



Kate Pritchard
Clerk of the Parish Council

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Clerk's Report

a) Highways

- The mud on the A513 between Elford and Tamworth was reported to SCC, reference number: 4412200. A response was received 02/11 "unable to action - A Highways Inspector has visited the location you provided in your report and can confirm that work has taken place by a third party to address the issue"
- The mud on the A513 was reported to LDC for street sweeping. Street Cleansing issue reference number: STR003430. A response was received 30/10 to report to County Council

b) Correspondence

- A response was received from St Peter's Church to confirm that guests attending Church events would be reminded not to park on The Avenue, however it was suggested the Parish Council contact the contractors building on Old Hall Drive, who may be parking on The Avenue

c) Administration

- The Clerk has signed up to 1-month free trial with Scribe software
- Bradleys Accountants has been contacted regarding the payroll service. A price of £156 was quoted for 12 payroll submissions and filing with NEST pension provider (this includes VAT)
- A separate invoice for the post office was agreed with Elford Village Hall due to the Auditors recommendation
- On the 23rd October 2024 an update was provided regarding the Pay Award 2024/2025: "The Local Government Association has informed us that the National Joint Council for Local Government Services (NJC) has reached an agreement on rates of pay applicable from 1 April 2024 to 31 March 2025. We encourage employers to implement this pay award as soon as possible"
Back pay for the previous Clerk, Mrs S. Fitzpatrick has been calculated from 1st April – 30th June 2024, and for the current Clerk, Mrs K. Pritchard from 1st July – 30th September 2024

d) Maintenance

- Traffic calming signs have been installed around the village
- The playground flooring was 50% jet washed earlier in 2024
- Winter pansies will be planted in the flower tubs
- Meter reading was provided to Scottish Power 14th October

e) **Training**

- CILCA (Certificate in Local Council Administration) 2nd training session was held 22nd October
- The clerk attended a 1-hour training session with Scribe for Budget, forecasting and precept in October
- The Clerk has passed Module 2 in Level 2 Understanding in Data Protection and Data Security with South Staffs College. Module 3 is due 11th November
- The Clerk attended a webinar on Sexual Harassment in the Workplace on 23rd October. The course suggested a sexual harassment policy to mirror the Grievance policy and for training to be offered to the Clerk and all Councillors

Please see Activity Tracker attached for further information.