

## Clerk's Report – February 2023

Clerks Correspondence: this records what was done in the last month with any correspondence that is generated by non-councillors or its committees and working parties (i.e. villagers and external organisations):

Date	Item	Action Taken/to be taken	Notes
16 <sup>th</sup> January onwards	7 emails from residents regarding taking up an allotment.	Invited to the meeting of the 25 <sup>th</sup> February.	A clearer idea of the tenancy of all plots will be able to be reported at the march meeting.
16 <sup>th</sup> January	Confirmation of noticeboard order.	Proofs to be obtained.	Proofs obtained.
17 <sup>th</sup> January	Planning response sent.	ESC confirmed on site.	No further action.
20 <sup>th</sup> January	One hour meeting with ESC about the NDP.	All documents to be reviewed by ESC.	In progress.
21 <sup>st</sup> January	Three emails concerning noticeboards.	Specs confirmed.	Ordered.
21 <sup>st</sup> January	Email about Heritage Hut Running Costs.	Sent to RFO.	No further action.
23 <sup>rd</sup> January	Invite to a meeting of the East Suffolk Community Partnership.	Forwarded to all Members.	Await response.
23 <sup>rd</sup> January	Attendance at Election Briefing.	Agenda for February meeting.	On agenda.
25 <sup>th</sup> to 27 <sup>th</sup> January	Six emails about exposed sea defences.	WCLC and Crown Estates notified.	No further action.

26 <sup>th</sup> January	ETSA Travel Survey results.	Forwarded to Members.	No further action.
28 <sup>th</sup> January	Three emails about planning consultations.	PAG consulted.	On agenda for February.
31 <sup>st</sup> January	Two emails with NORSE about grass cutting contract.	Call scheduled for 9 <sup>th</sup> February.	Report to Council on 13 <sup>th</sup> February.
1 <sup>st</sup> February	Met with representative from ESC about Southwold and Walberswick Conservation Area review.	Meeting to be set up with stakeholders to discuss.	Awaiting response from ESC Officer.
6 <sup>th</sup> February	Email about SALC Area Forum.	Emailed to all members.	Await response.

Matters arising – things agreed at a previous meeting and when it is proposed that they will be on a future agenda

Meeting	Item	Action required and by whom	Date for next consideration on an agenda
December 2022	Allotments Review	Council decision.	March 2023.