

## **Clerk's Report to the Council – Meeting on 5<sup>th</sup> February 2024**

### **Matters and actions from previous meeting (s):**

1. The Clerk chased outstanding work to install the new parking sign by the pond. The date is yet to be confirmed by Highways.
2. The Garden Club provided information about a proposed sign for the Orchard. Circulated to members.

### **Matters related to February agenda:**

#### **Item 24/015 c Report from PCSO Martin Leadbitter – Crimes reported in January**

“Only a couple of crimes during January in the public interest. They happen together between 4.40am and 6.00am on 26/1/24 a male was seen to be attempting to gain entry to vehicles and garages on Toms Hill Road and Trooper Road. Entry has not been gained and the suspect appears to make off when discovering a ring door bell. These crimes are still under investigation”.

#### **Item 24/018 Great British Spring Clean 2024.**

Suggested date – Saturday 20<sup>th</sup> April 10 am. The clerk will add info in the Outlook and FB. The clerk has all the equipment/ bags and will carry out a risk assessment prior to the day. Members to decide who will run this event.

#### **Item 24/020 Storage of Parish Council files and assets.**

Clerk collected all the PC's documents that were stored in the safe at the hall. Mainly minute books/ accounts books and legal agreements/ contracts, with some dating back to 1881. All documents must be archived as per our Retention and Disposal Policy. The clerk enquired about storage with Hertfordshire Archives and Local Studies and waiting for response. To be added to March agenda.

Clerk took the litter pick stuff but would be best if one Cllr could agree to store it at their home instead.

#### **Item 24/021 2 To review the annual fee for tennis club members.**

The annual membership fee per household for tennis club members is £20. In 2023 APC received £100 income towards the upkeep of the tennis court. Currently, there are 51 members registered on the online booking system SKEEDA which is free to run and the Clerk is the admin. APC pays for maintenance of the court and in 2023 spent £425 for pressure wash. As per the warden's report currently, the court doesn't need to be cleaned but this may be required later in the year. The membership form is attached with this report.

Council to decide whether to keep the annual fee the same for 2024.

**Item 24/022 Allotments.**

All plots are rented out. Two rents, for one half and one full plot, are outstanding and the Clerk is still chasing those.

**Total Rent received in 2023 - £1,224**

**Correspondence received:**

1. D-Day 80<sup>th</sup> Anniversary 6<sup>th</sup> June - a letter to Parish, Town & Community Councils outlining the ways communities can take part in the commemorations, the "Lamp Light of Peace" and 'Ringing Out for Peace'.
2. Enquiry about hiring the football pitch and the Pavilion for the season from June 2024 until April 2025 for Saturday matches. They suggested paying £500 for the hire but this can be negotiated. Email initially forwarded to the Chairman and Vice Chair.
3. Email from parishioner regarding The Trooper pub circulated to the Council.
4. Email regarding traffic management for the May Fair which will take place on the 6<sup>th</sup> May. The organisers are applying for street closure license from HCC and will join the Council meeting in March to update on their plans. March agenda.