



Kate Pritchard  
Clerk of the Parish Council

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## Clerk's Report

### a) Highways

- The bent sign and post on Elford bridge were due to be repaired 25<sup>th</sup> September subject to emergency work
- The road marking on the re-surfaced roads were due to be painted early October 2024
- Potholes on the Shrubbery were reported to SSC Highways in September
- Blocked drains on the Beck were reported to SCC Highways, REF no: 4407372
- Blocked drains on Church Road were reported to SCC Highways, REF no: 4407383

### b) Correspondence

- Support letter for New Chetwynd bridge project was sent to Lichfield DC
- Response to J. loewry regarding the Water Rangers was sent
- Completion notice for the External Audit 2024 was put on the noticeboard and website 17<sup>th</sup> September
- The Electricity account with Scottish Power under the name Margaret Jones has been closed, upon advice from Scottish Power. A new account has been opened in the name of Elford Parish Council with the clerks address as the correspondence address. A cheque has been issued for the remaining credit on the closed account in the name of Margaret Jones. Margaret has transferred the funds to Elford Parish Council
- A letter was sent to St Peter's Church regarding parking on The Avenue during weddings/ christenings

### c) Maintenance

- RW Harcombe was contacted about cutting the Victoria Meadow hedge
- Contacted Barry White for some assistance with uploading policies and updated information
- Traffic calming signs are with A. Robey to fit once areas of installation are agreed. **It was agreed to install signs on telegraph poles.**

### d) AED Training

22 participants attended the training. It was well received. A donation of £150 has been added to the October Payment Schedule, ready for authorisation for Tamworth Have a Heart. Clerk has asked for advice regarding purchase of a "defibrillator located here" sign.

Tamworth have a Heart can provide a sign. Parish Council to consider a donation for the sign. **A £20 donation for a defibrillator sign was agreed.**

**e) Training**

- ILCA (Introduction to Local Council Administration) completed and passed 21<sup>st</sup> September 2024
- CILCA (Certificate in Local Council Administration) began 25<sup>th</sup> September 2024. The training is run by Staffordshire Parish Council Association. This is a level 3 qualification & will take around 200 hours approximately, completing by the end of April 2025. The Clerk will be required to do some of this work during her working hours as these are task-based assessments, not theoretical work. The hours will be split between all three Parish Councils in the interest of fairness. The CILCA will look at improved ways of working and best practice so the Clerk may offer suggestions in some changes to processes, policies etc. CILCA enables the clerk to be qualified, and in turn offers the Parish Council General Power of Competence
- The clerk attended a 2-hour online course run by CPRE "Parish Councils and Planning". This was funded by Bobbington Parish Council
- The Clerk has completed Module 1 in Level 2 Understanding in Data Protection and Data Security with South Staffs College. The assessment has been completed and awaiting results. Module 2 is due 21<sup>st</sup> October

**f) Internal Audit**

The interim Internal Audit was undertaken 2<sup>nd</sup> October 2024. Recommendations are to follow in appendix 3

**g) Annual Leave**

The Clerk will be on annual leave from Monday 21<sup>st</sup> to 27<sup>th</sup> October 2024

**Please see Activity Tracker attached for further information.**