

Full Council Action List

Feb 2025 (post meeting)

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

| | Notes | Updates |
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| Cllr Actions from Most Recent Meetings Awaiting Further Updates <i>items in red have been outstanding for more than 3 months</i> | | |
| Cllr Cobb to liaise with Cllr Kennedy re FB | In progress | |
| All Cllrs to notify MB re attendance at Saturday sessions at The Denes | | |
| Cllr Briggs to remember to register for DMC March & send addendum photos. | Nb sent email reminder 13/2 | |
| Cllr Cobb to publicise Great British Spring Clean via FB | | |
| Cllr Cobb to bring map project back to council once she has liaised with KH | | March agenda |
| 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 Feb | Actioned | |
| March policies | Waiting for Cllr Kennedy comments | |
| Submit planning comments x3 | actioned | |
| Add minutes and draft minutes to website | actioned | |
| Submit consultation comments x 2 | actioned | |
| Re book community safety officer/PCSO liaison | Email sent 27/1 chased 13/2/25 | |
| Claim printer cashback | actioned | Paid into bank Feb 25 |
| Update policies and spreadsheet | Wait for GK comments (feb policies) bring back to march agenda | March agenda |
| World book day (Cllr Briggs Lead) <ul style="list-style-type: none"> Formally invite school Photo authorisation form Purchase ribbon | All actioned | actioned |
| VE DAY 80 (Cllr Briggs Lead) <ul style="list-style-type: none"> Risk Asses Register event Order collateral IF REQUIRED Photo authorisation form | | |
| Update personnel scheme of delegation | Wait for GK comments | |
| Write to MP and invite to meeting | Email sent 30/10/24 13/2/25 | Chased 13/2 as no response |
| Bleed Kit-register | 13/2/25 | |
| Bleed Kit-renewal items in next budget/diary note re shelf life of consumables | Actioned diary notes and asset register | |

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| Clerk to update asset register | Diary note for April 2025 | |
| Notify pension provider and payroll of leaving date | | |
| Update bank signatories | | |
| JM email address | Actioned by clerk 13/2 | |
| JM website | | Waiting for Jan photo/words |
| JM interest form | Sent to JM 11/2 wait for return and upload to web | |
| Chase GK comments re policies and add to March agenda . | Chased via whatsapp | March agenda |
| Circulate dates re East Herts engagement again | Sent 13/2/25 | |
| Add JM to NatWest & Lloyds | | |
| Update WG list | Done and circulated 13/2/25 | |
| Personnel meeting 10/3 | actioned | |
| Add meeting invite to all cllrs world book day | Actioned 13/2/2025 | |
| Send link for cllrs to receive DMC updates | Actioned 13/2/2025 | |
| Clerk to write to DBC s106 officer re agenda point 24171FPC (Teal Way Bunkers Crossing, History board) & PS DBC Planning | Actioned via 13/2/2025 Email to s106 officer and PS with JM copied in | |
| Purchase paint for library box | Cllr Briggs assisting | actioned |
| VE Day 50 Add to March agenda | actioned | March agenda |
| Verges list clerk to email report to IR at DBC and JM | Actioned 13/2/2025.MB copied in | |
| Check CPRE availability for Sept, add to April agenda | | April Agenda |
| Invite SANG officer to NMPC meeting (poss April or June) publicise | Actioned-emailed 25/2 | Joining April meeting add to April agenda |
| Personnel agenda-appoint Vice chair | actioned | |
| Add map board to March agenda | actioned | March agenda |
| Add formal appointment of RFO & Clerk to March agenda subject to references | actioned | March agenda |
| | | |
| Clerk ongoing actions (longer term) | | |
| Community Outreach -make initial contact | | Oct 2024 contact from original contact/clerk liaising Feb 25 JM to provide contact to clerk. |
| 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 |

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| 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 review Summer 2025 -new clerk to note add to agenda |
| 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 | | LB JM AB remaining |
| Items for reminders with county/district Cllr | | |
| S106 funds for crossing | Email sent to PS/AB & JM copied in 24/2 | |
| Teal Way | | |
| Nash House history board | | |

Nikki Notes (NOT FOR Cllrs)

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| Rob Bill for DBC grass cutting before March-chased 11/2 | Actioned and waiting for this still |
| Order ink | Not needed |
| Update Cllr contact list for new clerk | actioned |
| Produce handover folder | actioned |
| Personnel -arrange payroll new starter | actioned |
| Notify final OT and holiday pay to payroll by 20/3 | |
| Notify unsuccessful applicants | actioned |
| Liaise with HAPTC re new clerk training | booked |
| Order Warden protective clothing | actioned |
| Write to new clerk with formal offer | Email sent |
| Book handover days | actioned |
| Book VH for some handover days | Not available |
| New clerk pension details | |
| Personnel meeting agenda | Actioned sent to MB 25/2 |
| Send formal offer and contract once finalised | |
| Produce work station risk assessment form | actioned |
| Label all keys and check them | actioned |
| Intro new clerk to warden | actioned |
| Update Nov & Jan policies and spreadsheet | <ul style="list-style-type: none"> • Risk Management (& Financial) Scheme (annual review) • Audit Plan (annual review) (remove schedule) • Defibrillator Risk Assessment (annual review) • Play Park Risk Assessment (annual review) • Review of the Effectiveness of the Internal Auditor & Audit (6 monthly review) <p>Actioned</p> |

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| Send email top RC again re all os projects including permission for own contractor to install MAP Board | |
| Key vat end march | |
| Complete year end forms | |
| Check new clerk has pkf external auditor emails | |
| Finance training for clerk | |
| Vat training for clerk | |
| Hr training for personnel committee | Offered 3/3/25 |
| Precept article for parish magazine | |
| Permission RC for lectern install by Moussa | Also Check for new insurance schedule as now expired |
| Gateway sign to go on agenda for replacement | Speak to Dave / Jan help re Highways permissions/details in files of last replacement (Glasdon) |
| Staffing announcement | |
| Finance report | |
| Clerk report | |

Notes for new clerk -all notes in diary and handover folder

ACV LICENCE EXPIRY

LOCAL COUNCIL AWARD SCHEME RENEWAL

DEFIB LICENCE

BLEED KIT LICENCE

Assets WG Actions all items chased 11/2/2025 WITH RC

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-03 | Highbarns temporary METAL FENCING | | | - | Email to JM 20/6/24-DBC have confirmed they will remove update 022025 DBC will not remove as it leaves the garden unsecured. |
| 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) 2025 02 chased |
| 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-13 | Barnacres Road Play Park – LITTER BIN | | | Not in Parish | Chased DBC, waiting for response. |