

Full Council Action List

Sept 2020 (post Meeting)

Actions from Most Recent Meeting (To Be Discussed)	Comment
Submit Licence	Clerk
Awaiting Further Updates (ONGOING to Be Discussed)	
Letter to DBC/Highways regarding parking enforcement/parking on verges	Cllr Briggs drafting done
Letter to Chamonix re parking	ML to draft/Clerk to send
Photo Authorisation form required (to accompany RA)	LB
Projector screen	JM
Borough Councillor Actions	
Gade Tower, doors on bin store (Osbornes)	JM (Borough) to contact (Mar)
Fly Tipping (Red Lion Lane car park) Lindens/Cress	JM (Borough) to contact (Mar)
CCTV Upgrade costings @ The Denes	JM (Borough) ongoing with DBC
The Denes Signage (CCTV /Fly Tipping etc)	JM (Borough) ongoing
JM to contact Steve Barnes re: ticket meter. (ongoing)	JM (Borough) ongoing
Enforcement issues relating to the Former Methodist Church site (tidiness. Security)	JM (Borough) reported, ongoing with DBC Enforcement. (Feb)
County Councillor Actions	
Updated questions to C/Cllr Howard re verges/pricing (price per m/area)	Clerk emailed Nov 2019, awaiting response HCC Response received, awaiting C/Cllr response Updated following Sept meeting comments and emailed 17/9
Refer to C/Cllr Howard re yellow lines @ Red Lion Lane (by traffic island only)	Clerk emailed Nov 2019, awaiting response Clerk to chase Updated and chased 17/9
Traffic calming Bunkers Lane –NMPC taking forward with C/Cllr for SID	Clerk emailed October 2019, awaiting response HCC Response received, awaiting C/Cllr response Clerk to chase Chased again 17/9
Clerk Actions (Most Recent Meeting Information Only)	In addition to standard duties
Fly tipping 14-16 Kingfisher (fence panel)	
Play park - instruct works	
Litter Bunkers Lane-discuss with Warden	
Investigate Accessibility report/EU reference	
Check website dates and document retention	
Check our insurance re Christmas Lights	
Do our Lights RA	
Complete and send off licence application	
Query-Steve Cassidy Re playpark history	
Minutes to website for Aug	
Draft Sept Minutes	
Draft and submit planning comments for Sept x 5	
Draft consultation responses/observations x2	
Order Wreaths x 2	
Send Remembrance email	

Budgets/quarterly figures	
Update action list	
Covid RA	
Send queries to Highways Officer and C/Cllr Howard	
Complete ACV application	
Add ACV Working Group to scheme of delegation	
Invoice for magazine delivery.	
Investigate PAYE query	
Pay tree Survey	
Arrange for monthly payments to be made	
Key pension return	
Arrange for Cllr Berkeley and Cllr Bayley/Cllr Maddern to sign fin docs	
NatWest online banking	In progress
Add signatory to NatWest account	
Investigate Investment options	Clerk to open account once online banking resolved.
Investigate warden phone	
Informal meeting with K/L Clerk and report back	
Update RA to consider latest Coronavirus recommendations	Clerk to create separate Covid-19 RA and to update existing RA
LB contacted Luke Johnson, re: tree survey in Highbarns.	Clerk taking over, chaser email sent Aug 2020
Grit Bins Clerk to circulate current locations	Clerk to request info from HCC following request.
Investigate audit comments and historic comments too	Ongoing
Gate (Bunkers Park)	Awaiting quote for works
Add addendum to clerk contract with payroll dates	
CLERKS AUGUST ACTIONS (ACTIONED)	
Await playground inspections/quote (Sovereign& RoSPA)	Chasing Sovereign Actioned
Chase DBC permissions re Christmas lights	Chasing HCC again now! Actioned
Notify planning comments x4	Aug Actioned
Draft minutes and circulate/add to website	Aug Actioned
Email school re tree survey/obtain quotes for works once risk assess in	Actioned
Bins at Riverside Flats	Awaiting response emailed Aug 2020
Clerk to report grit bin fly tipped on Bunkers Lane	Actioned
Key SPD consultation document.	Actioned
Update adopted policies and add to website	Actioned
Speak to HAPTC re NALC disciplinary procedure	For Sept agenda. Actioned
Create ACV report	Actioned
Find speaker re ACV process.	w/g to action
Liaise with HCC Conservative representative.	Actioned
Verges-clerk to liaise with HCC to obtain permissions and costings for phase 1	Actioned
Long Term Actions No Immediate Resolution (Reminders)	
Costed plan from Sunnyside to be obtained once permissions re land recd.	SR, on hold
All councillors to continue to report unauthorised banners within NM to JM.	ALL
Willow Trees	JM
Garage Clear out/archiving	CLERK/JM/LB (Spring 2020)-April 2021