



20.04.26.18 Clerks Report

Meeting Date: 20 April 2026

18.1. Outstanding Actions Log

Ref	Agenda Item Ref	Subject	Origin Meeting	Lead	Status	Update / Next Step
01	19.11.25.10.6	Waste Bins	November 2025	Mary	●	Status: Followed up with TBC on multiple occasions Next step: Follow up again
02	20.01.25.20	Provisions of grit and grit bins in Parish	January 2025	Kirsty	●	Status: Enquired up with GCC Highways on multiple occasions Next step: Follow up again GCC Highways asking for grit delivery information and arrange custodian to fill the new bin from this once received.
03	19.02.24.18	Emergency Planning document	February 2024	Leah Cllr Parker	●	Status: Flood monitoring has been implemented; however, no documentation has been produced to date. Next step: Draft document and present to full council for approval
04	16.06.25.20	Procedure for signposting and advertising requests from third parties:	June 2025	Leah	●	Status: No documentation has been produced to date. Next step: Draft document and present to full council for approval
05	16.03.26.19.1	Reclaim Hedge cutting costs for developers	February 2026	Kirsty	●	Status: Request sent. Next step: Follow up and send invoice
06	16.03.26.1	Cllr Grey Resignation	March 2026	Leah	●	Status: TBC Notified, Notification of vacancy published. Next step: Awaiting further instruction from TBC
	21.07.25.20	Update on Community Governance Review map of wards	July 2025	Kirsty	●	Status: Ward Maps Received from TBC & circulated. Followed up to ask for Report. Next step: Add to agenda pending receipt of the report.
07	16.03.26.10.3	Aston On Carrant Planter	March 2026	Kirsty	●	Status: Purchased and delivered.

		Project - Compost				Next step: None
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Status Key: ● Complete ● Ongoing ● Pending / Awaiting Input

Archived / Removed Items from Clerk's Report (April 2026)

The following items have been removed from the ongoing Clerk's Report due to prolonged lack of progress. This is a housekeeping exercise and does not reflect any dismissal of the matters raised. All information relating to these items will be retained on file for reference should they be required in the future:

Subject	Reason for Removal	Status at Removal	Notes / Future Consideration
Barleyfields Landscape Management Plan	Dependent on external agencies and therefore outside Parish Council control	Gateway Mgt in post with no current prospect of removal	Reconsider when owners able to vote for removal or legislative change is made.
Vehicles driving on paths and green space	No further occurrences noted; no action required at this time	Gateway Mgt confirmed they can repair damaged bollards but not install new ones	Reopen if further issues arise.
Flood Water Monitor for Natton	Passed to third party for action	Flood warden monitoring	Reopen if further community engagement is required
Flooding at Walton Cardiff	Passed to third party for action	Flood warden monitoring	Reopen if further community engagement is required
Barleyfields green space to link with PROW and A46	Dependent on external agencies and therefore outside Parish Council control	National Highways did not support options & couldn't identify a solution	
PROW upgrades	No longer a priority or superseded by other work	Similar project being undertaken by TBC	Liaise with TBC if reports of PROW upgrades are raised by residents
CIL: Environment Agency	Project not progressed - to be reconsidered if circumstances change		

Defining and preserving community identities	No response received from the third party; item now closed due to prolonged lack of engagement.		Community identity is now included in ARPC planning responses
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18.2. Completed Actions Since Last Meeting

- Budget implemented - (Agenda Item Ref:16.03.26.11.4)
- Appointed J Booth for grass maintenance contractor - (Agenda Item Ref: 16.03.26.10.1)
- Paid final invoice for Parish Mapping Project as per 2025/26 quote - (Agenda Item Ref: 19.11.25.10.5)
- Formally accepted NDP Review quote for 2026-27 - (Agenda Item Ref: 16.03.26.13.1)

18.3. Clerk's Operational Update

Correspondence

- NDP Information Pack
- War Memorial Updates
- Resident email regarding pedestrian safety on Fiddington Lane and potential speed calming.

Finance & Administration

- Completed the financial year end process including submission of a VAT return
- Completed Asset Review and Report. Enhanced report in line with best practice.
- Replenished Consultancy Reserve from General Fund as per agreed budget
- Preparing for the internal audit
- Reviewed the agenda and clerk's report template and enhanced them in line with best practice.

Projects & Assets:

- Confirmed acceptance of Parish Mapping final 2025/26 iteration as complete and settled final invoice
- Progressed village gateway signs project; supplier options identified and to be narrowed to three for member consideration (following sub-committee discussion); awaiting What3Words confirmations to finalise locations and proceed to highways checks
- Completed asset register assessments (Kirsty & Leah) in late March, pending approval under on April meeting
- Drafted newsletter for end-April publication and early May distribution; final refinements are being made and content being finalised, awaiting councillor submissions. Due for final approval shortly.

Planning & Infrastructure

- It has been noted that we are experiencing issues receiving reserved matters, conditional, and material amendment notifications from TBC Planning, and we are liaising with them to resolve this.
- ARPC held a meeting with Severn Trent covering resident support, environmental issues and monitoring and planning response queries. They agreed to assist us by acting as a liaison with relevant internal departments to help bridge the gap and improve access to information.

Highways

- TRO for Fiddington Lane feedback ongoing - Cllr Parker is leading

Community Engagement

- Mary organised a stall at the Cotswold Outlet Centre which was supported by Cllr Garnett & Cllr Mitchel. -on agenda.
- Facebook engagementL advertised Welcome Tuesdays, Councillors' community engagement at the Outlet Centre, marathon road closure information
- Website updates: Road closure information, Safeavon content, updates regarding ARPCrepresentation TBC Planning Committee, Councillor vacancy notice

Village Hall Updates

Mary & Leah have:

- Implemented the new Edge Finance system, including retrospective input of 2025 data and completion of the year-end process;
- Received training and implemented the Edge Facilities module, enabling booking management and integration with the finance system; currently entering all 2026 bookings to date and all new regular bookings for the next three months

Other updates:

- Implemented new website (via Wingnut Websites); domain transferred from Yola to IONOS for improved value and functionality; Yola subscriptions cancelled
- Established new AVH Facebook group and increasing engagement
- Concluded final Warm Space sessions
- Progressed village hall cleaning contract; Kirsty shortlisted and recommended preferred provider following Facebook advertising; appointment in progress
- Liaising with accountants to complete 2025 year-end financial submission
- Produced AVH newsletter for hirers to communicate recent changes
- Arranged hirer engagement event on refurbishment plans; low response rate received to date
- Developing hirer questionnaire to support consultation on future refurbishment plans
- Contacted school regarding CCTV, CIL project, and centenary matters.
- Purchased blinds for new room, awaiting delivery.
- Implemented CCTV system and associated policy; next step is to expand access

Matters for Information Only

None