

Clerk's Report – October 2026 Minute Ref: 26/150

The past month has been particularly busy, with considerable time spent progressing works at Berryfields alongside the Council's routine administration.

MHDC Legacy Grant – Berryfields The Clerk has been sourcing quotations, liaising with contractors and attending site visits to progress the remaining Legacy Grant works. This has involved coordinating proposed works and obtaining information to support the Council's decisions.

Boundary survey Further enquiries have been made to identify suitable boundary surveyors and obtain quotations for an independent survey of the boundary at Berryfields.

Vehicle Activated Signs Broadwas (VAS) Work continues to progress the VAS, including seeking quotations for the works required and liaising with potential contractors.

Broad Green postbox The Clerk has continued efforts to report the damaged postbox at Broad Green and secure a response regarding its repair.

Lengthsman The Lengthsman completed eight hours of work during September. This included clearing gully grates along Bromyard Road, Stoney Ley Lane, Butt's Bank, Lightwood Lane and Otherton Lane; removing vegetation obstructing highway signs at several locations across the parish; and rotating and charging the Vehicle Activated Sign on Bromyard Road.

Routine duties Usual duties have continued throughout the month, including correspondence, financial administration, preparation of meeting papers, liaison with councillors and contractors, and following up outstanding Council matters.

Upcoming Considerations Next Agenda

Policy and governance reviews. Annual review of the Risk Assessment, Asset Register and Scheme of Delegation, together with consideration and adoption of a Complaints Policy.

Draft Budget 2027/28. Members are invited to identify projects, maintenance requirements and other expenditure for inclusion in the draft budget.

Noticeboards. Review the condition of the noticeboards and consider the repairs or replacements required.

Defibrillator at The Royal Oak. Consider arrangements and costs for replacing the defibrillator.

Berryfields grass cutting contract. The current three-year contract expires on 31 March 2027. A review of the contract and arrangements for seeking quotations will be included on the next meeting's agenda.