

CLERK REPORT MAY 2023

It has been a very busy couple of months. Wednesday was my last day for Heathfield & Waldron Parish Council, after 7 years, as I have been promoted to part-time Clerk/RFO for Horam Parish Council. My weekly working hours of 28.5 a week in total have stayed the same. My primary responsibility for Horam PC will be the planning side and governance. My CiLCA study submission is the 1st June but there is a 3-month period that allows for further works on modules if needed. Once I have completed CiLCA I can use the remaining additional hours the council awarded me last year to spend extra time on my list of priorities which are:

- The Osborne House Clock service - **completed**
- Re-surfacing the car park - **completed**
- The refurbishment of the Rushlake Green Village Green Notice board – **in progress**
- Completion of a full analysis of the traffic survey results and to investigate the possibility of roundels – **not completed**
- New picnic benches for Bodle Street Green – **benches ordered**
- Formulating an Emergency Plan – **attended a NALC training course**

The village sign work has now been completed.

The Bodle Street Green picnic benches have been agreed by the BSG Village Hall Committee and now ordered. The expected delivery will be at the end of June at the latest. The total cost including delivery was £1,574 excluding VAT. It was agreed that CIL funds would be used.

I will order the picnic benches for Rushlake Green next week.

I am still waiting for a quote for the Peter Croft memorial fencing.

I have received one finger post repair quote but I still need at least one other.

I have not started to get quotes for the kissing gate at Rushlake Green.

Cllr Long and myself attended the internal audit which was successful. The internal auditor has constructed a template cashbook which feeds figures straight to the budget monitor and bank reconciliation. This will save me a huge amount of time going forward.

The auditor did advise regarding any future project work resolutions should include a contingency amount.

As a result of the Planning & Development Committee instructing me to contact WDC to investigate a possible CIL requirement for the Stone Acre application in Bodle Street Green the parish council has now received a £375.43.

Regarding agenda item 19 it should be noted that the owner of the Horse & Groom pub stated at the March FC meeting he was happy for the flagpole to remain in its existing position.

I have attended a NALC course on emergency planning.

I have circulated the new councillor training dates, please contact me if you wish to attend and I will arrange.