



Kate Pritchard

Clerk of the Parish Council

E-mail: clerk@elfordparishcouncil.gov.uk

Clerk's Report

a) Highways

- Temporary road closure notice – The Shrubbery 3rd-4th November 2025

b) Correspondence

- SPCA – October Bulletin, explore chairmanship course, invitation to planning and enforcement training
- MP Sarah Edwards – Meeting of Parish Council Chairs invitation
- A resident emailed to inform the Parish Council an abandoned white van on The Shrubbery had been reported to the police and they were arranging for the vehicle to be moved
- The monthly update was sent to Tarmac and LDC regarding the playground project

c) Administration

- The community fund form was completed October, reference no: 3928-1206-8169
- Lichfield District Council are not sending out a Draft Council Tax base figure because Cabinet is currently considering some changes to premiums and discounts. The figures will be issued in early December of this year. The precept analysis forms will need to be returned by 21st January 2026

d) Maintenance

- The basket swing has been repaired
- An additional litter bin has been donated from Lichfield District Council for The Shrubbery car park and has been delivered free of charge. Weekly bin emptying will be paid for by the Parish Council at a cost of £3.33 +VAT per week

e) Training

The Clerk has attended the following training courses since the last meeting:

- An Introduction to Artificial Intelligence
- Data Protection Part 1 – Breakthrough Communications

f) VAT Reclaim

126 reclaim submitted 16.10.25 for £1,972.92

Please see Activity Tracker attached for further information.