

## **Clerk's Report February 26/27**

The Clerk has been actively engaged in general administrative duties for the Parish Council, while also overseeing the tender process for the Berryfields car park resurfacing. This has included several site visits, meetings with contractors, and ongoing liaison throughout the process.

In addition, the Clerk has continued to correspond with members of the public on a range of separate matters, including planning queries, drainage and flooding concerns, and an enquiry regarding the hire of the football pitch.

The Clerk has also undertaken routine checks of parish assets, including inspecting the defibrillator to ensure it is in full working order. A site visit to Berryfields was carried out to inspect the playground equipment and trees to ensure they remain safe and well maintained. The Clerk is currently liaising with the Council's grass contractor to arrange a suitable date for the hedge to be cut, weather permitting.

### **Broad Green Bench update.**

A bench has been sourced paid for by a grant provided by Ward Cllr Jones-Williams. It has since been delivered and is awaiting to be assembled and fitted onsite.

### **Council Policies**

The draft Council policies relating to grants and complaints, which were scheduled for consideration at the February meeting, require further review and development. These will be brought forward for consideration at the March Council meeting.

### **Internal Audit**

The Internal Auditor has issued the relevant documentation to the Clerk in preparation for the forthcoming internal audit. The Clerk is currently working through the required information and ensuring all records and policies are up to date ahead of the audit.

### **Lengthsman.**

The Lengthsman carried out a range of routine maintenance tasks across the parish during January. Works primarily focused on drainage and winter maintenance, including clearing gully grates and verge grips to improve water flow and reduce the risk of flooding. Footways were also sided out and cleared back to their normal width where required.

Winter maintenance formed a significant part of the work, with snow clearance and hand gritting undertaken at various locations to ensure roads and pathways remained safe and accessible. Additional general highways and maintenance duties were completed across a number of roads within Broadwas and Cotheridge as required.

### **West Merica Police**

Fraud and scam bulletin for February covers romance fraud. An increasing number of people are falling victim to romance fraud, which does not only cause financial harm, but may also inflict emotional and mental damage on those victims. The full report is available on our website here: [West Mercia Police fraud and scam bulletin for February](#)

