

Clerk's Report May 2024

Agenda item 6 – Finance

Payment schedule

Village Hall – monthly standing order	£50.00
Clerk/RFO Salary (including INK/SIM/AAT/Microsoft)	£454.87
SLCC (Society of Local Clerks M'ship)	£112.00
Ronset Ltd (Spout Magazine)	£163.00
Zurich Insurance renewal for 2024/25	£899.01

Agenda item 8 - Planning Applications and Decisions

24/0300/HHO Full: Erection of a glass garden pod on a concrete base
The Parsonage, Higham Hall Road, Higham
Mr Rab Nawaz Raja

Retrospective planning comments due by 31st May 2024

Clerks Activities Undertaken:

Draft Minutes of April Council meeting prepared and distributed
May Agenda prepared, distributed, and displayed
May APCM Agenda prepared and distributed
Bank statements received agreed and reconciled to cashbook
Website updated; page amendments and additions/deletions made where necessary
Payroll year end completed and P60 produced
Monthly payroll completed and PAYE paid
Cheques written and details added to cashbook
Emails forwarded to Councillors
Email to Ronset Ltd to confirm printing of the spout magazine
Phone call from John Riding at Ronset printers – the price is £163 not £195.6 as previously quoted
Email to Zurich Insurance to check our renewal price – confirmed correct price
Email to Cllr Whittle to locate missing VH keys – Cllr Whittle has them
Spout magazines distributed for delivering
Email to Gillian Turpin to update our Councillor details on PBC website
New Councillor Disclosable Interests emailed to PBC Monitoring Officer
Email to Angela Whitwell regarding Lengthsman introduction and jobs list
Email to David Warton to confirm full chapel inspection is required
Online reporting for new grit bin on the corner of Leet Road and HHR
Email to Highways regarding the telegraph poles on the A60668
Email to waste.services@pendle regarding concerns of the landfill on Foxen Dole Lane
Annual Village Meeting posters displayed
Meeting invitation emailed to PCSO Alan Fielding
Email to Bernard and Margaret thanking them for the Spout Magazine
Email to Councillors regarding attendance at this month's BWP – Cllr Gadd will attend
Email to Engineering at PBC to chase up response regarding Guide Lane Road sign
Email to SB at THW solicitors to chase up response regarding Clover Croft Deed Variation
Phone call to Stuart (Lengthsman) to set up an introduction for Councillors (meeting set for Tues 14th May at 10am outside Four Alls)
Email to Russell Pearce to confirm tree inspection (date set for 9th May)
Capital grant bids x 3 emailed to Julie Mousdale at PBC
Roles and responsibilities emailed to Councillors ahead of APCM
Lengthsman meeting reminder email sent out

Advance Meeting Apologies Received:

Tentative apologies received from Cllr Pickering
Apologies received from Cllr Hutchinson

Bank Balances as of 13th May 2024

Community Account £2,881.29

Saver Account £38,845.60

Post Received:

Bank Statements

BWPC Agenda

Spout Magazines

SLCC invoice

<u>Emails:</u>	
Weekly lists x (16,17,18,19) – Planning Applications and Decisions	Forwarded to all Councillors
Planning Application Consultation x 1	Forwarded to all Councillors
Rural Services Network Bulletin x 5	Forwarded to all Councillors where relevant
Police Reports x 11	Forwarded to all Councillors where relevant
Junk Email x 15	Deleted or unsubscribed where necessary
NALC/LALC Bulletins x 14	Forwarded to all Councillors where relevant
Public Sector Executive x 2	Forwarded to all Councillors where relevant
Society of Local Councils Clerks Bulletins x 36	Clerks info
Parish Councils Bulletins x 1	Forwarded to all Councillors where relevant
Bus Service Changes	Forwarded to all Councillors
Joanne Eccles – Development Management Committee meeting	Forwarded to all Councillors
Cllr Whittle – Village Hall slides	Circulated to all Councillors
Lynne Rowland – Licensing Committee meeting	Forwarded to all Councillors
David Wharton regarding collapsed vault in the Chapel grounds spotted when grass cutting	Requested Davids team to put safe (see appendix 1)
Smarty SIM plan renewed for May	For info only
Microsoft renewed for May	For info only
HMRC updates x 4	For info
Julie Waddington – Trading Standards Newsletter	Forwarded to all Councillors
Ronset Ltd invoice / statement	On payment schedule
Lynne Rowland – Overview and Scrutiny Committee	Forwarded to all Councillors
HP instant ink monthly invoice	For info only
Northern Forestry – still no date for felling the 2 Ash trees in the park	For info
Joanne Eccles – Audit and Accounts Committee meeting	Forwarded to all Councillors
Waste Services at PBC – someone will look into the Foxen Dole complaint and provide an update	For info
Jessica Robinson – NBR Committee meeting 7 th May	Forwarded to all Councillors
Jessica Robinson – BWP Committee meeting 8 th May	Forwarded to all Councillors

PCSO Alan Fielding – Village meeting	Alan cannot attend; however, he will ask one of his colleagues to attend in his place
Tom Partridge / Robin Willoughby – septic tank at Haddings Head	
Bernard & Margaret Ingham – Spout magazine	Happy to help until someone else can take over
Cllr Perrin – Lengthsman introduction	Diane, Terry, Ian and Richard can attend

Appendix 1

