

Clerks Report April 2022

Following the report made to Tom Cox regarding the ditch at Mill Street he has contacted me to apologise for his late response- confirming he has been off work on annual leave and then testing positive for Covid. He plans to visit and inspect and will then report back.

I have also reported to NCC that a light in Ash Close was not working following notification from a resident there of the issue.

The Emergency Plan that we have in place has now been updated and fully completed. I have sent this to be overviewed by Debbie Read at Breckland as they have to approve and transfer to their template. I received an out of office response from my email and so I will chase this in the next week or two.

It's now been 12 months since we applied for the grant from Locality to cover costs in relation to the Neighbourhood Plan. I received an email from them stating they required a report detailing all expenditure made and to provide receipts confirming the costs incurred. This has now been completed and Locality have sent confirmation they have accepted the report and are satisfied with its content. Our expenditure totalled £2 less than the grant amount provided and as this amount is so small they do not require this to be returned. I have received details of this year's grant application and we will be applying for further funding to cover this year's costs in the next few weeks.

I have also applied to Breckland Council for a grant to support the Platinum Jubilee Celebrations- thanks to Councillor Wilkin for providing the information on this. The maximum amount available is £500 and I have made an application for the full amount. This will cover the cost of the beacon which we have ordered and I have stated the funds will be used to purchase this. We will hear if we have been successful at the end of April.

The new caretaker commenced in the role today and payroll, contracts and full briefing has been completed. Richard will be working the agreed 12 hours and those hours will be split over a number of days yet to be determined. Once he has settled in and assessed the work required we will discuss which days are the most appropriate.

All end of year accounts and paperwork have been finalised and the AGAR forms completed. Everything balances and is in order. I will be deliver all of the accounts and paperwork off to our internal auditor on Wednesday in order for her to undertake her audit.

I have now completed a handover with Wayne and now undertaking the NRCC work- as agreed I will keep a record of all hours worked and will claim overtime with these hours retrospectively each month.

I have received a letter of thanks from the Revd Stephen Thorp thanking the Parish Council and the parishioners for the donation of £500 to support the costs of the restoration works to the clock.

Finally, I have today received notification that my CiLCA training is now complete and I am pleased to confirm that I am now a fully qualified CiLCA officer. I will receive my certificate in the next 2-3 months confirming this.