

Clerk's Report July 2024

Agenda item 6 – Finance

Payment schedule 7-24

Village Hall – monthly standing order	£50.00
Clerk/RFO Salary (including INK/SIM/SLCC/Microsoft)	£552.87
Ronset (Spout magazine)	£163.00
Pendle Borough Council (grass cutting)	£1078.22

Agenda item 8 - Planning Applications and Decisions

No new applications or decisions

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
Website updated; page amendments and additions/deletions made where necessary
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
Spout magazines delivered and distributed to Cllr Willighan and Cllr Butterfield
Discussion with Higham resident regarding planning application 24/0178/FUL
Email to Sam Airey to follow up tree inspection with quote
Email to Julian Barraclough-Gray regarding response on recent environmental issues
Phone calls from Higham resident regarding Fir Trees Allotment – query answered
Opt in form emailed to LCC for PROW and Biodiversity
Email to David Wharton chasing up weeding
Contact for goal posts forwarded to Cllr Hutchinson

Advance Meeting Apologies Received:

Apologies received from Cllr Perrin
Apologies received from Cllr Gadd

Bank Balances as of 15th July 2024

Community Account £9,943.55
Saver Account £34,980.39

Post Received:

Bank Statements
BWPC Agenda
Spout Magazines
SLCC invoice

<u>Emails:</u>	
Weekly lists x (24, 25, 26, 27, 28) – Planning Applications and Decisions	Forwarded to all Councillors
Planning Application Consultation x 0	
Rural Services Network Bulletin x 10	Forwarded to all Councillors where relevant
Police Reports x 12	Forwarded to all Councillors where relevant
Junk Email x 16	Deleted or unsubscribed where necessary
NALC/LALC Bulletins x 19	Forwarded to all Councillors where relevant

Public Sector Executive x 4	Forwarded to all Councillors where relevant
Society of Local Councils Clerks Bulletins x 34	Clerks info
Parish Councils Bulletins x 2	Forwarded to all Councillors where relevant
Miranda Carlos - Bus Service Changes	Forwarded to all Councillors
Joanne Eccles – Development Management Committee meeting	Forwarded to all Councillors
PBC grassing cutting invoice	Added to payment schedule
Lynne Rowland – Licensing Committee meeting	Forwarded to all Councillors
Smarty SIM plan renewed for July	For info only - auto renewal
Microsoft renewed for July	For info – auto renewal
HMRC updates x 4	For Clerks info
Julie Waddington – Trading Standards Newsletter	Forwarded to all Councillors
Cllr Hutchinson – PROW feedback/suggestion	For info / Agenda item
David Wharton – Memorial Inspection	Hardcopy booklet is in the post
Sam Airey – Tree Quotation	Asked to quote for all failing trees and complete the required work
Cllr Willighan – Spout delivery list	Forwarded to Cllr Pickering
Linda Andersen – Confirming receipt of PROW/BIO opt in form	For info
David Wharton – Waiting for drier weather to commence the 1 st weeding session	For info
John Meredith – Requested poster displaying on notice board	Displayed
Jessica Robinson – Nelson, Brierfield and Reedley Committee meeting 08/07/24 7pm	Forwarded to all Councillors
Debra Davies – Parking Issues around the school	Forwarded to all Councillors / Reported online - due to school sports day
Cllr Whittle – Changes to the VH section of the website	Updated as requested
Lancashire SLCC – Requested feedback on Co Cllr's involvement with Parish Council	Forwarded to all Councillors
Cllr Perrin – response re the above	
David Wharton – Weeds sprayed – will take 2 weeks to show effect	For info
Jessica Robinson – BWPC agenda 10/07/24	Forwarded to all Councillors
Daisy Whitehouse – Village Hall User Guide to add to website	Added to website
Cllr Gadd – Apologies for BWPC meeting	Cllr Perrin to attend
Bernard Ingham – Summer Spout for emailing to printers and displaying on website	
Lynne Rowland – Overview and Scrutiny Committee meeting 11/07/24	Forwarded to all Councillors
Cllr Hutchinson – Lengthsman update	For info / Agenda item
Parish Councils – Crime prevention meeting invitation 14/08/24 UCLan 10am-6pm	For info / open invitation
Cllr Hutchinson – Query on June minutes	Item 5937 / to resolve at the meeting
Cllr Perrin – BWPC meeting notes	For info / Agenda item
Cllr Hutchinson – Contacts list	Updated list forwarded to all Councillors
PBC – remittance advice for £800 grant money	PROW £500 and Biodiversity £300 / For info Agenda item

Cllr Gadd – Biodiversity further project ideas and playground nil report	For info / Agenda item
Joanne Eccles – Development Management Committee meeting 22/07/24 7pm	Forwarded to all Councillors
Cllr Whittle – Village Hall Update	For info / Agenda item