

OLIVERS BATTERY PARISH COUNCIL

Meeting Date:

01 September 2020

ACTIONS LIST

Minute 20/	Action Description	Responsibility	Target Date	Complete?	Comment/Status
PUBLIC PARTICIPATION					
31.2	Provide Clerk with exact locations of gullies so she can report to the relevant party	Cllr de Liberali/Clerk	30-Sep		
31.3	Provide some pointers re responses to planning consultations	Cllr Bell	ASAP		
PLANNING APPLICATIONS AND DECISIONS					
33.2	41 Compton Way (20/01507/HOU) - Submit comment confirming no objections but requesting a planning condition that the space must not be used for habitation at any point	Cllr Furlong/Clerk	03-Sep	Y	
33.2	Attend virtual meeting on the evening of Monday 21 September to update parishes on the government's proposed changes to the planning system	Clerk/Cllrs Furlong, Collin & Kirkby	4 Sept/21 Sept		
33.2	Cllr Furlong liaise with Cllr Kirkby and draft responses to two government consultations	Cllrs Kirkby & Furlong	30-Sep		
33.2	Draft a piece for the Clerk to post on the website and Facebook encouraging residents to contribute their own comments to the government consultations	Cllr Furlong/Clerk	Complete	Y	
33.3	Submit comments in green belt report to WCC Strategic Planning	Clerk	30-Sep		
FINANCE AND COUNCIL MATTERS					
34.1	Start looking at the areas on the list in respect of proposals for the Council's approach to Climate Change	Cllr Hare	06-Oct		Action b/f
34.1	Add analytics to website plus the statutory 'cookie' warning notice to users	Cllr de Liberali	06-Oct		Action b/f

Minute 20/	Action Description	Responsibility	Target Date	Complete?	Comment/Status
34.2	Chase HCC for payment for the PROW cutting and copy in Cllr Warwick	Clerk	16-Sep		Have received response to my previous chase-up saying the officer is on leave until 14 Sept
34.3	Cllr de Liberali to fulfil role of link to Events Group in the interim and add item to October agenda meeting for Events Group update including allocation of responsibilities	Cllr de Liberali/Clerk/Cllr Kirkby	21-Sep		
34.3	Pay £93 for flyer and prizes (£48 and £45 respectively) upon receipt of paperwork	Clerk	Dependent		
34.3	Notify Countryside Group of decision to agree to them putting a scarecrow on The Battery	Cllr Mitchener	Before Event		
34.5	Upload revised Standing Orders to website	Clerk	06-Oct		
34.6	Upload revised Financial Regs to website	Clerk	06-Oct		
34.7	Cllr de Liberali complete template for Accessibility Statement as relevant to the PC's website and circulate for virtual approval in time for compliance date	Cllr de Liberali/Clerk	22-Sep		
34.8	Pay grant to Citizens Advice	Clerk	06-Oct		
34.9	Decline grant application from Marie Curie	Clerk	06-Oct		
SOCIAL MEDIA					
PARISH PLAN - PARISH COUNCIL ACTIONS UPDATE					
RECREATION GROUND, WILDLIFE CONSERVATION AREA AND THE BATTERY					
35.1	Attend NALC course in September on the Woodland Trust Tree Charter Movement	Cllr Hare	08-Sep		
35.3	Cllr de Liberali arrange a meeting with Cllr Kirkby and subsequently meet with Outside Classrooms to discuss any necessary remedial works	Cllrs de Liberali & Kirkby	06-Oct		
35.4	Obtain quotes for the works identified on the Recreation Ground and on The Battery (trees)	Cllr Hare/Clerk	06-Oct		
35.4	Identify what of the other tree work, including crown lifting and pruning, could be done by the lengthsman or volunteers and report back to the October meeting. This to include sequence and priority of work to be completed	Cllrs Hare & Kirkby	06-Oct		

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35.4	Make a request for TPOs on the Scots pines on Oliver's Battery Road South	Clerk	06-Oct		
35.4	Enquire about the feasibility of putting TPOs on some of the trees in the school grounds and if this is feasible, report back to a future meeting. This includes liaising with the school and identifying the individual trees	Cllr Hare	No target date		
35.4	Attend course and create a definitive list based on size and location and subsequently identify further locations on the Rec for new trees and report back to a future meeting	Cllr Hare	No target date		
35.4	Circulate Merrit survey to councillors	Clerk	06-Oct		
35.4	Advise the Countryside Group of the recommendations in the survey report relating to the Countryside Area	Clerk	06-Oct		
35.4	Cllr Mitchener to draft a response for the Clerk to send, referring to the recent arboricultural report and that the PC is acting on its recommendations in terms of public safety etc	Cllr Mitchener/ Clerk	Completed		
35.5	Instruct bench work	Clerk	06-Oct		
35.6	Instruct bollard work	Clerk	06-Oct		
LENGTHSMAN SCHEME					
36.1	Draft list based on standing items and councillors' suggestions	Clerk	04-Sep	Y	
ROADS AND FOOTPATHS					
CORRESPONDENCE					
37.2	Remind Cllr Mitchener at the appropriate time to remind dog owners of their responsibilities in next report in the OB & BF Community newsletter	Clerk	26-Oct		
37.2	Share WinACC publicity on the PC's Facebook page	Clerk	14-Sep	Y	