

# Full Council Action List

## October 2024 (post meeting)

Please note these actions are reviewed by the clerk monthly (as a minimum) and updated accordingly

Cllr Actions from Most Recent Meetings	Comment	
<b>Awaiting Further Updates</b> <small>items in red have been outstanding for more than 3 months</small>		
Cllr Cobb to liaise with Cllr Kennedy re FB	In progress	
Cllr Cobb to liaise with Cllr Roberts re PC mag planning.	In progress	Remove after Nov meeting
Cllr Cobb to liaise with Cllr Bailes re magazine pricing.	In progress	Remove after Nov meeting
Cllr Kitson-Website working group	In progress	Remove after Nov meeting
Cllr Cobb to liaise with KH re map timings	In progress	Remove after nov meeting
<b>Clerk Actions (Most Recent Meetings for Information Only)</b>	<b>In addition to standard duties</b>	
Load all interest forms to website (1 Cllr o/s Cllr notified of statutory responsibility)		
Bank rec end Oct	COMPLETED	
Submit planning comments x3	COMPLETED	
Add minutes and draft minutes to website	COMPLETED	
LCIW response	COMPLETED	
PCCO response	COMPLETED	
St Albans Reg 19 response	COMPLETED	
DBC Reg 19 response for Nov agenda		
Chase Cllr Maddern re Teal Way/S106 enquiry	COMPLETED	ADDING TO JAN AGENDA
Re book community safety officer		
Update budget	COMPLETED	
Check CIL items		
Order printer	COMPLETED	
Claim printer cashback		
Order lead/keyboard/mouse	COMPLETED	
Asset register- update with purchases	COMPLETED	
Write to all advertisers re magazine delays	COMPLETED	
Amend invoices	COMPLETED	
Add magazine costings into budget once received	COMPLETED	
Update policies and spreadsheet		
Review GK ChatGPT comments re H&S		
Library Box instruct carpenter	COMPLETED	
Library Box order plaque	COMPLETED	
Library Box RA/Ins from installer	COMPLETED	
Library Box acrylic side panel		
Library Box register online		
Library Box create webpage		

Remembrance send invitations	COMPLETED	
Remembrance order 2x signs	COMPLETED	
Remembrance order wreaths	COMPLETED	
Remembrance check school RA etc	COMPLETED	
Remembrance request 2 Cllr marshals (get Hi vis from NC)	COMPLETED	
Remembrance remind warden re Tommies	COMPLETED	
Remembrance ask Jan re microphone training/order of service	COMPLETED	
Write to MP and invite to meeting	COMPLETED	
Query why lines on disabled spaces at The Denes have changed colour	COMPLETED	
Bleed kits-chase permissions	COMPLETED	
Bleed Kit-order		
Bleed Kit- install		
Bleed Kit-register		
Bleed Kit-inspections		
Bleed Kit-disclaimer		
Lease-write to school/obtain advice	COMPLETED	
Lease-liaise with DBC	COMPLETED	
Lease-add to Nov agenda	COMPLETED	
Verges add to Nov agenda	COMPLETED	
Georgewood Road add to Nov agenda (note tree roots on path)	COMPLETED	
Magazine-add to Nov agenda	COMPLETED	
Asset register-add to Nov agenda	COMPLETED	
Budget-add to Nov agenda	COMPLETED	
<b>Clerk ongoing actions (longer term)</b>		
Community Outreach -make initial contact	Emailed 20/5, 11/8 waiting for alternative contacts details from LB	Oct 2024 contact from original contact/clerk liaising
Find details of landowner re mailbox	Outstanding-emailed previous shop owner awaiting response Chased, no response, try alternative route Unable to locate landowner Registering with Land registry update council at next meeting Proforma sent to royal mail 26/9/24	Complete 2 x proformas for mailbox
<b>Long Term Actions No Immediate Resolution (Reminders)</b>		
Write to all agencies and developer re memorial garden	Actioned. DBC and developer still in dispute	16/9/24 all parties have responded to DBC, DBC contesting responsibilities. Clerk advice leave on AL until resolved.

