

Full Council Action List

Nov 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	
Awaiting Further Updates <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 Berkeley to arrange a verges walkround		
Cllr Cobb to bring canal trip back in January meeting		
Clerk Actions (Most Recent Meetings for Information Only)	In addition to standard duties	
Load all interest forms to website (1 Cllr o/s Cllr notified of statutory responsibility)		
Bank rec end nov/Dec	COMPLETED	
Submit planning comments x3	COMPLETED	
Add minutes and draft minutes to website	COMPLETED	
Chase Cllr Maddern re Teal Way/S106 enquiry	COMPLETED	ADDING TO Feb AGENDA
Re book community safety officer		
Check CIL items		
Claim printer cashback		
Update policies and spreadsheet		
Review GK ChatGPT comments re H&S		
Library Box acrylic side panel	Ordered and received	
Library Box register online	Place on map once insitu	
Library Box create webpage	Holding page	
Write to MP and invite to meeting	COMPLETED	Chase as no response
Bleed Kit-order	actionmed	
Bleed Kit- install	Booked Jnauary	
Bleed Kit-register	Once in situ	
Bleed Kit-inspections	Once in situ	
Bleed Kit-disclaimer	Once in situ	
Email D/Cllr re defective speed bump on Georgewood & parking issues on corner of Georgewood & Bunkers Lane	Actioned	
Clerk to ask AHS to place notice on playpark gates once closed	Actioned	
Clerk to advise insurer	actioned	
Clerk to advise inspections company	Actioned	
Clerk to update asset register	Diary note for April 2025	
Clerk to lassie with Nash Mills school re democracy project	Actioned waiting for response	
Georgewood Steps	EMR not created but noted on CIL heading wait for Council to see if they want to bring it back for consideration.	

Clerk to offer HCC 50% of costs for warranties	Actioned but HCC cannot make a decision prior to elections in May as it depends on who the county Cllr is ad if they will use their locality budget to part fund.	
Clerk ongoing actions (longer term)		
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	Complete 2 x proformas for mailbox 26/9/24 proformas sent to royal mail
Long Term Actions No Immediate Resolution (Reminders)		
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.
Set up 2-factor authentication	AB actioned	Cllrs to book appt with clerk to action. Feb meeting

For internal clerk use only

Clerk additional reminders		
Finance meetings Scheduling	Actioned	Regular slot booked in diary pre meeting

Assets WG Actions

All items to be chased again as DBC should be looking at the priorities for the new year.

SUMMARY OF PROJECTS

Cost *estimates* shown.

Project Code	Description	Material	Installation	Other	Permissions/Responses
202405-AW-01	Chambersbury Lane - SIGN			DBC	
202405-AW-02	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
202405-AW-03	Highbarns temporary METAL FENCING			-	Email to JM 20/6/24-DBC have confirmed they will remove
202405-AW-04	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
202405-AW-05	East Green – ROADSIDE VERGE			VERGE PROJECT	
202405-AW-06	Georgewood Road – WATER MAIN SIGN			-	Email to JM 20/6/24, Affinity responsibility - email to affinity 11/8/2024
202405-AW-07	Georgewood Road – NEW TREES	£ -	?		Email to trees and woodlands 20/6/24 HCC responsibility. JM emailed 31/7/2024 to support. HCC agreed tree now planted
202405-AW-08	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)

202405-AW-09	The Park – 119/201 Chambersbury Lane – PICNIC BENCH	£ 1,000	£ 340		Email to RC 20/06/2024 <i>See above</i>
202405-AW-10	Chambersbury Lane – SEATING BENCH				Email to RC 20/06/2024 <i>See above</i>
	OR	£ 600	£ 340		
202405-AW-11	Market Oak Lane and Chaffinches Green Junction – SEATING BENCH				Email to RC 20/06/2024 <i>See above</i>
202405-AW-12	Market Oak Lane and Chaffinches Green Junction – ROADSIDE VERGE			VERGE PROJECT	
202405-AW-13	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.