info / Agenda item
Cllr Gadd – Playground inspection completed and all seems in order. The biodiversity area will hopefully begin to be planted in the next month	For info / Agenda item