

Clerk Report

Decisions made under delegated authority.

Planning - None

Purchases / Payments –

Clerk authorised purchase of sundry supplies for caretaker/ clerk in course of duties which need ratification from the Council:

26/04/23 Gardening Hand Fork ASDA £3.00
27/04/23 2 reels of strimmer cord Coleshill Tools £10.00
27/04/23 Fuel ASDA £14.37
27/04/23 6 x 50L Compost B&M £30.00
08/05/23 Work Gloves ASDA £3.00
Total £60.37

27/04/23 Blu-tack Tesco £1.40
08/05/23 Paper Ream £4.49
Total £5.89

Proposed amendment to Financial Regulations to allow for delegated authority to the Clerk for small items of expenditure (suggested up to £250) within the revenue budget without consultation with members – similar to petty cash, as well as an amendment to allow payments between meetings of out of pocket expenses for staff if a delay may cause financial hardship, to allow payments to be made to support staff for purchase they have needed to make in the course of their duties. The dual authorisation of Councillors on the Unity Trust will ensure there are still adequate internal controls in place for this type of expenditure and items under delegated authority will continue to be notified to the Council and will be shown on the following payment schedule.

All other payments made / to pay are either regular DD / Salary payments or pre-approved expenditure and are listed on the schedule for payment.

Training

County Council have provided some June dates for the village caretakers to complete half a day of relevant Health & Safety training for them to be able to carry out duties as part of the lengthsman scheme. Clerk to arrange suitable date with caretakers.

Induction / Refresher Day for Parish Councillors to be arranged in May / June 2023.

Emails / Website

All Councillors should now be using their Microsoft 365 accounts (wopc.org.uk email addresses) Any Councillors having issues with access to their account should get in touch with the Clerk asap to remedy this.

Signage around the parish will need to be updated with the new email address in due course – email forwarding and automatic reply remain in place.

Land / Property

- a) Consultant from Wellers Hedley (WALC referred to their associated solicitor who has advised re: the covenant that, 'the enforcement of covenants is a complicated subject and anybody trying to enforce a covenant has to prove a number of matters showing how they are entitled. They also have to show a loss which is based on the diminution of the value of their land as a result of the breach. These are high hurdles and as a result only more modern covenants or where they were imposed by an active local estate tend to be of concern. The resident who has pointed out the covenant would have to show how they are entitled to enforce. In the circumstances we would consider that the covenant is not a material consideration at the present time.' This is in line with the decision made earlier this year to allow the carnival to proceed as it had in previous years.
- b) The Consultant has also advised that they would be happy to register our land at the Land Registry and that there should be leases in place for the sports activities as without them there can be difficulties as to the respective responsibilities especially in the event of a claim by a third party. They have experience of dealing with the difficulties in negotiating leases with sports clubs. Clerk has requested a budget quotation for this work to bring back to Council for decision on whether to proceed.
- c) Danny has almost completed an inventory list of assets from the groundsman store and pavilion for the asset register & insurance. Clerk will add items to the asset register as appropriate and bring back to the Council for approval.

Payroll

Clerk awaiting log on details for HMRC PAYE as initial authorisation code did not work. Authorisation code for agents received and given to payroll company. Letter received regarding outstanding payments, Clerk confirmed amount via telephone and arranged payment under delegated authority due to late payment charges (financial reg 5.5)

Correspondence

- i) Correspondence received from resident regarding allotments, vicarage lane accessibility and visibility issues and previous complaints to the Council. Clerk has responded to these emails however Resident wished for these to be agenda items for the Annual Assemble of the Parish Meeting. Further email sent to clarify these would be on the agenda for this public meeting. Copy email sent to Councillors.
- ii) General correspondence from WCC, NWBC, NALC, WALC, HS2 and other organisations circulated to Councillors & communicated with residents via website & social media where time has allowed.