



# Pebmarsh Parish Council



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**Chairman: Cllr D Ballard**

**Clerk: Mrs S Boydell:** 15 The Paddocks, Bures CO8 5DF: 07801 492312  
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## **Clerk's Report – Parish Council Meeting 15<sup>th</sup> July 2020**

**Election of Chairman** – *The Clerk ensured the new Chairman signed the declaration of office and organised necessary training for the position.*

**Road Traffic Concerns** – *The Clerk has liaised with Cllr D Ballard and the Chairman of The Hennys, Middleton & Twinstead Parish Council regarding the impact of HGV vehicles in the area.*

**Clerk's Work & Appraisal** - *The Clerk's appraisal will be carried out by the Chairman on or around 22<sup>nd</sup> July 2020.*

**Clerk's Forum** – *The Clerk has been attending the online clerk's forums run by EALC to help with the current increase in queries.*

**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 two 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 EALC offices.*

**Parish Council Insurance** – *The Clerk liaised with Cllr M Sharp and renewed the Parish Council's insurance policy with Zurich.*

**Street Cleaning** – *The Clerk completed and submitted the Street Cleaning Agreement with Braintree District Council along with an invoice for payment.*

**Reviews** – *The Clerk confirmed and implemented a plan to ensure all policies are reviewed at regular intervals.*

**Internal & External Audits** – *The Clerk appointed an internal auditor and is liaising with the external auditor regarding the completion of the AGAR and end of year accounts.*

**End of Year Accounts** -*The Clerk will be finalising the internal audit and the end of year accounts by the end of August.*

**Playground** – *The Clerk has been liaising with Cllr M Sharp regarding the maintenance of the playground. The Parish Council are looking into the cost of any repairs or refurbishment the playground requires.*

*Due to COVID-19 the Parish Council made the decision to keep the playground temporarily closed.*

**Glebe Land** – *The Clerk has been gathering information regarding the Glebe Land and is still currently waiting to hear back from the agent to report back with the current position.*

**Planning** – *The Clerk submitted the planning comments made by the Parish Council to Braintree District Council Planning.*

**Councillor Lead Roles** – *The Clerk has liaised with councillors regarding the lead roles they each wish to take.*