



## **Managers' Report – May 2024**

Re: CiL grant application of £20,000 received from Aldenhams War Memorial Hall towards windows replacement

*That if the project goes ahead up to £20,000 CiL grant be made available to the Aldenhams War Memorial Hall on production of invoices. – **Aldenhams War Memorial Hall Trustees advised, planning application made by the trust – Feb24.***

To receive an update regarding the Phillimore Rec Cafe Project (Sept23 Ag item 14 & Nov23 – Ag item14)

That the CM asks Debenhams Ottaway provide a fee proposal to draw up a 10 year lease for the whole café area. – **Lease with operators' solicitors.**

To consider the erection of two benches in the parish in recognition of past Chairman of the council (Feb24 –Ag item 8)

- a) That a bench is purchased, which is placed on the High Street, outside Silverman's butchers, with a plaque recognising N Payne. – **Completed.**
- b) That a picnic bench is purchased and placed in Phillimore Rec, with a plaque recognising J Howley.
- c) That funding for these is allocated from CiL receipts.
- d) That APC review annually whether it can add to the number of benches in the High Street which will be dedicated to other former chairman of the council who have been very active within the parish.

To consider the letter received from Cornerstone solicitors regarding their request for a site investigation at Phillimore Rec for a possible phone mast (Feb24 – Agenda item 10)

- a) That APC employ Russell Cooke Solicitors and TDC Property to provide legal and expert advice in this matter, providing an undertaking can be obtained from Cornerstone that their fees will be met by them. – **TDC awaiting fee proposal from APC solicitors for undertaking with Cornerstone.**
- b) That Russell Cooke Solicitors contact Cornerstones solicitors to obtain this undertaking regarding fees and to arrange a date for when the site visit can take place.
- c) Once the undertaking is received then TDC/Russell Cooke Solicitors advises Waldon Telecom of the plan's APC have to build a café in Phillimore Rec this year.

### Allotment Track

HBC have issued an enforcement notice on APC stating that the track has been laid higher at the rear of 28 Elm Walk than the levels approved under condition 8 of the planning permission granted in July 2023. It adds that the solution is to



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1. Remove the currently installed S<sub>2</sub> at the rear of 28 Elm Walk and replace with a new S<sub>2</sub> at a lower level so that the new track level at this point is at least 200mm below the top of the gravel boards to the neighbouring garden fences at 28 Elm Walk as shown on approved plan 30309 Rev8
2. Grade the track surface so that it falls away from neighbouring properties towards soft landscaping along the recreational grounds in accordance with approved plan 30309 Rev8.

APC is looking for clarification on this as the levels were agreed by HBC at a site meeting attended by them before the track was laid. - **meeting to be held with HBC to discuss the matter.**

Staffing information -- There has been 1 day's sickness since the last meeting.

### Delegated actions by APC Management

Under the transparency code Councils are encouraged to show the actions undertaken by the CM & DCM under delegated authority. Here are the orders made since the last meeting for your information.

### Purchase Orders

<u>Date</u>	<u>Order number</u>	<u>Supplier</u>	<u>Description</u>	<u>Amount</u>	<u>Authorised by</u>
25/04/2024	16/24	Hertscom	onsite website training	£375.00	M.Duong
26/04/2024	17/24	Viking	stationery for office	£117.06	M.Duong
30/04/2024	18/24	Amer's Amusement	summer event inflatables and bungee	£2,500.00	M.Duong
01/05/2024	19/24	Caprin	new Councillor poster	£50.00	M.Duong
09/05/2024	20/24	Animal Edge	farm for summertime event	£575.00	M.Duong
09/05/2024	21/24	Christ Church	Hire for summertime event	£500.00	M.Duong
14/05/2024	22/24	Aim On	Remove bees' nest in P Rec	£95.00	P Evans
15/05/2024	23/24	Metro Cairns	Replacement skip for depot	£298.00	P Evans

### Credit Card

23/04/2024	CC/13/24	HBC	Planning fee for non-material amendment to café plans	£146.50	P Evans
30/04/2024	CC/14/24	HBC	Planning fee to discharge condition 11 café plans	£72.50	P Evans
02/05/2024	cc/15/24	Replacement keys	desk drawers' keys	£12.60	M.Duong
02/05/2024	CC/16/24	BP Connect	Fuel for YX59 ORP & cans	£158.35	P Evans
09/05/2024	CC/17/24	U-Check	DBS checks for staff & Cllrs	£58.80	P Evans
10/05/2024	CC/18/24	Safety Signs4Less	Defib signs for Patchetts Green	£23.42	P Evans



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14/05/2024	cc/19/24	Baker Ross	crafts kits for summer event	£142.00	M.Duong
14/05/2024	CC/20/24	DVLA	road tax YX590RP	£335.00	M.Duong
20/05/2024	cc/21/24	Amazon	replacement mobile phone for Admin Officer	£74.00	M.Duong