



Hannah Hepworth Proper Officer / RFO Goxhill Parish Council Report September 2024

August 2024 Full Parish Council Meeting:

- General correspondence – general correspondence has been replied to

Finance :

- The second AGAR has been completed, signed and sent to the external auditor
- S106 money and the D Day and Sustainable Planting grants have been paid
- The Board of Resolution form has been submitted three times, justify the queries each time
- The mandate has been signed and sent to the bank by VG and HH
- A debit card has been ordered
- The tax issue has been identified and a spreadsheet produced to calculate what tax should be paid. The Clerk has consulted with HMRC and is working to get a satisfactory response.

Playing Field:

- The gate has been installed
- The inclusive swing has been installed
- The playgroup have used the playing field over the summer successfully

PROW and verges:

- The current scope of work for the PROW contract was reviewed to include cutting widths for paths and cycle paths, bridle ways and restricted byways and to specify bridle ways and restricted byways with specific details on cuts
- A meeting of the PROW Committee was convened for Thursday 15th August at 6.30pm. JB Rural were invited, agenda circulated and minutes taken and circulated.
- A request was put on Facebook for volunteers who regularly walk the footpaths to help with the monitoring of these; a list has been collated and an agreement for these people to provide feedback regarding the state of paths
- Contact was made with Colin Wilkinson to see if there is any funding available from NLC to employ a contractor to cut the impassible footpaths which was left from when NLC did the paths; there is not available.
- Contact was made with Colin Wilkinson to what the implications are if GPC can not meet the contract – a response has not been received.
- Example tender documents were shared with the meeting and template document for PROW and Verges was agreed as a framework for tender for 2025 with specific requirements for footpaths and bridle ways in Goxhill to be detailed within this.

- The draft tender document has been produced to go out beginning of September with a 6 week deadline, to be presented to a Committee Meeting mid October after tender closing date and a recommendation of contractor to be taken to full council in November 2024 for the contract to be signed late November 2024
- A pack of the maps to go out with the tender has been compiled

Cemetery:

- Burial records and forms have been completed
- The Committee Meeting was called and legal advice has been sought on issues raised
- Cemetery records have been organised, checked and are in a fireproof box
- The Deed of Right of Burial form, paper and printed envelopes have been ordered
- No photographic evidence has been received by the Clerk to no letter has been sent to Nettletons as yet
- The cemetery records have been cross referenced to ensure that all records are complete and there are no discrepancies and that these all match up with the burial book and it can be confirmed that the records of the reserved plots correspond to the plan, invoices and deeds.

Parish Rooms

- A new key code box has been ordered
- 2 further key code boxes have been ordered and are ready to install
- A key storage box has been purchased
- 4 archive fireproof boxes have been filled and are in storage
- The archive minutes have been sorted and put in a fireproof box in the loft
- Deeds and legal documentation is now ordered, labelled and in a fireproof box
- A logical and accessible filing system for GPC paperwork has been created
- A logical and accessible filing system for GPC electronic files has been created

Millennium Green Trust

- Tools purchased have been reimbursed and an assets register created of new items

Other

- Contact was made with Mick Johnson (copying David Wells in) to gain permission for the Information Board to be placed on Howe Lane
- Contact was made with Roger Bucknall for a quote for the noticeboard excluding installation
- Enquiries were made about increasing the inbox storage for Cllr email accounts; only one account is at 100% which has been reset (VG) and the next highest is at 81%. Extra storage is costly and can be done on an individual basis.
- The Standards Committee Annual report was sent to Cllrs
- Collated information for FOI request following protocols

Hannah Hepworth
1/9/2024