

# **PARISH CLERKS REPORT**

**December 2019**

1. As detailed in last month's report I have reviewed the online banking authorised Councillors list and referred to last internal audit recommendations. I have therefore commenced the process of adding Councillor Jennings as another signatory to provide better coverage and added Wayne Griffiths, Parish Assistant as an administrator. This was a recommendation in the internal audit and this will allow the Parish Assistant to set up payments in my absence. As previously mentioned as these additions will not change the current signing rules.
2. The payments list for this month has been published and will be considered for approval as an agenda item but I wanted to take the opportunity to provide some background on the payments to NRCC. Due to an administration error last year it would seem the Council were never provided with an invoice for the hall hire for the Council meetings. Therefore, we have two invoices to settle the hall hire costs, one for the previous year and another for the current year. I have amended the budget accordingly to reflect this and allowed for this payment in the upcoming year also. There is also the payment to Westcotec for the lighting upgrade- the monies to cover this expenditure were set aside and are held in the lighting account and therefore the clerk will arrange for these funds to be transferred from this account to the current account to cover the payment.
3. Following agreement made at the October meeting the contact details for the Councillors are now displayed on the notice boards. The website will be updated accordingly.
4. The Clerk has requested provisional dates from Konect bus as per their invitation to meet with their Network Manager, Steve Royal. We are hoping to meet next Tuesday 17<sup>th</sup> December to discuss a bus stop at the top of Tuns Road.

5. The new bin at Elizabeth Drive that was agreed at November meeting has been investigated and 3 quotes received. After reviewing the quotes and the types of bins available I can confirm the following prices are £164.76, £294.77 and £340.71, all plus VAT. Bearing in mind the location of the bin and noting they are all the same size I recommend we proceed with the cheaper bin. All bins have the same cost of £27.51 plus VAT for a ground locking tool. Are the Council in agreement with the lower price? With regards to moving the dog bin to the outer field on North Pickenham Road I have contacted Steve Hitchman the Locality Officer at Breckland. He has informed me he needs a google map of the two locations and why we want to move the bins and also confirmed the application will be based on land ownership as the bins need to be on Breckland or Norfolk County land. The Clerk to take this forward accordingly.
6. New regulations have come into force which mean that, from next year our website will need to meet certain accessibility standards. This will involve some considerable work and the Clerk plans to give this priority after the Christmas break. This will involve a review of existing content and changes that will need to be made retrospectively and for ongoing additions. However, it will also give us opportunity to refresh the website as a whole. It may take some time to complete the work but should result in a compliant and more user-friendly model.
7. Following the annual play inspection by David Bracey it was noted that the re-tension works to the aerial cableway are required. The Clerk contacted Fenland Leisure Products to ascertain whether this work was covered by any ongoing warranties and sadly this is not the case. They have provided a quote to undertake the works at a cost of £510.26 plus VAT ( total of £612.31. Due to this being a high maintenance cost Councillor Jennings will investigate the required remedial work himself and revert accordingly.
8. We have received a reminder from the Information Commissioners Office confirming our payment and registration as a Data Controller under the Data Protection (Charges and Information) Regulations 2018 will expire on 11<sup>th</sup> January 2020. The annual fee is £40.00 however there is a £5 discount if we arrange for a direct debit to be set up to collect this

and ongoing annual fees. Therefore, can I recommend we arrange for this to be put in place as not only with it reduce the cost but will ensure future renewals are not missed as the payment will be collected automatically.