



Pebmarsh Parish Council



Chairman: Cllr J Tufnell

Clerk: Mrs S Boydell: 15 The Paddocks, Bures CO8 5DF

pebmarshparishclerk@gmail.com and www.parishcouncil.pebmarsh.com

Clerk's Report – Parish Council Meeting 15th September 2021

Clerk's Work & Appraisal - *The Clerk's appraisal will be carried out by a nominated Human Resources Committee in the near future as per The Essex Association of Local Council guidelines.*

Minutes

Clerk prepared and circulated the minutes of the last meeting to present to the full council for agreement.

CiLCA – *The Clerk has completed and passed the Certificate in Local Council Administration.*

Street Light Ownership - *The Clerk is investigating the ownership of the streetlights in the village.*

Website & Facebook – *The Clerk has been uploading relevant posts to the website and Facebook page.*

Emails & Phone Calls – *The Clerk has liaised with Councillors and Parishioners regarding various subjects and issues with the result being either resolution or signposting.*

Unity Bank – *The move to Unity Bank is complete and payments are in the process of moving to online payments rather than cheque.*

Damaged Pavement – *The Clerk chased and followed up the report of the damaged pavement adjacent to the Village Hall with the assistance of Cllr S Smith.*

Glebe Land – *The Clerk has chased Strutt & Parker regarding the postponed meeting regarding the Glebe Land.*

Councillor Vacancy – *Clerk advertised the councillor vacancy and organised interviews for suitable applicants.*

ANNUAL CALENDAR (meetings will be added if required)	
December	<ul style="list-style-type: none"> • Parish Council Meeting • Review of Contractors • Overview of Budget and Budget Review – agree precept
January	<ul style="list-style-type: none"> • Submit demand for precept to Braintree District Council
March	<ul style="list-style-type: none"> • Parish Council Meeting • Annual Parish Meeting
April	<ul style="list-style-type: none"> • Internal Audit
May	<ul style="list-style-type: none"> • Parish Council Meeting • Approve Accounts and Internal Audit • Review Standing Orders • Review Councillor Individual Roles • Clerk Annual Appraisal / Review • Election of Chairman
September	<ul style="list-style-type: none"> • Parish Council Meeting • Review Emergency Plan