



Welcome to  
**Tormarton  
Parish Council**



**Parish Clerk’s Report – July and August 2021**

**Actions from the meeting of Tormarton Parish Council on Wednesday 21<sup>st</sup> July 2021.**

**21/07/2021 – No 4. To approve the minutes of the Meeting of Tormarton Parish Council held on 7th June 2021 and to note any issues.**

The change was made and the approved accounts were uploaded to the Parish Council website.

**21/07/2021 – No 5. To receive any reports from South Gloucestershire Council Councillors.**

Clerk emailed Cllrs Reade and Stokes for an update. Cllr Stokes responded to all members on 22<sup>nd</sup> July 2021.

**21/07/2021 – No 7. C. Any planning applications received after the agenda had been issued.**

Clerk emailed planning officer about the Hollyhock Cottages application but has had no response.

**21/07/2021 – No 16. C. Tormarton & West Littleton “Blackspots”**

Clerk emailed Miles Harris and he met with Cllr K Pool on 4<sup>th</sup> August about the issues previously raised.

**Other action carried out in July and August 2021:**

- Defibrillator Poster was drafted and sent to Chairman for approval.
- Clerk has submitted a £500 MAF application to help with costs of the Vehicle Activated Speed Signs.
- Clerk has updated the asset register ready for the valuers to take a look.
- Co-Option forms were drafted and circulated as well as advertised on website.
- Letter to David Williams was sent after being approved by three Councillors.
- Clerk has set up Cllr S Stevens for Unity Trust Banking.

Date	Hours	Detail
01/07/2021	3.5	Emails and Monthly Finance. Filing audit trails.
05/07/2021	2	Emails and Cancelling Meeting. Filing audit trails.
08/07/2021	2.5	Emails, Reading through VAS information and quotes.
15/07/2021	3	Updating website. Emails. Checking through Clerk's magazine. Prepping agenda and reports.
21/07/2021	3.5	Responding to emails. Meeting.
22/07/2021	3.5	Drafting Council minutes.
29/07/2021	3	Actions from minutes, emails and payroll.
03/08/2021	4	Emails. Actions from minutes. Drafting and circulating co-option forms. Defib report on SWAS website.
06/08/2021	3.5	Emails. Reading through play area report. MAF application and updating asset register.
11/08/2021	2.5	Emails. Agenda preparation. Checking through list of actions. Defib event poster.
15/08/2021	1.5	Emails and agenda preparation.
26/08/2021	4.5	Drafting letter. Emails. Agenda preparation and report writing.
<b>Total Hours for July and August</b>	<b>37</b>	
<b>Minus contracted hours</b>	<b>36</b>	
<b>C/F from previous months</b>	<b>11.45</b>	
<b>Owing to Clerk (Council)</b>	<b>12.45</b>	