

Clerk actions relating to November meeting Agenda items.

July Agenda item	Date	Matter	Action	Progress
5	06 10 21	Poppy Wreath	Ordered from David Bish, local representative for Royal British Legion	Breakdown of the £50 is £20 to cover cost of Wreath and the remainder is given as a donation to the Royal British Legion.
6	29 09 21	Planning Proposals	Planning	Submitted comments via portal regarding applications, as agreed during PC meeting (p142 September Minutes) for: 21/02974/FUL 21/03318/FUL
8	18 10 21	United Utilities	Contacted United Utilities to request that the manholes on the junction between Sherrington Lane and Broomhill Lane be exposed	Phone call received 22/10/2021 and Clerk informed that the issue would be passed onto the escalation team for the district drainage managers and engineers for the area.
12	11 10 21	Using Councillors for services undertaken in the parish	Spoke with CHALC advisor & SLCC	Explained it is best practise to obtain 3 quotes for any work paid for by the Parish Council to show that a tendering process is undertaken to ensure the transparency code is followed. If a Councillor is chosen to undertake that work, it must be clear why that option was chosen.

Parish Councillor Vacancy action

Parish Councillor Vacancies	11 10 21	Placed Notice of Casual Vacancy in 3 x noticeboards for 2 Councillors. (Following Resignation of Steve Wild and John Siddorn). IN THE EVENT OF NO ELECTION BEING CALLED, THE PARISH COUNCIL WILL FILL THE VACANCIES BY CO-OPTION.
Parish Councillor Vacancies	25 10 21	Placed Notice of Casual Vacancy in 3 x noticeboards for 1 Councillor. (Following Resignation of Nikki Robinson). IN THE EVENT OF NO ELECTION BEING CALLED, THE PARISH COUNCIL WILL FILL THE VACANCIES BY CO-OPTION.
Parish Councillor Vacancies	23 11 21	Placed advertisement for Councillor Vacancies in 3 x noticeboards, on website, Nextdoor and Facebook.