

## Clerk's Report to Shotttisham Parish Council Meeting of March 20120

### Clerk's actions

1. A place has been booked for the Planning Advice session to be held at East Suffolk House, Melton on Tuesday 17<sup>th</sup> March between 2:30 and 4:00. The clerk Lesley Roberts will be attending this session for Parish Clerks explaining how to give advice and assistance on how to respond to Planning Applications.
2. The clerk registered for a Public Access account with East Suffolk Council on the 2<sup>nd</sup> March after receiving an email reminder. This will enable the parish council to submit planning recommendations electronically and will provide additional features such as; an electronic in-tray, email notifications and the ability to submit Parish comments via the system. Paper planning applications and submissions will become obsolete from April 2020.
3. A place has been booked onto the Asset of Community Value (Right to Bid) workshop on the 18<sup>th</sup> June, which the chairman Ray Kay will be attending.

### Financial Report:

1. At close of business on 02/03/2020 the current account stood at £5,087.89
2. The clerk's wages for this month were £275 which includes £55 which will be paid to HMRC for the 20% income tax accrued.
3. A cheque for £23.59 will need to be raised for the clerk's expenses for this quarter
4. A cheque for £30 will need to be raised for Shottisham WI Trust Hall to pay for March.
5. A cheque for £80 will need to be raised for Philip Bouscarle who has paid the mole catcher Bob Moles for his services.