



Welcome to
**Tormarton
Parish Council**



Parish Clerk's Report – March 2021

Actions from the Meeting of Tormarton Parish Council on 1st March 2021.

01/02/2021 - No 7. Tormarton Parish Council Finance

f) To agree on projects/items to be funded from the underspend in the current financial year and agree any actions

Quotes have been obtained along with some case studies which have been circulated with the agenda.

g) To consider the report on 'Online Banking' and agree to choose a suitable dual authorisation account that safeguards the Council's money.

The bank account with Unity Trust is now open and awaiting authorisation for the first transfer of funds.

h) To consider the costs from Vision ICT for adding an SSL Certificate onto the Parish Council website.

This has now been added to the website.

i) To consider the costs of adding a new contact form onto the website for the mailing list, from Vision ICT.

Mailchimp form is now live and functional. There were a few teething issues but all should work well now.

Actions from the Extraordinary Meeting of Tormarton Parish Council on 29th March 2021.

29/03/2021 – No 4. To consider any planning applications received.

a) P21/01137/F - Land To The Rear Of 2 Hollyhock Cottages High Street Tormarton - Creation of new vehicular access.

The Parish Council's objection was lodged and an email sent to the case officer. Members will have seen the reply from Brian Glasson, the head of strategic planning, regarding the consultation around this application.

b) P21/00311/F - The Coach House, The Old Hundred Acton – Erection of porch and single storey front extension to provide additional living accommodation.

Comments were put onto the planning portal, drawing attention to the gap.

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

- I have attended a Clerk network meeting through ALCA.
- I have gained Principle Membership of the Society of Local Council Clerks.

- I have sent numerous emails to South Gloucestershire Officers reporting planning breaches and asking for updates on enforcement action.
- I have started to gather quotations for insurance for 2021/2022.
- I have started to gather quotations for annual play inspection report.
- I have completed the checklist for the Local Council Award Scheme and Tormarton Parish Council now meet the criteria.
- I have set up a policy master list so members can be prepared when policies need to be reviewed.

Date	Hours	Detail
01/03/2021	3.5	Finance for the meeting. Responding to emails. Payroll and meeting. Updating training log.
04/03/2021	4	Responding to emails. Drafting minutes and completing all actions. Complete and send VAT return. Set up new bank account.
	4	Responding to emails. Finalising audit trail. Adding images to asset register. Check all files to ensure compliance for audit. Draft letter to resident on behalf of the Council.
10/03/2021	2	Meeting with Cllr S Stevens. Updating website. Researching the Local Council Award Scheme.
15/03/2021	2.5	Filling in appraisal form. Gathering quotes for VAS. Writing to planning officer over planning and COVID breach.
17/03/2021	1.5	Drafting agenda. Looking into land registry for planning application. Reading latest edition of Clerk magazine, especially the section on rural planning.
22/03/2021	1.5	Updating cashbook after conversation with auditor. Re-declaration for the pensions regulator. Updating master spreadsheets for finance.
24/03/2021	1.5	Drafting policy master list. Finishing application for Unity trust bank. Gathering insurance quotes. Preparing documents for Council meeting.
29/03/2021	2.5	Council meeting. Drafting minutes and completing actions.
31/03/2021	3	End of year finance. Drafting AGAR and explanation of variances. Local Council Award Scheme Checklist.
Total Hours for February	26	
Minus contracted hours	18	
C/F from previous months	1.95	
Owing to Clerk (Council)	9.95	