



Pebmarsh Parish Council



Chairman: Cllr J Tufnell

Clerk: Mrs S Boydell

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Clerk's Report – Parish Council Meeting 30th March 2022

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

Budget – Clerk submitted the precept demand to Braintree District Council.

Street Light Ownership - The Clerk is investigating streetlight ownership 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.

Playground Grants - Clerk continues to liaise with Cllr M Sharp

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

Councillor Vacancy – Clerk has begun the process of recruiting a new councillor to fill the current vacancy, including liaising with Braintree District Council and displaying the correct documentation.

Salt Bins – Clerk sourced and ordered salt bins as agreed at January meeting.

Annual Parish Meeting – Clerk has organised the Annual Parish Meeting

Annual Audit & Accounts – Clerk has started work on the annual audit and accounts.

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