

## OLIVERS BATTERY PARISH COUNCIL

Meeting Date:

06 October 2020

### ACTIONS LIST

Minute 20/	Action Description	Responsibility	Target Date	Complete?	Comment/Status
<b>PUBLIC PARTICIPATION</b>					
<b>PLANNING APPLICATIONS AND DECISIONS</b>					
42.3	Work together to circulate a draft for comment to allow a response (to Planning for the Future) within the timeframe	Cllrs Kirkby & Furlong	22-Oct		
<b>FINANCE AND COUNCIL MATTERS</b>					
43.1	Start looking at the areas on the list in respect of proposals for the Council's approach to Climate Change	Cllr Hare	03-Nov		
43.1	Chase HCC for payment for the PROW cutting and copy in Cllr Warwick	Clerk	26-Oct		
43.1	Chase outstanding paperwork for payment of £48 for flyer for Scarecrow Competition	Cllr Leach	03-Nov		
43.1	Agree final version of Accessibility Statement	Cllrs de Liberali/Kirkby/Hare/Clerk	03-Nov		
43.4	Provide details of proposed key objectives and priorities for the 2021/22 Action Plan to the Clerk in time for budget-setting	All Councillors	19-Oct		
<b>SOCIAL MEDIA</b>					
44.1	Content owners review the current information on the website and provide any necessary updates to the Clerk who will check to ensure compliance with the Accessibility Regulations before updating the website	All Councillors /Clerk	03-Nov		
<b>PARISH PLAN - PARISH COUNCIL ACTIONS UPDATE</b>					

Minute 20/	Action Description	Responsibility	Target Date	Complete?	Comment/Status
<b>RECREATION GROUND, WILDLIFE CONSERVATION AREA AND THE BATTERY</b>					
45.1	Provide location map showing exact locations of Scots pine trees	Cllr Mitchener /Clerk	03-Nov		
45.1	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 set		
45.1	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 set		
45.3	Obtain a price for replacement bolts for swing and report to next meeting	Cllr de Liberali	03-Nov		
45.3	Find a volunteer to review and validate report with Cllr de Liberali.	Cllr de Liberali	03-Nov		
45.3	Plan and assign future tasks to the volunteers	Cllrs de Liberali & Kirkby	03-Nov		
45.4	Accept the quotation of £280 plus VAT (for remedial works to play equipment) and to place an order with Outside Classrooms	Clerk	14-Oct		
45.5	Accept the recommendations in the report (on simple tree work by volunteers) ie produce a risk assessment for the work	Cllr Hare	03-Nov		
45.5	Identify days at weekends when volunteers are available and Cllr Hare to attend to identify trees and work required	Cllrs Hare & de Liberali	03-Nov		
45.5	Identify in each location where cuttings can be put/removed	Cllrs Hare & Kirkby	03-Nov		
45.6	Accept the quotation from C & D Trees including the optional extra tree removal, for £1,180 plus VAT	Clerk	03-Nov	Y	

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<b>LENGTHSMAN SCHEME</b>					
46.1	Investigate why at least one task was not carried out and also request a timesheet completed on the day of the visit	Clerk	03-Nov		
<b>ROADS AND FOOTPATHS</b>					
<b>CORRESPONDENCE</b>					
47.1	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		
47.2	Include in next article for the OBBF newsletter (see above) highlighting the responsibilities of animal owners using the footpaths and bridleways in the parish	Cllr Mitchener	26-Oct		
47.2	Add to the November agenda large pothole on the section of road leading to the Rec	Clerk	21-Oct		