

# The Hennys', Middleton & Twinstead Parish Council

Chairman: Cllr Anthony Lyster  
Clerk: Shelley Boydell. 15 The Paddocks, Bures CO8 5DF  
Tel: 07801 492312 Email: hmtpcouncil@gmail.com

## Clerk's Report

### Parish Council Meeting 9<sup>th</sup> November 2020 at 7.30pm ONLINE

#### **Minutes from last meeting**

Clerk made alterations as agreed and arranged for the minutes to be signed after agreement at the meeting.

#### **HGV Lorries on Pebmarsh Road, Twinstead**

The revised document was presented to the Parish Council at an extra ordinary meeting in October and was agreed, the document has been submitted to Highways and currently is awaiting a response.

#### **Damaged Signs**

Clerk has reported all damaged signs and has had response from Highways:

#### DAMAGED SIGNS REPORTED IN GREAT HENNY, LITTLE HENNY, MIDDLETON & TWINSTEAD

Sign Description	Sign Location	Issue	Date Reported to ECC	Reference No	Current status: inspection outcome
Great Henny Sign	Henny St, Coming in to Gt Henny from Lamarsh approx 150 yards from Boutells farm	Tree growing over sign and pushing it over	19/10/2020	2684830	20/10/2020 We have investigated and risk-assessed this issue. Our recent investigation of this issue has concluded that it is not as serious as many other issues we are aware of, so we won't be taking any further action on it. The location will be regularly monitored through scheduled inspections and we may take action in the future if there has been significant deterioration. This does not mean that this report is not important to us.
Middleton Sign	North end of Middleton	Broken Middleton Sign	already report logged	2628443	waiting on works
40mph signs	Pebmarsh Road, Twinstead	multiple damaged signs	19/10-/2020	2684832	20/10/2020 We have investigated and risk-assessed this issue. Our recent inspection of this issue has prioritised it as not as serious as some of the other defects we are aware of, so we have recorded it and will consider it when we are planning future works in the area. This does not mean that this issue is not important to us; we will repair it just as soon as is humanly possible given the constraints explained.

#### **Communication & Engagement Policy and Social Media Policy**

The Communications Committee will meet to discuss the policy and put any changes to the full council for agreement. Clerk has assisted the chairman in the setting up of .gov.uk email addresses for all councillors.

#### **Policies & Procedures**

The clerk has been liaising with Cllr T Humpreys regarding the financial regulations policy, which will be brought to the full council for review once complete. The clerk has also be working with the chairman on the standing order policy which is on the website.

#### **Facebook Page**

The Clerk has been maintaining and updating the PC's Facebook page with relevant information.

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## **Mail Subscription Service**

The Clerk will be looking into an email subscription service and implementing this – the main aim is for any person who signs up to the email subscription service will get a notification each time there is an addition to the website. (this has been postponed due to workload)

## **Clerk's Work & Appraisal**

The Chairman has been working closely with the Clerk and assisting with day to day workload management. The Clerk's annual appraisal will be carried out as soon as practicably possible.

## **Audit & Accounts, Budget & Precept**

The clerk worked with the internal auditor to ensure the audit was completed, the necessary paperwork has been completed. The clerk brought the end of year accounts and a detailed draft budget to the parish council at the meeting in October, the end of year accounts were signed off and the budget & precept will be discussed at the November meeting with the precept being confirmed and signed off at the January meeting.

## **CiLCA**

The Clerk has been attending the new online training after the original training had been postponed due to COVID-19. The training sessions are 2 hours long and fortnightly with work to be completed in between, instead of the day sessions once per month that were to be held at the EALC offices.

## **Parish Council Finance**

The Clerk has liaised with the chairman regarding online banking and this is getting underway.