



Hannah Hepworth **Proper Officer / RFO Goxhill Parish Council Report August 2024**

The following have been completed in July 2024.

July 2024 Full Parish Council Meeting:

- Planning – the comments have been added to the portal.
- General correspondence – general correspondence has been replied to
- The Community Café has been advertised on the GPC Facebook
- The Cllr details on the noticeboards and website have been updated and agendas and minutes have been put on the boards
- The map on the website has been changed to the one reflecting the whole parish
- Copious emails with NLC regarding the Community Event Feedback have been sent and received
- The GPC meeting has been advertised on Facebook

Finance :

- The Internal Audit information has been resubmitted to the auditor and it has been completed by the auditor for the second submission as requested by the external auditor
- The second AGAR has been completed to sign at the meeting in August
- VAT for Quarter 1 has been submitted
- S106 money has been applied for with the claim submitted and this has been paid into the account
- Issues with the claim forms for the D Day and Sustainable Planting grants being misplaced by NLC have delayed the claims being paid; this has now been resolved and the hand-delivered forms have been located after providing the receipt / reference and money should be received by 2/8/24

Playing Field:

- The gate has been ordered and will be installed on 1/8/24
- The inclusive swing has been ordered and will be installed on 1/8/24
- The playgroup now have a key for the summer to the gate
- The insurance company have confirmed that the use of the field by the playgroup is fine for the summer holidays
- 3 fires at the play park have been reported to the police and statements completed
- A meeting with the police has ascertained no further action will be taken
- Appeals for information have been put on Facebook and these replies responded to and reported to the police
- Quotes for an inclusive swing have been requested

- Liaison with the school for access for installing equipment over the summer
- 3 quotes have been received for the zip wire bark – the best value requires the Parish Council volunteers to rake this evenly over the area. Willing volunteers are requested to help please!

Cemetery:

- A complaint about the cemetery / grass cutting has been resolved
- Burial records and forms have been completed
- The Committee Meeting was called but was unable to take place as it was not quorate

Parish Rooms

- A fridge has been purchased and installed with the wires secured
- A drawer unit has been purchased for the desk
- 4 archive fireproof boxes have been ordered
- The archive minutes have been sorted and put in a fireproof box to go into the loft
- Cemetery records are now in a fireproof box
- Deeds and legal documentation is now in a fireproof box
- Overtime has been requested and granted to sort the filing systems
- A Committee Meeting was held and the minutes have been circulated

Millennium Green Trust

- A Committee Meeting was held and the minutes have been circulated

PROW and verges

- A Committee Meeting was held and the minutes have been circulated
 - I have met with JB Rural and we agreed that the cutting was as per the maps for the PROW and verges. He has suggested he attends a committee meeting on 15th August 2024 at 6.30pm so we can discuss any amendments to the current arrangement and agree any additional costs and look at what we actually want with the tender agreements for December 2024
- Footpath 54 – JB Rural will look at this again and redo this within the next two weeks

Other

I have completed the following training:

- Being a Good Councillor Part 2 and 3 with ERNLLCA
- ILCA completed 29/7/24; contract states that this means the employee will have one incremental pay point increase as a result; this will commence from 1 August 2024 and equates to £0.25 per hour difference
- Carbon Capture meetings were advertised on Facebook
- The slides have been put on the website regarding the feedback from the Conversation Event

Hannah Hepworth

1/8/2024