Full Council Action List

March 2025 (post meeting)

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

**Orange -add to April agenda**

**Green outstanding for clerk to action**

**Blue waiting for action from elsewhere**

**NB TO ACTION BEFORE LEAVING**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **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 | |  |
| All Cllrs to notify MB re attendance at Saturday sessions at The Denes | Ongoing-MB collating | |  |
| Cllr Briggs to remember to register for DMC March & send addendum photos. | NB sent email reminder 13/2 | | Cllr Berkeley to register links sent 11/3 |
| Cllr Cobb to publicise Great British Spring Clean via FB |  | |  |
| Cllr Briggs to bring VE 80 back to council April |  | | KM add to April agenda - Verbal update |
| Cllr Cobb to bring key to cupboard for projector for April meeting |  | | Diary reminder set 11/4. NC to provide key ready for April meeting |
| **Clerk Actions (Most Recent Meetings for Information Only)**  **In addition to standard duties** |  | |  |
| Load all interest forms to website | Add LB to web | | Actioned 27/3 |
| JM interest form |  | | Sent to JM 11/2 wait for return and upload to web |
| Bank rec end March | PARTLY COMPELTED UP TO 27/3, NEW CLERK TO FINALISE ONCE STMNTS RECEIVED | |  |
| March policies  Feb Policies | Consider GK comments, append to policy  Update facesheets/master sheet and add to website | | Not actioned new clerk to update face sheets, add to website and update policy register |
| Submit planning comments 0 | NA | |  |
| Add minutes and draft minutes to website |  | | Actioned 24/3/25 |
| Add personnel minutes and draft minutes to website |  | | Actioned 24/3/25 |
| Submit consultation comments x 1 | Invite disc with DBC officer LCWIP | | EMAILED AND RESPONSE CIRCULATED TO ALL CLLRS |
| Re book community safety officer/PCSO liaison | Email sent 27/1 chased 13/2/25 | | RESPONSE RECEIVED FROM PCCO-CIRCULATED |
| **VE DAY 80 (Cllr Briggs Lead)**   * Risk Asses * Register event * Order collateral IF REQUIRED * Photo authorisation form |  | | WEBPAGE UPDATED  RISK ASSESS TO BE CREATED AND ADDED TO APRIL AGENDA (USE CPRE ONE AS TEMPLATE) |
| Update personnel scheme of delegation | Check GK comments | | OUTSTANDING |
| Write to MP and invite to meeting | Email sent30/10/24 and 13/2/25 | | Chased 13/2 as no response |
| Clerk to update asset register |  | | Diary note for April 2025 |
| Notify pension provider and payroll of leaving date |  | | ACTIONED 27/3 |
| JM website |  | | Waiting for Jan photo/words |
| VAT return 31/3/2025 |  | | Actioned 01/04/25 (KM) |
| Add JM to Lloyds | Started process 11/3 | |  |
| Add JM to NatWest |  | |  |
| Remove SR & NB from all accounts (NW & Lloyds) | Started Lloyds  SB 11/3/25 | | NB to destroy NMPC debit card 27/3 AND HANDOVER TO NEW CLERK.  SR authenticator card received and destroyed |
| Add KM to all accounts | Emailed GB on 01/04 to start the process | |  |
| 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 |
| 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 | WAITING FOR RESPONSE RE DATES  Chased 27/3 | | April Agenda |
| Invite SANG officer to NMPC meeting (poss. April or June) publicise | Actioned-emailed 25/2 | | Joining April meeting add to April agenda |
| Add Flexible hours policy to April agenda |  | | Add to April Agenda |
| Send DMC link to MB | Sent 11/3/2025 | |  |
| Dog warden -invite to meeting | Emailed 11/3/25 | | Dog warden declined to attend 24/3 |
| Dog warden query does PSPO cover residential areas as well? | Emailed 11/3/25 | | Response shared with Cllrs 24/3 |
| Trees officers ask re inspection schedule | Emailed 11/3/2025 | | Response received and shared with Cllrs, no info to share |
| Verge damage/reseeded/ask for repair (Georgewood) | 11/3/ asked warden to send photos so clerk can report | | EMAIL SENT TO DBC 27/3 |
| VE Day 80 website query | Email sent 11/3 (Bruno Peek) | | Finalised 27/3 |
| Diary notes WBD/school Nov. 2025 for March annually. | ADDED TO DIARY 27/10 ANNUALLY | | ACTIONED |
| Grant application-art project | COMPLETED 13/3 NC COPIED IN | | Approved 24/3  27/3 Funds arrived; bank rec updated |
| Contact school re ‘traffic people’ | Emailed head 11/3 | | Head may not wish for more ‘people’ PTA to raise ideas and revert |
| **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  PASTED IMAGE OF TEXT FROM 3RD PTY SOFTWARE |
| **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 |  | | JM & clerk remaining AB to assist |
| 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)**

