



Welcome to  
**Tormarton  
Parish Council**

**Parish Clerk's Report – December 2020**

**Actions from the Extraordinary Meeting of Tormarton Parish Council on 7<sup>th</sup> December 2020:**

**07/12/2020 – No 2. To consider co-opting any candidates for the Vacant Councillor position on Tormarton Parish Council.**

I have sent Paul Gabb some basic information including 'The Good Councillors Guide', Standing Orders, Financial Regulations and have set up his email address.

**07/12/2020 – No 6. To receive any reports from South Gloucestershire Council Councillors.**

I have emailed both Cllrs Stokes and Reade. Cllr Stokes has pointed me in the direction of the SGC dashboard for more information on the DAP. This email was circulated to all Councillors on 22/12/2020.

**07/12/2020 – No 9. To consider the budget proposal for 2021/2022 and agree any actions.**

The budget has been published on the website. The precept request form has been filed with South Gloucestershire Council.

**07/12/2020 – 07/12/2020 – No 10. To consider the feedback from the three-year plan public consultation and agree to implement the plan with any amendments.**

The three-year plan was re-drafted and sent around for final comments via email.

**07/12/2020 – No 11. To formulate the Parish Council's response to the South Gloucestershire Consultation 'A46/B4465 Road Safety Scheme.'**

I have drafted a response, after input from all Councillors and sent onto South Gloucestershire Council who have received it. The Council will see the full report once it has been drafted.

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

- I have attended a Parish Clerk network meeting with Avon Local Council's Association.
- I have drafted and submitted two planning responses.
- I have attended a training course on Internal Controls run by the Steve Parkinson Partnership.
- I have submitted the Parish Council's response to the 'Base Station Upgrade' at Grange Farm.

<b>Date</b>	<b>Hours</b>	<b>Detail</b>
01/12/2020	1	Preparing Finance Documents for the Meeting.
03/12/2020	0.5	Responding to Emails.
07/12/2020	3	Responding to Emails and Full Council Meeting.
09/12/2020	2.5	Introduction email to Cllr Gabb. Drafting Minutes from meeting. Draft planning response to send to all members. Set up a new email address and send register of interest forms.
10/12/2020	1.5	Internal Controls Training.
14/12/2020	2.5	Actions from Council Meeting. Posting on Social Media. Submitting Planning Comments and Ammending Three Year Plan.
15/12/2020	1	Responding to Emails.
18/12/2020	1.5	Agenda Prep and ammending Council website.
22/12/2020	2.5	Responding to Emails. Planning Application Response. Researching types of litter bins.
30/12/2020	2	Agenda Preperation and Preparing all Documents.
<b>Total Hours for December</b>	<b>18</b>	
<b>Minus contracted hours</b>	<b>18</b>	
<b>C/F from previous months</b>	<b>1.95</b>	
<b>Owing to Clerk (Council)</b>	<b>1.95</b>	