

Clerk's Report – March 2024

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
13 th February	Email from resident about allotment waiting list.	Added.	No further action until a vacant plot comes up.
13 th to 24 th February	Several emails to ESC planners, PAG and Councillors about a virtual or in person meeting.	No in person date could be agreed.	Will continue to pursue.
29 th February	Email to resident about A12 gaps.	No further action.	No further action.
1 st March	Phone call with Southwold Town Council Clerk about business links and website.	Request for permission to approach local businesses for directory.	Granted.
5 th March	Email to resident about WCLC nominee process.	Process explained.	No further action.
6 th March	Email from Southwold Town Council Clerk about footpath 7 closure.	Error in ESC process and communications.	No further action as closure happened before comms.
7 th March	Two emails about post office provision.	No further action.	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
January 2024	Meeting with ESC Planners.	Clerk to chase.	Reviewed monthly.
December 2023	Sizewell C Deed of Obligation responsibilities.	To be monitored.	Reviewed monthly.