

CLERK'S BRIEFING NOTES

NOVEMBER 2022

PREPARED BY DEBBIE SELICK-FELLOWS CLERK/RFO – 27/11/22

AP. Haughton Charity – David Hutt has confirmed that an article for inclusion in December's Bugle has been sent to Ralph.

AP. PCSO email notified Jayne Tongue and Mark Winnington.

AP. Confirmation of documented figures on APCA membership now £231.00 for 2023

AP. Ian Curran report of Ownership of Playing fields – Sally Jones offered lease extension

AP. Steps Gardens/Station Road pothole report – filed – AMEY nothing to be done at the moment

AP. Grass cutting report on contractors – emailed to Cllrs Taylor & Sunley on 12th November 2022

AP. Kissing Gates # 5 Supply quotes:

1. Centre wise
2. Cambers
3. TFM
4. BRM Services

Installation quotes:

1. Gough Landscapers – emailed: info@davidgoughlandscapes.co.uk – Awaiting quote
2. Autumn Leaves Landscapers - [REDACTED] - Awaiting a reply
3. Brent Moseley – [REDACTED] Cllr. P Prokopa to meet on a Saturday AP. Wildlife Trust Projects inquire with other PC re: legal document. Now with Ian Forrester. AP. Compost Bins ordered from Go.composting for: Tony McCabe and Angela Lindsey. Awaiting Debit Card for purchase to be completed.

AP. Application Form to be completed urgently for playing fields equipment – Chair & Clerk completed.

AP. Update website to include Frequently Asked Questions and How to report a pothole – Email sent to Cllrs. for ideas on F.A.Q.

AP. Wreath laid on 13th November at 10:45am by Cllr. Sunley

Bank Reconciliation completed on 21st November 2022

Road Safety Fund – Sean Philips deadline 28th October 2022 – Completed by Cllr. Sunley

Lloyds Bank Mandate for Debbie as administer completed and posted

Local Planning Meeting attended by Cllrs. Sunley and Woodcock on 8th November 2022 (Clerk not available)

SPCA AGM meeting scheduled for Monday 5th December at 7pm, Staffordshire Place One, Tipping Street, Stafford – Cllr Sunley unable to attend

Parish Walk conducted with Cllr. Sunley on Wednesday 2nd November 2022 Leaflet in telephone box and update village notice board (2 ¾ hours)

Haughton News sent to The Bugle – Ralph emailed on 1st November 2022

Induction Meeting with Ian Cruise-Taylor held in Telford, on Monday 31st October 2022 (4 hours)

PC running slow/unable to download Teams for meeting
Suzanne handed over some of Clerks' duties on Friday 28th October 2022 (4 hours)
Suzanne handed over RFO duties, back-pay and wages on Wednesday 16th November 2022 (3 hours)
Handover of Parish/Village Keys on Monday 31st October 2022
Parish Noticeboard minutes updated on Monday 31st October 2022
Report on Stafford BC regarding dangerous pathways
Dog Gloves five boxes in stock
Park Warden meeting in village. Walked playing fields/football pitch with Phil Michie on Thursday 10th November 2022 (1.5 hours)
1:1 Meeting with Cllr. Sunley on Thursday 10th November 2022 (3 hours)
Visit to Shooting Sports UK (Stretton) to obtain Thermal Imaging quotation and demonstration. (1.5 hours)
Meeting with Dianne Hewgill regarding Thermal Imaging Camera leaflet on Monday 14th November 2022 (30 mins)
Meeting with Cllr. Sunley to discuss Budget and Financial Summary on Thursday 24th November 2022 (2 hours)
Village Notice Board update with November Agenda on Friday 25th November 2022
Website updates with minutes, agenda, warm spaces and Local Plan 2020-2040
Work on 2022/23 budget in line with inflation and previous accounting predictions
Prepare papers for November meeting
Prepare documents for Audit on 30th November 2022

END

