**Broughton Parish Council:**

**Clerk’s Report to the meeting held on Tuesday 21st July 2020**

**Correspondence received since last meeting for information.**

1. CALC April Circular
2. Covid 19 Information (Many different items, all relevant items uploaded to the Covid 19 page of Broughton PC Website)
3. Thank you letter from Cllr Stewart Young
4. Covid 19 Policy Information (many emails/documents, all have been responded to or enshrined in to the Virtual meeting standing orders & guidance).
5. Digital Borderlands Information
6. ACT Summer Gazette
7. Clerks & Councils Direct

**Actions from previous meeting:**

39/2020 Upload Virtual Meeting Standing orders to Website- *Done*

42/2020 Upload minutes to website-*Done*

42/2020 Clerk to prepare revised signage for the Playarea reopening-*Done*

42/2020 Clerk to ask Cllr J Wilson if he is willing to undertake a playarea inspection between now and 4th July 2020-*Done*

43/2020 Clerk to report the dangerous structure at Nook to ABC-*Done but no response received*

43/2020 Clerk to share meeting details with Cllr Sue Hannah ahead of July meeting for Great & Little Broughton Crack-*Done*

44/2020 Clerk to apportion costs of Coldgill Pest Control across all Coldgill tenancies for 20/21-*Ongoing*

47/2020 Send Co-option Process & Questionnaire to ADJ-*Done*

49/2020 Liaise with Mary about Allotment Working Group round 2-*Ongoing*

50/2020 Submit comments on planning application RMA/2020/0015- *Done*

50/2020 Speak to ABC about them hosting and running a public meeting about the Derwent Forest Site-*Done- ABC have suggested waiting to hold this meeting until the ‘masterplan’ for the site has been submitted, this has been asked for as part of the two applications recently submitted. ABC have asked for it on the grounds it is necessary to meet the objectives of the bespoke local planning policy for this individual site, and to understand how this aspect of the development fits into the wider strategic development of the site as a whole.*

52/2020 Pay Accounts- *Done*

52/2020 Prepare letter to close the Money Manager and circulate to all councillors for signing-*Done*

52/2020 Submit External Audit to PKF and send audit notices round to all councillors for display - *Done*

52/2020 Upload audit to the website-*Done*

52/2020 Up date website with revised dates of adoption of existing policies-*Done*

52/2020 Discuss H & S policy with Mary and upload to website-*Ongoing*

52/2020 Check website linkages on the Risk Management Policy & Protocol-*Ongoing*

52/2020 Modify Risk Management Policy to include Clerk notifying the Chair if she is unable to undertake her work-*Ongoing*

52/2020 Ensure Document Retention Policy is updated to reflect External Storage if this is used in the future-*Ongoing*

52/2020 Ensure co-option respondees are aware that if they become co-opted that their details become in the publicly available-*Done*

52/2020 Clerk to upload new policies to the websites -*Ongoing*

52/2020 Clerk to pay donation to Christchurch-*Done*

53/2020 Establish how long Covid exemption for footpaths is in place for.-*Done- No timescale on it*

53/2020 Report the caravan on the public right of way at Hannah Hall -*Done but no useful update from ABC*

54/2020 Upload details of July 2020 meeting to the Website.-*Done*

**On-going Matters- *Matters which the Council & Clerk is continuing to work on but which have no updates so don’t require formal agenda space***

1. Walls & the lack of protection for them under Planning law -*Awaiting an update from A/BC Cllr N Cockburn. Matter to be agenda’d in future when decision are required*
2. Bulling Meadow Registration of Fishing Rights- *Awaiting confirmation from the Councils solicitor on how to proceed with a profit a prednre registration.*
3. Brigham/Broughton Junction Roundabout- *Ongoing- Updates circulated via email to councillors during the Covid 19 period.*

Becx Carter

Clerk to Broughton Parish Council

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