|  |  |
| --- | --- |
| Key LLoyds bank account maturity | Add to clerk’s report April (see sent email items for details) funds expiring and going back to Lloyds CA to cover expenditure in case precept delayed. |
| Report stolen gateway sign to insurance | Reported 13/3/25 reference in file and sent to lisa/Alan/Michele. Also reported to police |
| Insurance renewal due May 2025 | Add to April agenda/check with Clear that quote will be ready for April meeting. \*\*care disclose ongoing claim |
| Add to April agenda to approve replacement (permissions from HCC/quotes etc) |  |
| Personnel -arrange payroll new starter | To be submitted by new clerk, then standing order to be set up. NB has cancelled her salary so |
| Notify final OT and holiday pay to payroll by 20/3 | Actioned and paid to nb |
| Add final amount to April finance report under delegated | Note left for kim |
| DEFIB | DIAGNOSTIC CALL TO BE MADE TO SUPPLIER-DETAILS IN IN BOX/HANDOVER CARE RE WARRANTY DATES |
| New clerk pension details | Agenda item-to confirm registration then register |
| Send formal offer and contract once finalised | MB to action |
| Produce work station risk assessment form | Actioned & sent to MB & KM |
| Label all keys and check them | actioned |
| Intro new clerk to warden | actioned |
| Defib-error again-taken out of service 13/3 | Emailed out to ZOLL service team intermittent fault -3rd time. |
| Send email to RC again re all os projects | Sent 27/3-RELEVANT CLLRS COPIED IN |
| Key VAT end March q4 | Added diary note for VAT end 1/4 |
| Finance training for new clerk (essential) | KM to BOOK VIA HAPTC (STEVE PARKINSON TRAINING) |
| Complete year end forms | Update once all interest known. KM TO PICK UP |
| Check new clerk has PKF external auditor emails | Yes all in in box |
| Vat training for clerk | HAPTC STEVE PARKINSON-KM TO BOOK VIA HAPTC |
| Hr training for personnel committee | Offered 3/3/25/details sent to MB 11/3 |
| Precept article for parish magazine | ACTIONED SENT TO NC 24/3 |
| Permission RC for lectern install by Moussa | PERMISSION GIVEN 27/3 WILL NEED INS,RA AND METHOD STATEMENT WHICH MUST BE SENT TO RC AT DBC. 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) |
| Ask NM school about the play equip grant progress/photos | Emailed 11/3 photos shared with NC |
| Add quarterly diary reminder for vat | Actioned 11/3/25 |
| Pension return | NB TO ACTION BEFORE LAPTOP HANDED OVER-WAITING FOR QUERY WTH LGPS TO BE ANSWERED. |
| Pension leaver | AS ABOVE |
| BANK REC WITH FINAL STATEMENTS | ACTIONED AND CIRCUALTED TO GK&MB |
| SCREEN CONNECTOR | New clerk to order if req |
| SLCC membership | SLCC have confirmed it will be updated to Kim’s details. Refund due for ‘principal’ membership. Lloyds CA details supplied for credit from SLCC. Details in email sent items. |
| EXIT INTERVIEW ab/mb/jk | NB TO ACTION IN OWN TIME |

**Notes for new clerk -all notes in diary and handover folder-see asset register**

ACV LICENCE EXPIRY ACV registered Jan 2021 expires 2026 (need to start on this Sept 25)

LOCAL COUNCIL AWARD SCHEME RENEWAL APRIL 2027 (ALL INFO IN LCAS FOLDER)

DEFIB LICENCE SEE ASSET REGISTER

BLEED KIT LICENCE

SEE ASSET REGISTER

**Assets WG Actions all items chased 11/2/2025 WITH RC CHASED FOR FINAL TIME WITH NB 27/3**

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 | £ 600  £ 340 | | | Email to RC 20/06/2024  See above |
|  | ***OR*** |  |
| 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. |