



Parish Council Meeting Action List

Action Points – From the Meeting of 20 June 2016

Action by date Name

	Action Points – From the Meeting of 20 June 2016	Action by date	Name
1.	Adopt Financial Regulations and place on Web-site – when completed.	pending	Cllr Daniels
2.	Report to Highways that signs at North end of village were obscured by trees. Also that the White Post Roundabout was in need of cutting. Clerk to chase this item. <i>H/ways(Derek) will speak to tree surgeon 3/2/16</i> <i>Clerk contacted tree surgeon direct; stated not responsible for cutting trees on opposite side of road (maybe Carnival Club). Inspection undertaken and declared not a hazard. Suggested contacting Call Centre to report and ask for another inspection of site and get ref number</i> Clerk had contacted call centre and reported again. It was noted that when the tress were in full leaf it was a problem Grass in need of cutting at this junction also	Chase H/ways Pending H/Ways	Clerk
3.	BHF (PADS) Make further enquiries as to what training given and how much time this involved. Funding run out – new scheme to run in March.	Pending until next mtg	Clerk
4.	Send letter from PC to resident re hedge cutting spilling onto the pavement; ongoing problem in the last few years. Need name & address	asap	clerk
5.	Speak to resident in connection with dog fouling in the Community Gardens.	Asap	Jeremy
6.	Declaration of Officer to be signed by Chairman	July Mtg	Clerk Chair
7.	Cllr Jeremy Padfield to engage a person to weed spray around the village. Cllr Jeremy Padfield stated that he would contact the Bursar at Downside to ask if its groundsman could weed spray the village on a permanent basis.	Asap	Cllr Jeremy P
8.	To be placed on the L/man's List: Bus Shelter clean, attention given to the Old Telephone Kiosk, remove debris at the back of pinch points. L/man to attend to the sign obscured at South end of village.	On List	L/Man
9.	Report to Highways: Manhole Sunk opposite 9 Middlemead, Water valve sunk southside of junction to Middlemead. The above give considerable vibration to house and complaints received from residents. Acknowledge with reference numbers	reported	Clerk
10	Copies of all relevant documents in accordance with Transparency Code and Audit requirements to be given to Cllr Daniels and placed on the Web-site.	By 01 July	Clerk Cllr Daniels
11	Forward Audit Return to Auditors plus Variances.	By 01 July	Clerk
12	Insurance quotes for car-scheme Phone and contract costs for car scheme	July Mtg	Cllr Crawshaw
13	Drains blocked throughout village. On the B3355 on the bend at the Rugby Club trees in need of cutting back. Report to highways.	Asap	Clerk
14	Enquire if the Community Gardens was eligible for the Centenary Fields Programme as it is leased from Downside.	Next mtg	Clerk
15	Obtain Quote for Sign Post painting	Next Mtg	Clerk

Clerk to the Parish 04 July 2016

Clerk to the Parish 01/05/16