

Clerk's Report – March 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 |
|-----------------------------------------------|---------------------------------------------------------------------|---------------------------------------------------------------------------------------|--------------------------------------------------|
| 15 th to 22 nd February | 28 emails regarding allotment open session. | Invites sent and interest | Meeting now taken place and on agenda for March. |
| 16 th February | Email regarding Southwold Conservation Area Consultation. | Confirmed with PAG. | On agenda for March. |
| 22 nd February | Email of concern from resident about signs in village. | Responded offering advice. | No further action. |
| 24-28 th February | Email exchange with ESC regarding election process and appointment. | Appointment confirmed for 17h March. | Will attend appointment. |
| 3 rd March | Telephone call from resident concerning public lighting. | Spoke for half an hour explaining Parish Council and County Council responsibilities. | No further action. |
| 5 th March | Email from concerned resident about Xmas Tree on Village Green | Replied giving further information and forwarded to Chair. | No further action. |

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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 |
|------------|---------------------------------|---------------------------------------------|------------------------------------------|
| March 2023 | Conservation Area Review Report | Agreement on proposals from County Council. | April 2023. |