

Clerk's Report – September 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):

I was also on annual leave for two of these weeks.

Date	Item	Action Taken/to be taken	Notes
14 th July	Conversation with ESC Electoral Services about election costs.	Invoice confirmed and agreed.	Await invoice and forward to RFO when received.
16 th July	Email exchange with Sizewell C Community Team.	Request to set up a public meeting to engage.	November meeting in Village Hall arranged with agreement with Chair.
18 th to 31 st July	Email exchanges with two residents wishing to be co-opted.	CVs and statements received.	On agenda for September.
15 th to 27 th August	Several email exchanges regarding grass cutting frequency and invoice.	Cut confirmed prior to August bank holiday and invoice will be reset.	NFA for 2023 but contact and process established for 2024.
15 th to 27 th August	Several email exchanges with supplier of portaloos.	Delivery and payment confirmed.	NFA for 2023 but contact and process established for 2024.
18 th August to 23 rd August	Six conversations with three residents concerning antisocial	Advice given and position of Parish Council confirmed.	Happy to speak again, but have made it clear our powers and responsibilities in this case.

31 st August 2023	behaviour and land dispute. Request from Village group to be added to website.	Passed to website administrator.	Added to site.
1 st September	Conversation with Chair regarding a Parish Meeting which has been called by members of the Parish.	Meeting set for 13 th September.	On agenda for September.

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
October 2023	Christmas Tree	Report to be written after Parish Meeting.	October 2023.
October 2023	Conclusion of External Audit.	RFO to complete documents and present.	October 2023.