

Clerk's Report – September 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):

This has been a quiet period due mainly to annual leave between 18 August and 1st September.

Date	Item	Action Taken/to be taken	Notes
4 th July to 11 th July	Six emails to members of the public about an allotment transfer.	One tenant vacated without notice/ NTQ now received and new tenant in place.	Will be invoiced in October allotment invoicing run.
18 th July	Email from member of the public about cattle on footpath.	None taken as had been cleared by time email was received.	No further action.
23 rd July	Email from neighbouring parish about staffing.	Advised on requirements for Clerk role.	No further action.
29 th July	Two emails from two members of the public about car parking.	Forwarded to Walberswick Car Parks.	No further action.
29 th July	Email from member of the public about litter.	Apologised and contacted ESC regarding collections.	No further action.
13 th August	Email from Sole Bay Care.	Requested advertising space.	Forwarded to website administrator.

14 th August	Email from business owner about Fete.	Forwarded to Fete administrator.	No further action.
15 th August	Email from member of the public about car parking.	Forwarded to Walberswick Car Parks.	No further action.
30 th August	Email from another Clerk about repairs to Bailey Bridge.	Advised on process we took as a Council with SCC.	No further action.
30 th August	Email from company regarding a proposed Southwold Half Marathon.	Replied and forwarded to Chair.	Call booked in for 5 th September.
2 nd September	Email from member of the public about car parking.	Forwarded to Walberswick Car Parks.	No further action.

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 2024	Virements.	RFO to prepare documents.	October 2024.

October 2024	WCLC Trustees.	To discuss applicants at future meeting.	October/November 2024.
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