

## CLERK'S REPORT FOR THE PERIOD UP TO 21<sup>st</sup> MAY 2021

### Elections

Following the elections, the Council has six councillor vacancies.

### Amenities

1. **Parish Steward – May – visit over 2 days** – completed all of the following:-
  - a. Cleared The Borough Cross of weeds and the paved area outside of The Goat pub.
  - b. Cleared weeds alongside the brick wall in Moot Lane outside Moot House.
  - c. Cleared debris near drains in Gravel Close.
  - d. Re-attached church sign at the Barford Lane end of Snail Creep.
  - e. Ensured water channel is clear next to the lane in South Lane.
  - f. Cut ivy from around the apple tree on Millennium Beacon Green.
  
2. **'Sparkle Team' – 2 day visit in mid-April** (2 men supplied by WC at no charge to the parish)
  - a. Cleared the length of Snail Creep and removed all soil and weeds so that the path is clear.
  - b. Cleared weeds and leaves along wall and in the turning circle outside of the entrance to St. Lawrence's church.
  
3. **Drain clearance** – drains in Marie Avenue filled with silt.
  - a. Gully tanker organised by WC, visited on 10<sup>th</sup> May – cones put out in readiness but limited benefit as team found that the drains are full of roots.
  - b. Vactor now organised for 28<sup>th</sup> May to clear roots and any debris. Cones will need to be put out on the night before.
  
4. **Road maintenance** – organised by Highways.
  - a. Resurfacing of the Borough to take place from The Goat down to the traffic lights at the Bull. Timescale not yet known but the road has been marked up in preparation. The stretch needs to be retextured as the skid resistance is currently lower than it should be.
  
5. **Iron Bridge** – repairs and repainting
  - a. One side is complete.
  - b. The WC contractor has started on the other side. Repairs required to the railings where a car recently hit the bridge and preparation and repainting. Work has been delayed due to recent high winds (supplier very busy as a result of weather) and site waiting for scaffolding company to move the structure. I received reports at midday from residents on Bank Holiday Monday about flying scaffold boards and tarpaulin and reported online to Wiltshire Council's duty engineer and the Environment Agency. I was kept informed for the rest of the day and fortunately there were no further incidents. However, it is unclear whether the duty engineer visited the site.
  
6. **Installation of new pole for Speed Indicator Device on Borough Green**
  - a. New pole now required as Wiltshire Council now advise that the proposed existing pole cannot be used as the SID would be too high due to current signs already in place potentially causing a hazard.

- b. Referred to Cllr Hall as the CATG rep as an estimated cost of £687.46 for the new pole. The new pole will need to be removed each time the SID is taken down and replaced as required. It will therefore need to be stored whilst not in use.
7. **Yellow lines (on corner of Barford Lane and Lode Hill)** – to be considered by DPC following resident feedback at its June meeting as current agenda unable to accommodate an additional item.
    - a. Following a recent accident, DPC to consider this as a possible CATG scheme as parking has become a hazard and it has raised significant resident/member of the public feedback as a concern.
    - b. Issue has been referred to Cllr Hall to consider from a CATG perspective.
  8. **Replacement bus shelter** – by Scotts House development in Salisbury Road
    - a. To be installed on Tuesday 25<sup>th</sup> May.
  9. **Public Toilets** – The soap dispenser in the ladies toilets is broken. Wallgate the original supplier is unable to repair due to parts being unavailable because the units are now obsolete. The Council's contractor will attempt another repair this weekend. In the meantime, I have supplied anti-bacterial soap for use in the unit.
  10. **Litter Pickers** – One of the litter pickers has indicated that she intends to leave her post at the end of August before going to university in September. A recruitment process will be started in mid-July.

### **Meeting with Persimmon**

The meeting agreed to be held with Persimmon regarding a potential extension to their existing site has been arranged for Monday 28<sup>th</sup> June at 8.15pm. This will be held after the Parish Council meeting to approve the Annual Accounts. Please make a note of this in your diaries.

### **Payroll**

The Council's outsourced payroll was completed for the first time in April. However, after I checked the payslips I noticed that the pension contributions had not been included so I asked the contractor to correct the error and re-run it.

### **Scotts House s106 and CIL Contributions**

The officer dealing with this long running matter has advised that new agreements are about to be signed with the developers who are responsible for the site and who took on the obligations from the previous owner. Once these are in place, Wiltshire Council will be invoice them monthly for monies due and once received they will be able to pass them over to the Council.

### **Odd Job Contractor**

I've received no responses from contractors to be added to the Council's list following the posting of the advert.

### **Playground consultation**

I have received two responses from residents regarding the playground consultation.

## **Work in Progress**

- After Monday's meeting, producing the minutes and implementing the resolutions.
- Preparing the Annual Accounts for the year-end audit on 17<sup>th</sup> June. This will be carried out remotely again and so a lot of papers will need to be scanned in and sent via email. The Council will be meeting to approve them on 28<sup>th</sup> June.
- Preparing for meeting with the SW Councils investigator for the 'staffing investigation' during w/c 31<sup>st</sup> May.
- Meeting with the Administrative Officer to complete her annual appraisal.
- Preparing the agenda for the Council meeting on 14<sup>th</sup> June
- Preparing the agenda for the Amenities Committee meeting on 21<sup>st</sup> June.
- Alison is updating the 'councillors' folder in Dropbox and once all the policies and governance documents are approved at Monday's meeting councillors will be given access to the folder so that they don't have to store all the documents on the personal devices.
- I've also created a Dropbox 'accounts payable' folder where all the invoices received will be stored in month order for access by the bank account signatories.

## **Monday's Meeting Wifi Password**

The Memorial Centre's Wifi password is DMH19QRM.

## **Training for Councillors**

Wiltshire Association of Local Councils is holding online councillor training sessions for a fee of £30. These sessions cover the roles and responsibilities of the five components of the council, the importance of the law, meetings, agendas and minutes, delegation, a council plan, governance and transparency and are delivered by local council trainer, Kim Bedford FILCM. If any councillor wishes to attend, please let me know. The dates and times can be found at the following link:

[https://www.wiltshire-alc.org.uk/council\\_events/](https://www.wiltshire-alc.org.uk/council_events/)

**Bev Cornish 21<sup>st</sup> May 2021**