

## Clerk's Report – May 2025

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
14 <sup>th</sup> April	Email to housing association.	Conformed Parish Council's position on supporting applicants.	None.
15 <sup>th</sup> April	Email to neighbouring Clerk about cycle path signs	Reason for the signs needs to be confirmed.	Need to confirm with Chair and respond.
19 <sup>th</sup> April	Spoke to one member of the public about a car parking pass.	Gave details for Walberswick Car Parks.	None.
28 <sup>th</sup> April	Email to local resident about invoice.	Call needs to be arranged.	In train.
28 <sup>th</sup> April	Email to local MP about annual meetings.	Dates given.	None.
3 <sup>rd</sup> May	Email to neighbouring Clerk about Handbook.	Need to be picked up and delivery method established.	Needs to be confirmed.

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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
July 2026	Allotment pricing and conditions	Pricing and conditions agreement in July ahead of October renewals.	July 2026