Clerks Report February 1st-March 15th 2017

* Composing and sending urgent letters as agreed by Councillors concerning Walnut Tree Cottage and also the proposed Clanna Lane development.
* Producing the minutes of the last meeting dated 1st February 2017.
* Contacting the Highways/District Council as asked by the Chairman to report litter on the A48 verge.
* Contacted Peter Siret of Waterside Living to arrange a talk at the next Parish meeting.
* Contacted Forest of Dean District Council Planning Department and obtained details of Ordnance Cottage planning application.
* Filing of invoices from the February meeting, filing of signed minutes and sending of payments as required.
* Visit to Lloyds Bank re: new signatory forms
* Drafting and circulating the Councils reply re: Ordnance Cottage application.
* Reply to ROSPA re: safety check of play equipment.
* Contact AM regarding NDP finances/budget. Send explanation to Alec.
* Find and e-mail to ER documents relating to the Playing Field
* Circulate details of training courses to all
* Attend Clerks More Knowledge 2 Training Course
* Circulate Standing Orders to all Councillors in preparation for training course
* Send final draft Clanna Road letter
* Circulate February minutes
* Book training course for DE (planning)
* Email PATA payroll extra hours info.
* Write letter to The Globe re: defib and e-mail to GC
* Produce and send meeting notice and agenda for March meeting.
* Appoint S Fowler for internal audit: £60, end of April onwards (letter & phone call)
* Write bank transfer letter for funds to be moved.
* Update website with new meeting date as well as minutes & agenda.
* Correspond by email with BT to obtain Telephone Box.
* Complete Defibrillator funding application and submit.
* Call Terry and arrange Village Hall for 15th March.
* Contact GAPTC and District Council re: declarations of interest form.
* Send letter regarding tree removal planning application.
* Prepare list of expenditure and cheques to be signed for March meeting.
* Investigate invoices Centigen claimed were unpaid.
* File bank statements received.
* 2.5 extra hours in total since 20/2/17. ( in addition to 4 hours per week)
* Forward register of interests information to new Councillors.
* Attend the Clerks Knowledge 3 Finance Module training course.