

Clerk's Report to Shottisham Parish Council Meeting of May 2017

Clerk's actions:

1. Following his resignation, Jay Fletcher was taken off the register of parish councillors on the SCDC website and on the SPC website.
2. Following their recent co-option as councillors Peter Widdup and Philip Bouscarle have been added to the register of parish councillors on the SCDC website and on the SPC website. Both councillors now need to register their interests on the website.
3. A casual vacancy notice was posted on the parish noticeboard for 10 days from 24th March until the 13th April. No response was received from parishioners for election so there are still two places available for co-option.
4. A planning meeting was arranged on 27th March for councillors to discuss planning application DC/17/0953/FUL. The application was approved and the response sent to the Head of Planning via email on the 27th March.
5. We received two copies of the Site Allocations and Area Specific Policies Development Plan Document January 2017 on 27th March. An email was sent to parish councillors informing them that copies are available to view and that land opposite the Sorrel Horse in Shottisham has been earmarked as possible for development.
6. The planning application DC/17/1219/FUL for a pitched roof on Grovelands was received on the 30th March and was approved and a response sent to the Head of Planning on the 17th April.
7. Two SALC training sessions for new clerks were attended on the 19th and 26th April. These were very interesting and provided the clerk with lots of useful information. This has been collated into a training manual that can be handed on to all new clerks in future.
8. The website is now being maintained by the clerk since Jay Fletcher's recent resignation to ensure our compliance with the transparency code.

Financial Report:

1. At close of business on 03/04/2017 the bank accounts were as follows:
 - a. Current account: £8370.22
 - b. Savings account 1: £1674.78
 - c. Savings account 2: £193.90
2. The clerk's wages for this month were £370 which included £120 for 12 hours attending two training sessions. £74 of this will be paid to HMRC for the 20% income tax accrued.
3. The clerk's expenses for this month included £34.20 for expenses incurred travelling to the SALC headquarters and £21.96 for folders and dividers to be used for documents in 2017/18.
4. The SALC subscription renewal of £131.28 is now due for payment.
5. The overdue payment to HMRC for income tax from the previous clerk has now been paid and no further correspondence has been received from them.