

Little Oakley Parish Council Clerks Report

Meeting Date	Agenda Number	Minute Number	Information and decision made	Action Taken and Outcome	Closed
17 th June 2022			Internal Audit	On Friday, 17 th June, the Internal Audit of the Parish Council was completed and the AGAR's signed and finalised. <ul style="list-style-type: none"> - On Monday 20th June, the Clerk submitted the AGAR's and relevant documentation to PFK Little John Ltd and uploaded the relevant documents to Parish Council website. 	Completed.
9 th June 2022	16	22/037	Social Media/Media Policies	Clerk to contact EALC/NALC to request a template for Social Media/Media Policies. <ul style="list-style-type: none"> - During the Law and Procedures Course, the Clerk asked for a template of a Social Media/Policy. It was advised that for such a small parish, it wouldn't be necessary to hold such a policy and that information was provided on the Local Government Association website with media advice. 	Completed.
9 th June 2022	13	22/034	Queen's Jubilee 'Big Lunch'	Clerk to write to Michael Good, Little Oakley Memorial Club for the use of the playing field, and James Martin & Gemma Bishop for organising the games and prizes for the children.	Completed.
18 th May 2022	8	22/008	Bay View Crescent	Following receipt of confirmation from ECC and TDC regarding Bay View Crescent, it was agreed that the Clerk informs the resident of correct spelling. <ul style="list-style-type: none"> - The Clerk has since contacted Land Registry for details relating to the time period that the road sign was changed and they advised that their records show 'Bay View Crescent'. Clerk informed resident of findings. 	See agenda.
13 th April 2022	20	21/231	Drainage Ditches, Rectory Road	Since the original details were incorrect, it was proposed that the Clerk contacts Morton Cullen directly. <ul style="list-style-type: none"> - On 3rd July, a partner at Cullen Family Farming sent apologies and 	See agenda.

Appendix A

				requested further details. Clerk to submit images of location of ditches from the White House to Cullen Farm.	
13 th April 2022	16	21/227	Rectory Road Post Box	<p>It was proposed that the Clerk contacts Royal Mail with the relevant details as noted and requests their formal complaints procedure with OFCOM.</p> <ul style="list-style-type: none"> - An unsatisfactory response was received on 20th June from Mr Michael Hogg, Senior Public Affairs Manager, no details of Ofcom were provided. - On 29th June, the Clerk contacted Ofcom directly on behalf of the Parish Council. <i>Awaiting response.</i> 	See agenda.
9th Feb 2022	17	21/181	Dog Waste Bins - To contact TDC to confirm whether bases are included in initial quote.	<p>It was advised that no bins were being replaced until further notice due to supply issues.</p> <ul style="list-style-type: none"> - The Clerk has since contacted the Waste Team to ask if a supply has been sought. The Waste Team has since advised that a new stock is available and provided new costs. 	See agenda.
All updates have been placed on the Agenda.					