Full Council Action List

March 2021 (post Meeting)

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| **Actions from Most Recent Meeting (To Be Discussed)** | **Comment** |
| Cllr Roberts to share his AccessiBe research  |  |
| Cllr Cobb to circulate draft parish magazine |  |
| **Awaiting Further Updates (ONGOING to Be Discussed)** |  |
| Photo Authorisation form required (to accompany RA) | LB |
| **Borough Councillor Actions** |  |
| JM to contact Steve Barnes re: ticket meter. (ongoing) | JM (Borough) ongoing |
| Gulleys @ The Denes | JM (Borough) ongoing |
|  |  |
| Litter Bunkers Lane | Reported to clean safe and green |
| Georgewood Steps | Lights |
| **County Councillor Actions** |  |
| **Clerk Actions (Most Recent Meeting Information Only)**  | **In addition to standard duties** |
| Submit TRO objection/share with KLPC |  |
| Write letter to B/Cllr Maddern |  |
| Update meeting dates on website re APN |  |
| Collate annual reports |  |
| Agenda for APN |  |
| Contact DBC/HCC for Defib permissions | In progress |
| Draft March Minutes |  |
| Update ICO/ Investment Strategy. Update website version. |  |
| Update master policy sheet on file and on website. |  |
| Add precept demand to website |  |
| Update accessibility plan |  |
| Add AccessiBe to budget setting agenda for reconsideration |  |
| Draft MOTO response |  |
| Draft and submit planning comments for March x 8 |  |
| Update action list |  |
| Minutes to website for Feb |  |
| Arrange for monthly payments to be made |  |
| Key pension return |  |
| Arrange for Cllr Berkeley and Cllr Bayley/Cllr Maddern to sign fin docs where applicable |  |
| Arrange for Cllr Bayley to sign off all remote documents  |  |
| Investigate warden phone |  |
| Check papers in garage for archives |  |
| LB contacted Luke Johnson, re: tree survey in Highbarns. | Clerk taking over, chaser email sent Aug 2020, tree works are based on priority. |
| Instruct CCTV purchase. |  |
| **Clerk ongoing actions (longer term)** |  |
| NatWest online banking | In progress |
| Add Cllr Berkeley as bank signatory | Once online banking finalised |
| Investigate Investment options | Clerk to open account once online banking resolved. |
| Investigate web accessibility report/EU reference  | Ongoing working through plan |
| Investigate audit comments and historic comments too | Ongoing |
| Update RA to consider latest Coronavirus recommendations | Clerk to create separate Covid-19 RA and to update existing RA  |
| **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 |
| Garage Clear out/archiving | Clerk  |
| Projector screen  | JM |
| War Memorial (status review before handover) |  |