



Welcome to
**Tormarton
Parish Council**



Parish Clerk's Report – September 2020

Actions from the meeting of Tormarton Parish Council on 7th September 2020:

07/09/2020 – No 5. To review Tormarton Parish Council's asset register considering the meeting between the Chairman and Badminton Estate and agree any actions.

Asset register was updated and circulated to all members. The register is now in a good place and doesn't require any more work at this stage. The Council can revisit this as and when they need too and there is no need for it to be a standing item at this stage.

07/09/2020 – No 6. To consider the formation of the West Littleton committee and agree any actions.

Two links were shared with Cllr K Pool for her to read through and liaise with the interested volunteers.

07/09/2020 – No 7. To receive the presentation from South Gloucestershire Council in relation to the proposed modification of street lighting to LED lighting.

Three emails have now been sent from the Clerk to South Gloucestershire Council detailing the Council's response and asking for an acknowledgment from the officers (James Hare and Andrew Porter). Response received on 24th September as below:

'I can confirm that I am happy and will make sure that we will fit shields to the lights that you have requested to have them.

Regarding West Littleton we will change all the lights there to LED with all of the columns receiving are Street Care style lantern and the one pole bracket receiving are standards P852 K lantern.'

07/09/2020 – No 11. Tormarton Parish Council Finance:

f) To consider the insurance recharge to the relevant committees and agree any actions.

Invoices have been sent to the Playing Field Committee and the Village Hall committee. The Village Hall committee have paid their invoice.

07/09/2020 – 07/09/2020 – No 12. To consider any planning applications received and agree any actions.

a) Extension to existing stables to facilitate change of use to 1no. dwelling (Class C3) with associated works as defined in the Town and Country Planning (Use Classes) Order 1987 (as amended) (amendment to previously approved scheme PK18/1658/F).

No objection was raised and logged on the planning portal.

07/09/2020 – No 13. To receive the report from Vision ICT regarding the Parish Council's website accessibility.

The table on the 'assets' page has been taken off and replaced with a spreadsheet version of the latest asset register. All the links on the 'Finance' page all now have a purpose. All the 'read here'

links, where appropriate, have been removed from the website too. All the actions have been complete to a certain extent.

07/09/2020 – No 15. To receive any reports from South Gloucestershire Councillors.

Email from Cllr Ben Stokes was circulated detailing more information about ‘Call for Sites’ on 14th September.

Other items that have been completed or to raise for noting:

- Carried out a land registry search to ascertain who owns the Pound on Old Hundred Lane. Ownership is not with the Parish Council on the title deed taken from the land registry website.
- Attended a training course on communications for Town and Parish Council’s in a COVID-19 world which was very beneficial on communicating with residents and how to raise a Council’s online profile. A copy of the webinar and notes have been circulated to all Councillors on 28th September 2020.
- Have been in contact with Diana Elliot with regard to the Parish newsletter. The Clerk will send her any information pertinent to the community which is important to our villages.

Date	Hours	Detail
01/09/2020	2.5	Agenda preparation. Finance sheet and payroll. Updating strategic plan and Clerk's report.
03/09/2020	0.25	Responding to emails.
07/09/2020	2.5	Council Meeting and emails
10/09/2020	1.5	Minutes, planning response and emails.
14/09/2020	2.25	Actions from minutes. Sending invoices and account work.
15/09/2020	2	Actions from minutes, emails and phone call with Chairman.
21/09/2020	2.5	Agenda preparation and emails.
23/09/2020	1	Agenda preparation. Report writing. Emails.
28/09/2020	1.25	Emails. Land Registry for Old Hundred Lane. Clerk's report. Accounts and Payroll.
30/09/2020	1.5	Emails and Agenda preparation.
Total Hours for September	17.25	
Minus contracted hours	-18	
C/F from previous months	4.2	
Owing to Clerk (Council)	3.45	