

# Blythburgh With Bulcamp and Hinton Parish Council

**Clerk's Report**      **July 21**

## **Agenda Format**

NALC: Best Practice outlined in LTN5 p22 "A council cannot lawfully transact any business that is not on the agenda" and standing orders s9b "No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 8 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting."

## **Councillor Vacancies:**

Notices of Sonia's vacancy have been displayed with the result due 22 July

## **Dog waste Bin**

Norse have admitted they removed the bin on the river wall because it was too far for their operatives to walk to empty it. They just did not tell anyone.

Norse will reinstate it at the junction of the lane by the White Heart and the footpath at a cost of £150 which includes survey and a new post

## **Grass Cutting - Playsite Maintenance**

I have spoken to Marc O'Hagan who has confirmed he can resume with grass cutting and hedge trimming as before. He has asked if the PC would fund a green wheeliebin to dispose of the cuttings as a cost of £45pa plus £11 delivery for a new bin. Last year you paid Marc £270

Norse have quoted £529 for 13 cuts per year for the Playsite only plus £244 for 2 hedge trims - face only not the top.

## **Fly Tipping**

Fly tipping has been notified to the police and ESC. However, as it is on private land, it is the land owner's responsibility to clear this up

## **Data Clean up**

I have started the data cleanse and spent 6 hours so far

## **Website (Inc. updates for new year, Copyright and accessibility)**

I have updated the website to show agendas and minutes under current year and added the year end financial statements in the appropriate way

Picture copyright should be reviewed, perhaps with Alan Mackley who seems to have placed most of the older pictures

I have not yet looked at accessibility but CAS assure me the website itself is compliant. We just need to ensure that our content is

## **Training: CiLCA proposal**

I have recently passed the ILCA (Introduction to Local Council Administration) exam which was an excellent learning experience and very relevant to this role. I would like to move forward to take the CiLCA (Certificate in Local Council Administration) which would mean you would have a properly qualified Clerk. The cost is: £140 annual subscription + CiLCA fee £410 + Training £360 = £910

## **PAYE**

I currently run PAYE for the council which is mandatory. The HMRC basic tools software runs on 32bit processing as does my computer. However, HMRC are updating their software to 64bit from April 2022, which will not run on my computer. SALC charge £108 per year to provide payroll services. FYI, the desk top PC that the Council purchased previously will not run 64bit software