



Welcome to
**Tormarton
Parish Council**



Parish Clerk's Report – April 2021

Actions from the Meeting of Tormarton Parish Council on 8th April 2021.

08/04/2021 – No 6. To receive any reports from South Gloucestershire Council Councillors.

Emails were sent to Cllr Stokes and Cllr Reade. Cllr Stokes replied and didn't have an update. Email was circulated to all.

08/04/2021 – No 9. To consider and approve annual accounts and annual procedures:

a) To consider the Certificate of Exemption – AGAR 2020/2021 part 2 and agree to sign the document.

The certificate was signed and sent to the External Auditor. The rest of the AGAR is on our website with supporting information and documentation.

08/04/2021 – No 11. To consider any planning applications received.

Comments for all applications had been uploaded to the portal.

e) To consider the email update from Neil Howat relating to the planning breaches previously reported.

Neil Howat replied to my email on 28/04/2021 and this will be on the agenda for 4th May 2021.

08/04/2021 – No 12. To consider the consultation on Tormarton A46 Bath Road.

The response and map were sent to South Gloucestershire Council via the portal and email.

08/04/2021 – No 14. To consider investigating the adoption of the lay-by, by the Compass Inn.

I have spoken to Mark King, the head of Streetcare and is looking into it from a safety aspect. Hopefully will have more information before the meeting on 4th May 2021.

08/04/2021 – No 16. To consider if Tormarton Parish Council recognises its duties in relation to bio-diversity and crime and disorder and that all documentation and information is in place for the Local Council Award – Foundation Status.

Application form has been sent to ALCA to send onto the committee who decide the awards.

Date	Hours	Detail
01/04/2021	2.5	Gathering insurance quotes. Working on Cashbook. Agenda preparation.
06/04/2021	1.5	Emails. Test meeting. Updating training log. End of year payroll. Mailing List maintenance.
08/04/2021	4	Meeting preparation. Staffing Committee meeting. Council meeting.
09/04/2021	0.5	Website maintenance and responding to emails.
12/04/2021	2	Responding to emails. Drafting minutes.
14/04/2021	2.5	Drafting minutes and completing actions. Drafting parishioners agenda.
15/04/2021	0.5	Responding to emails. Drafting parish agenda.
16/04/2021	0.5	Responding to emails. Submitting consultation response.
19/04/2021	2	Agenda prep. Finance.
21/04/2021	0.5	Parish agenda. Responding to emails.
22/04/2021	2.5	Drafting reports for Council.
28/04/2021	2	Drafting reports. Sending agenda for Annual Council meeting. Emails.
Total Hours for April	21	
Minus contracted hours	18	
C/F from previous months	9.95	
Owing to Clerk (Council)	12.95	