

Clerk Report – 01 December 2020

1. ESC have confirmed that, due to the length of time since my original enquiries, it is unlikely that OPC will be asked to repay reclaimed VAT to SCC (£660) and ESC (when it was Waveney DC £179.40). This income will need to be spent on similar projects.
2. Cllr Robin Hinton and Cllr Knights visited all the grit bins in Oulton and recorded the salt levels. Grit bin details are different to Highways records so I will update them this month. The OPC asset register may also need to be updated.
3. As reported last month I have spent time in November looking into Community Infrastructure Levy payments. Regulation 121B states that a parish council in receipt of CIL must prepare an Annual Report for each financial year and this report must be uploaded onto the PC website. This has not been done in previous years, which meant that I had no brought forward figures to work from. I tried looking through previous years accounts, but this did not help. I then asked ESC for a CIL statement which they provided and is detailed in the table below.

Date	Oct 16	Oct 17	Oct 18	Apr 19	Oct 20	Total
Amount in £	166.56	166.56	190.58	269.79	11879.00	12672.49

- CIL funds have 5 years to be spent so for example Oct 16 funds need to be spent before 28 October 2021. Based on these figures I prepared the necessary CIL report for signing in this meeting. This will be uploaded onto the website and a copy emailed to ESC.
4. Whilst looking through documentation for CIL payments I came across references to play areas. I asked if any Councillors from before my time as your Clerk could help me with this. I am still unclear about who has responsibility for all the Oulton play areas/equipment. (One of my other parishes has adult exercise and play equipment and they are responsible for regular checks, insurance, RoSPA yearly inspection and the equipment is on their asset register). None of the play area equipment is on OPC asset register and I do not know who carries out regular checks, yearly checks and who insures the equipment. I have seen reference to the adult equipment at OCC belonging to OPC – but who maintains it, insures it, carries out regular checks and whose asset register is it on? Play area information is needed for preparing the budget. Currently there is £1000 x 2 in the budget (agreed before I was Clerk) and I do not know if this is the first lot of these figures or did it happen like this in previous years? This will need to be confirmed before the budget is set.
 5. The defibrillator did not come with a spare set of pads. Cllr Jane Murray contacted Heart 2 Heart and they have agreed to post a set which will then be kept at OCC. The defibrillator also has a small first aid kit which when used would need replacing. I will arrange for a similar kit to be purchased and kept at OCC.
 6. Reported to Norse a missing green bin from near the village sign. The litter pickers use this bin. Norse will deliver a replacement. If this bin goes missing OPC will need to think of an alternative type of bin.
 7. In the process of arranging another Police Street Meets. Further details to follow.
 8. Ordered hi-viz vests. As soon as they are delivered, I will arrange for them to be distributed.
 9. Provided Norse with a map showing the position that the dog bin should be relocated to. When it has been moved Norse will be paid.
 10. Attended virtual Clerk networking sessions on 09 November 2020 and 27 November 2020.
 11. Prepared the final batch of draft policies which were considered at last night's meeting.
 12. Visited Northbridge Computers and made enquiries about a colour printer. Currently it is exceedingly difficult to source a printer. He suggested two options – one was a HP printer with ink plan (one of my other parishes has this type of printer which works alright for lower quantity of copies but gets costly if you go over the agreed limit). The cost of the HP printer was £81 including VAT (although is probably now out of stock). The other option was an

Epson Workforce at £140 including VAT, and he keeps the inks for this printer. This option would allow for printing of more copies if necessary (no print limit).

13. Advised ESC about the resignation of John Murray. A Notice of Vacancy has been prepared and displayed in the noticeboards and on the website.
14. Received several emails from the previous Clerk regarding Barclays.