



Welcome to
**Tormarton
 Parish Council**

Parish Clerk's Report – January 2021

Actions from the Meeting of Tormarton Parish Council on 7th January 2021.

07/01/2021 – No 8. To consider the Planning Application Procedure and agree any actions.

Two further drafts have been sent around for comment. The procedure was published on 27/01/2021 on the Parish Council website.

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

- I have drafted and submitted a financial forecast until the end of year for all Councillors. This will be updated prior to the end of the financial year.
- I have booked slots on Councillor training for Cllrs S Stevens and K Pool through Avon Local Council's Association.
- I have updated the website, adding new pages as well as setting up a mailing list, which as of 27th January 2021, will be a contact form rather than a link. I have updated all Councillor biographies in line with NALC's transparency code and have separated the policies and report page. I have also updated the home screen to include more detail about the Parish.
- I have drafted a GDPR policy for the February Council meeting.
- I have compiled and submitted a response to South Gloucestershire Council in relation to planning application P20/09151/F | Creation of new access from Old Hundred Lane to the site. Installation of agricultural gate, and SUDS metalled track, remove part of boundary wall. Engineering works within field and embankment. Realignment of existing wire and post fence. | Land Off Old Hundred Lane.

Date	Hours	Detail
04/01/2021	2.5	Responding to emails. Updating finance items. Creating financial forecast and compiling audit trail.
07/01/2021	3	Parish Council Meeting and responding to emails.
13/01/2021	3.5	Minutes from the meeting. Booking Cllr training. Updating website.
15/01/2021	1	Updating website.
18/01/2021	2	Drafting agenda and policies.
21/01/2021	2.5	Drafting policy for meeting and updating website.
25/01/2021	1	Agenda preparation.
27/01/2021	2.5	Agenda preparation. Updating website. Sending email reference Old Hundred Lane Planning.
Total Hours for January	18	
Minus contracted hours	18	
C/F from previous months	1.95	
Owing to Clerk (Council)	1.95	