



Kate Pritchard
Clerk of the Parish Council

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Clerk's Report

a) Highways

- The potholes on The Shrubbery reported 23/09/24 have been issued with a work raised status, reference number: 4407394
- The blocked drain on Church Road reported 23/09/24 has been issued with a work raised status, reference number: 4407383
- The blocked drain on The Beck reported 23/09/24 has been issued with a work raised status, reference number: 4407372
- The County Councillor forwarded details and a map of a possible road closure in Wigginton

b) Correspondence

- A resident contacted the Council regarding poor mobile phone signal in the village and requested the Council make a complaint to Ofcom on behalf of the village. The provider was requested and details sent of indoor and outdoor coverage within the village and the best options offered
- A resident contacted the Council regarding the current road maintenance in the area. The Clerk provided an update on the works carried out by SCC Highways, the emergency gas works carried out by Cadent and the BT open reach works
- A resident contacted the Council with concern regarding the minute action 156/24 to send a letter to the Church suggesting that a sign be placed on the Avenue church gate to advise "parking for church only". This was forwarded onto the Council for discussion
- A resident contacted the Council regarding the drains on The Beck. The Clerk advised this had been reported by the Parish Council to Staffordshire County Council and work had been raised to rectify this issue
- A resident contacted the Council regarding the drains in Church Road. The Clerk advised this had been reported by the Parish Council to Staffordshire County Council and work had been raised to rectify this issue

c) Administration

- The Clerk advised B. Wright that the Council have agreed to move forward with a gov.uk domain, website and email. Barry has kindly offered his support and help during the transition if required
- The clerk contacted Lichfield District Council Planning department to check the suitability of a defibrillator sign on the village hall due to the conservation area rules
- The UK Water Rangers testing kit was ordered and delivered to J. Loewy

- The Clerk has sent details over to the accountants for the payroll services
- The Clerk has been inputting the information into Scribe – reserves, budget, payments, receipts, assets

d) Maintenance

- The broken bolt on the basket swing has been repaired
- The handyman will purchase some high-quality moss killer in the spring for the playground
- The Christmas tree was delivered the weekend 22nd November

e) Training

- The Clerk has completed and passed the Level 2 in Understanding Data Protection and Security with South Staffs College
- The Clerk attended a session online with Parish Domain Helper Service to go through the process of the gov.uk domain name changes
- The Clerk attended dealing with the Sexual Harassment of Employees training with the SPCA

Please see Activity Tracker attached for further information.