



Welcome to  
**Tormarton  
Parish Council**



**Parish Clerk's Report – February 2021**

**Actions from the Meeting of Tormarton Parish Council on 1<sup>st</sup> February 2021.**

**01/02/2021 - No 5. To Approve the Minutes of the Meeting of Tormarton Parish Council held on 7th January 2021 and to note any issues.**

The minutes were re-drafted to correct the issues raised and uploaded to the website.

**01/02/2021 – No 6. To receive any reports from South Gloucestershire Council Councillors.**

I have emailed Steve and Ben who have assured me that they will look into why we haven't received the consultation. I also double checked with SGC to see whether we are on their database and they confirmed we were.

**01/02/2021 – No 9. To consider any planning applications received.**

No objection comment was uploaded to the planning portal.

**01/02/2021 – No 10. To consider Tormarton Parish Council's response in relation to South Gloucestershire Council's Consultation on the Local Plan 2020.**

I added a consultation page to the website and put out several Facebook posts encouraging people to respond.

**01/02/2021 – No 11. To consider a response to the works carried out to the entrance at Old Hundred Lane.**

Cllr S Stevens drafted the email and I sent it on to the planning officer.

**01/02/2021 – No 13. To receive the A46 Tormarton - Road Safety Scheme consultation feedback report from South Gloucestershire Council.**

The Council's response was sent directly to the officer who compiled the report.

**01/02/2021 – No 14. To consider the street lighting in West Littleton and agree any actions.**

This was actioned however Cllr K Pool replied stating the lighting had improved but it was on all night. I contacted Streetcare, however they could not turn the lights off.

**01/02/2021 – No 15. To consider supporting the Climate and Ecological Emergency Bill.**

An email was sent and we have been added to their list of supporters.

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

- I have booked slots for Cllr P Gabb through Avon Local Council's Association.
- I attended the CEF meeting about South Gloucestershire's Local Plan.
- I have updated the website and added more content and ensured all links work.

- I have sent a letter requesting a site visit for a planning application; visit was carried out by Councillors.
- I attended a Clerk's network meeting via Zoom.

<b>Date</b>	<b>Hours</b>	<b>Detail</b>
01/02/2021	3	Finance for meeting. Responding to emails. Payroll. Council Meeting.
04/02/2021	3	Community Engagement Forum. Responding to emails. Posting planning applications onto Facebook.
08/02/2021	1.5	Printing documents for public consultation. Drafting minutes and looking into the local plan.
11/02/2021	2	Responding to emails. Actions from minutes. Website maintenance.
12/02/2021	0.5	Responding to emails.
16/02/2021	1.5	Booking Councillor training. Responding to emails. Social media posting. Editing the website and drafting agenda for Council meeting.
18/02/2021	1	Sending responses to A46 Officer and Norley Lane Officer. Drafting letter for planning application site visit.
19/02/2021	0.5	Agenda preparation and Council finances. Responding and sending emails.
22/02/2021	2.5	Agenda preparation. Preparing reports for Council meeting. Submitting 'No Objections' to planning applications.
24/02/2021	2.5	Agenda preparation. Drafting reports and creating a 'To Do list'.
<b>Total Hours for February</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>	