

Clerk Report – 03 November 2020

1. Still no further progress on the VAT amounts which were reclaimed from HMRC and must be returned to SCC (£660) and ESC (when it was Waveney DC £179.40). OPC must keep £839.40 aside until further instructions are received from SCC and ESC.
2. Attended virtual Clerk networking sessions on 08 October 2020.
3. Attended virtual SLCC National Training Conference 12 October 2020 – 16 October 2020. A separate report is attached showing the sessions attended.
4. Emailed National ALC all the Foundation level LCAS documents. The documents will be looked over in January 2021 and this will then allow for any amendments. Accreditation will take place in February 2021.
5. Barclays sent through a bank statement which showed there is a zero balance in the current account. This does mean that they have not actioned the last OPC letter. I will chase them up again.
6. Received thank you for the donations from St Michaels Church and Oulton Community Centre.
7. Made enquiries with ESC Elections about the cost of the by-election on 6 May 2021. Estimated cost is £2458.23.
8. Cllr Mike Shaw prepared a letter regarding the pond at Jenkins Green. I emailed this letter to Kerry Blair at ESC. Acknowledgement of the letter has been received and a response will come through in due course.
9. Changed the Parish Online version from the trial version into a full version. Managed to negotiate the price down by a further 10%.
10. A reminder came through about the outstanding Norse invoice for the dog bin. I have been in touch with Norse and explained that payment was only withheld due to the bin being sited in the wrong location. After the bin is moved payment will be made.
11. Registered the defibrillator with East of England Ambulance Service.
12. Completed the warranty registration form for the defibrillator.
13. Made enquires about hi-viz vests. Will action this month.
14. Recorded all the responses for the Telephone Box Consultation letter and prepared a document with responses for Council to consider.
15. The purple draft policy folder has been returned to me. I will prepare the draft documents for approval at the December 2020 meeting.
16. Received documents from ESC regarding Community Infrastructure Levy. Will action this month.
17. Received the invoice from Warman Electrical unfortunately it was not made out to OPC so have asked for it to be amended.
18. In the process of arranging another Police Street Meets. Further details to follow.