

CLERKS REPORT 28/07/2021

External Audit

I have received a request for further information from PKF Littlejohn. This I have dealt with.

Car Park

I have contacted Mr Ruth, stating that the PC would like to accept the quote for the maintenance on the car park. He has confirmed that this work will be carried out in September.

Policies

There are 3 policies to re-adopt this evening. The Subject Access Request, Subject Access Policy, and the Subject Access Procedure. There are no changes to these policies.

Parish Online

I enquired about the cost to enrol on the Parish Online subscription. This is free for a trial period of 60 days and would then cost the PC £67.20 including VAT, per month for as long as the PC keeps paying the subscription.

Bottle bank in the car park

I was informed that the bottle bank was overflowing and had not been emptied. Also, the phone number on the bottle bank was incorrect. I contacted Norse who arranged the emptying and also placed an updated phone number on the bottle bank so they may be contacted directly.

Dog Waste Bins

I was contacted regarding overflowing dog waste bins. I contacted Norse and they were able to empty them. If the parish wishes to have extra emptying of the bins it will cost £52 per year, that is either dog waste bins or litter bins.

TENS Licence

The licence for the Bonfire event has been received, and an expenses claim is on the authorisation of payment sheet.

Grass cutting

An email has been received from Norse regarding the grass cutting for 2021.

- Grass cutting at Kelsale Recreation Ground x 14 visits.
- 2 x pathways to be cut on every visit in wild life area

Work completed between April – October

Total to complete work = £618.00 + VAT

An email was received from a resident concerning the overgrown play area on Carlton Road, I contacted Norse but they only supplied a quote for this years grass cutting of the main playing field, as I have just mentioned.

Jeremy Westcott solicitors have been in contact regarding the ownership of the fence on the recreation ground. This appears on the agenda in 10.3.

Rural Coffee Caravan.

Having spoken with Annette the caravan is due to visit the car park on the 7th September between 10-12 in the morning. Posters are to be sent, post cards to place in the Committee room and a PDF for the website.

Ditch alongside the playing field.

An email has been received concerning the watercourse that has not received adequate maintenance to allow the flow of water. The Highways team state that this does not allow for the kerb outlets and gullies to outfall into the ditch.

Melbek

I contacted Melbek to discover what support we are given, the response follows.....

‘Currently you pay for domain registration and hosting only. We set up the Website for you as a one-off fee.

There are no monthly support costs, and any required changes or resolutions of issues are chargeable on an ad-hoc basis. We can quote you for any required work as and when you need it.’

Sizewell/Power projects

On Monday afternoon Edwina and I attended a ‘Microsoft Teams’ meeting regarding some of the issues around Sizewell C.

Spinney Pocket

An email was received from a resident regarding the overgrown vegetation in Spinney Pocket.

Carlton Meres

I have been in contact with a resident who lives near the Carlton Meres site regarding the missing signage.

“Reference the signage. I would suggest that everything goes on hold until Park Holidays Appeal (against refusal of 50 extra statics) is heard on the 21st July. If they are successful, then they are committed to installing signage on the A12 above (North) Carlton Road/A12 Junction (as well as other traffic management requirements).

Should they lose their appeal then Park Holidays will certainly not honour the commitment made in March of 2019. If that is the case, can you suggest to the PC that they liaise with Highways to have a Brown Sign installed North of Carlton Road/A12 junction directing traffic to the main route to CM - A12/B1119 junction (next junction down).and also installing a No Left turn out of CM on Carlton Lane.in order to alleviate the ever-increasing traffic transiting Rendham Road.”

Annual Leave.

Please note that I am on Annual Leave on Friday 20th August.