

Full Council Action List

Jan 2025 (post meeting)

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

	Notes	Updates
Cllr Actions from Most Recent Meetings		
Awaiting Further Updates items in red have been outstanding for more than 3 months		
Cllr Cobb to liaise with Cllr Kennedy re FB	In progress	
Cllr Cobb to bring potential canal excursions back to council		
Cllr Briggs to work with clerk on response to standards & conduct framework consultation		
All Cllrs to notify MB re attendance at Saturday sessions at The Denes		
All Cllrs to note planning monthly meeting dates		
All Cllrs to note invitation to Crown Estate consultation events for East Hemel proposals		
All Cllrs to note World Book Day Thursday 6 th March (invite Ian)		
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)	1 o/s	1 os rest uploaded 27/1/25
Bank rec end Jan		
Clerk submit precept demand and publish to web	completed	
Clerk to publish budget to web	Completed	
Move EMR as agreed by council /publish		
Submit planning comments x4	COMPLETED	
Add minutes and draft minutes to website	Actioned	
Submit consultation comments x 5	Completed	
Re book community safety officer/PCSO liaison	Email sent 27/1	
Claim printer cashback	27/1/25	
Update policies and spreadsheet		
Review GK ChatGPT comments re H&S		
Library Box register online	Place on map once insitu	
Library Box create webpage	Holding page	
Add Library Box to asset register		
World book day (Cllr Briggs Lead)		
<ul style="list-style-type: none"> • Formally invite school • Risk Asses • Order collateral 		

<ul style="list-style-type: none"> • Photo authorisation form • Purchase ribbon/scissors/books? 		
VE DAY 80 (Cllr Briggs Lead) <ul style="list-style-type: none"> • Risk Asses • Register event • Order collateral IF REQUIRED • Photo authorisation form 		
Add meeting dates to website and noticeboard		
Update standing orders re meeting dates cut off		
Update personnel scheme of delegation		
Clerk to circulate remaining leave dates.		
Bring committees and WG back to Feb agenda following Cllr resignation.		
Write to MP and invite to meeting	Email sent	Chase as no response
Bleed Kit- install	Booked January	
Bleed Kit-register	Once in situ	
Bleed Kit-inspections	Actioned	Request to warden
Bleed Kit-disclaimer	actioned	
Bleed Kit-renewal items in next budget/diary note re shelf life of consumables	actioned	
Add kit to asset register		
Clerk to update asset register	Diary note for April 2025	
Clerk to liaise with Nash Mills school re democracy project	Actioned waiting for response	5/3/25
Create clerk job advert	actioned	
Advertise clerk role (HAPTC/FORUM/FB/WEBSITE/NETWORK)	actioned	
Create clerk contract	actioned	
Undertake job evaluation and circulate to personnel	Actioned	
Check job description is still valid	actioned	
Notify pension provider and payroll of leaving date		
Update bank signatories (add to Feb agenda to remove SR and add 1 other)		
Clerk ongoing actions (longer term)		
Community Outreach -make initial contact	Emailed 20/5, 11/8 waiting for alternative contacts details from LB 27/1 emailed original contact	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 27/1/25 chased with royal mail Response from RM-waiting for timescales No response received from property owner, therefore approve for the existing box to be sealed and a new
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 through 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.	Emailed 27/1 if no response remove after Feb meeting.
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
Items for reminders with county/district Cllr		
S106 funds for crossing		
Teal Way		
Nash House history board		

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 See above

202405-AW-10	Chambersbury Lane – SEATING BENCH				Email to RC 20/06/2024 See above
	OR	£ 600	£ 340		
202405-AW-11	Market Oak Lane and Chaffinches Green Junction – SEATING BENCH				Email to RC 20/06/2024 See above
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.