Work though items on business planning spreadsheet		ONGOING -MEETING HELD WITH WG LEAD
Breakfast at AH school (collate dates)	Email sent to AH 17/9 to request dates.	
o/s bin relocation (Georgewood)	Chased	DBC have confirmed that this is not deemed a priority action so will be done but no timeframe will be given. Clerk suggestion leave on action list until completed.
Write to all agencies and developer re memorial garden	Actioned. DBC and developer still in dispute	16/9/24 all parties have responded to DBC, DBC contesting responsibilities. Clerk advice leave on AL until resolved.
Set up 2-factor authentication	AB actioned	CLRs to book appt with clerk to action. Jan meeting

**For internal clerk use only**

Clerk additional reminders		
Finance meetings Scheduling	Check dates with GK, EMAIL SENT AUG 24 (Tuesday monthly -prior to meeting? time?)	Clerk awaiting response from GK Chased again Aug 24 Chased Sept 24

**Playpark WG actions (see report for full details)**

**Waiting for outcome of lease negotiations.**

Item	Responses
Nature / Woodland trail	
Entrance Sign	
Gates	
1 Bay 2 Seat Cradle Swing	
Resi-PD survey	Post lease renewal
Football Goal	

## Assets WG Actions

### SUMMARY OF PROJECTS

Cost *estimates* shown.

Project Code	Description	Material	Installation	Other	Permissions/Responses
<b>202405-AW-01</b>	Chambersbury Lane - SIGN			DBC	
<b>202405-AW-02</b>	Highbarns – PRUNE OVERHANGING TREES			DBC	Email to trees and woodlands 20/6/24 HCC responsibility. JM emailed 31/7/2024 to support Update HCC response- action not required
<b>202405-AW-03</b>	Highbarns temporary METAL FENCING			-	Email to JM 20/6/24-DBC have confirmed they will remove
<b>202405-AW-04</b>	East Green – PRUNE OVERHANGING TREES			DBC	Email to trees and woodlands 20/6/24 HCC responsibility. JM emailed 31/7/2024 to support Update HCC response- action not required
<b>202405-AW-05</b>	East Green – ROADSIDE VERGE			VERGE PROJECT	
<b>202405-AW-06</b>	Georgewood Road – WATER MAIN SIGN			-	Email to JM 20/6/24, Affinity responsibility - email to affinity 11/8/2024
<b>202405-AW-07</b>	Georgewood Road – NEW TREES	£ -	?		Email to trees and woodlands 20/6/24 HCC responsibility. JM emailed 31/7/2024 to support. HCC agreed
<b>202405-AW-08</b>	Nash Green / East Green – SEATING BENCH	£ 600	£ 340		Email to RC 20/06/2024 chased 1/10/24 Chased 23/7/2024 DBC team at capacity atm with new playground installations/refurbishments so delay in works/responses. Installation costs have increased since previous works. Will chase end Aug 2024 (diarise)

<b>202405-AW-09</b>	The Park – 119/201 Chambersbury Lane – PICNIC BENCH	£ 1,000	£ 340		Email to RC 20/06/2024 <i>See above</i>
<b>202405-AW-10</b>	Chambersbury Lane – SEATING BENCH				Email to RC 20/06/2024 <i>See above</i>
	<b>OR</b>	£ 600	£ 340		
<b>202405-AW-11</b>	Market Oak Lane and Chaffinches Green Junction – SEATING BENCH				Email to RC 20/06/2024 <i>See above</i>
<b>202405-AW-12</b>	Market Oak Lane and Chaffinches Green Junction – ROADSIDE VERGE			VERGE PROJECT	
<b>202405-AW-13</b>	Barnacres Road Play Park – LITTER BIN			Not in Parish	Chased DBC, waiting for response.

It should also be noted that Council has previously identified the Bunkers Lane play park as a potential location for bench(es) and a bin. Funds will need to be earmarked for these projects in the event that the lease issues are resolved.