

## OLIVERS BATTERY PARISH COUNCIL

Meeting Date:

06 April 2021

### ACTIONS LIST

Minute 20/	Action Description	Responsibility	Target Date	Complete?	Comment/Status
<b>PUBLIC PARTICIPATION</b>					
97.1	Publicise the ticks and Lyme disease data on the website and FB page	Clerk	19-Apr		
97.2	Clarify reference to football pitches at River Park and how they could be booked	Cllr Laming	04-May		
98	Sign outstanding minutes and invoices before the internal audit	Clerk/Cllr Mitchener	16-Apr	Y	
<b>PLANNING APPLICATIONS AND DECISIONS</b>					
99.2	Ask the case officer to visit the neighbour before reaching a decision on 12 Plovers Down	Cllr Furlong/Clerk	08-Apr	Y	
99.3	Issue full consultation response to WCC Planning and to Contacts List and seek feedback from residents on their own submissions	Cllr Kirkby	12-Apr		
99.4	Pay £55 flyer costs	Clerk	04-May	Y	
<b>FINANCE AND COUNCIL MATTERS</b>					
100.1	Liaise to identify options for resolving parking issues at the Recreation Ground	Cllrs Collin & de Liberali	Ongoing		Action is ongoing
100.1	Add HALC advice on Communications Policy to May agenda for further discussion	Clerk	19-Apr		
100.3	Renew CPRE membership at the relevant time	Clerk	27-May		
100.4	Pay £190.83 grant to Countryside Group for insurance	Clerk	04-May		
100.5	Renew SLCC and HALC memberships (assuming the HALC fee is not too dissimilar to last year's) and confirm how the HALC fee is arrived at especially in relation to size of council	Clerk	31-May		

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<b>COMMUNICATIONS</b>					
101.1	Update Style Guideline template for Council documents and forward to the Clerk who will use the MS accessibility compliance check facility before issuing to Cllrs for comments	Cllr de Liberali/Clerk	04-May		
<b>SOCIAL MEDIA</b>					
<b>PARISH PLAN - PARISH COUNCIL ACTIONS UPDATE</b>					
<b>RECREATION GROUND, WILDLIFE CONSERVATION AREA AND THE BATTERY</b>					
102.1	Add step-ups exercise to list of items to receive application of anti-slip stain as soon as weather allows. Actions due: anti-slip stain and preparation and staining of benches (volunteers need to be identified to carry this out), and more 'slippery when wet' signs are required - carry out in April. Cllr de Liberali to purchase more anti-slip stain	Cllrs de Liberali & Collin	30-Apr		
102.1	Identify which benches need treatment and a programme, then who will carry out the work (ie councillors, volunteers or external party)	Cllr de Liberali	04-May		
102.1	Circulate link to Rec survey	Cllr de Liberali	04-May		
102.4	Provide feedback on Rec report	All cllrs	04-May		
102.4	Chat to the greenkeepers at the golf club and Green Smile in respect of advice on re-seeding/building up areas that have deteriorated as highlighted in the recent annual inspection	Cllr Collin	04-May		
102.4	Provide a report to Cllr Leach for inclusion in the OB-server	Cllr Collin	By copy deadline		
102.5	Add Annual Play Inspection report to May agenda	Clerk	19-Apr		
102.5	Prepare spreadsheet for the next Rec meeting so that appropriate decisions can be identified for each item in the Annual Play Inspection report	Cllr de Liberali	Date of next Rec meeting		
102.6	Chase Outside Classrooms and seek comparative quotation (for swing) from an alternative supplier	Cllr Collin	04-May		

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<b>LENGTHSMAN SCHEME</b>					
<b>ROADS AND FOOTPATHS</b>					
<b>CORRESPONDENCE</b>					
104.1	Bring proposals for enhancement (to area where dog bin been removed) to the next meeting	Cllr de Liberali	04-May		
104.1	Seek advice from HALC on the risks associated with carrying out work on land whose ownership is unknown	Clerk	04-May		
104.2	Respond to resident stating that enforcement of the coronavirus restrictions is not a parish council responsibility and for any future concerns advise to contact the WCC Covid marshals whose role is to support safe shopping	Clerk	04-May		
104.2	If owner of field adjacent to Rec raises fence replacement discuss the matter further with him	Cllr Mitchener	Not date restricted		
104.2	Respond CPRE litter picking email	Clerk	04-May		