

OLIVERS BATTERY PARISH COUNCIL

Meeting Date:

04 May 2021

ACTIONS LIST

Minute 21/	Action Description	Responsibility	Target Date	Complete?	Comment/Status
APPOINTMENT OF COUNCILLORS					
4.1	Sign declaration of acceptance of office and return to Clerk	Cllrs Mitchener & Kirkby	Completed	Y	
4.2	Complete register of interest forms and return to Clerk	Cllrs de Liberali & Leach	31-May		
PUBLIC PARTICIPATION					
6	Sign minutes at the next opportunity	Clerk/Cllr Mitchener	27-May		
PLANNING APPLICATIONS AND DECISIONS					
7.2	Make an objection to Jaspers, 4 Farley Close application	Cllr Furlong/Clerk	13-May		
8.1	Include Rec survey in the OB-server	Cllr Leach	Copy deadline		
FINANCE AND COUNCIL MATTERS					
8.3	Make suggested minor alterations not affecting content to end of year accounts	Clerk	Completed	Y	
8.5	Submit Section 1 AGAR	Clerk	Completed	Y	
8.6	Submit Section 2 AGAR	Clerk	Completed	Y	
8.8	Discuss proposed Risk Management Scheme	Clerk & Cllrs Mitchener/ Kirkby	27-May		
8.9	Renew insurance policy	Clerk	31-May		

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COMMUNICATIONS					
9.1	Resolve outstanding issues with Style Guideline template	Cllr de Liberali/Clerk	31-May		
9.2	Reinstate paragraph into Press and Media Policy	Clerk	31-May		
SOCIAL MEDIA					
PARISH PLAN - PARISH COUNCIL ACTIONS UPDATE					
RECREATION GROUND, WILDLIFE CONSERVATION AREA AND THE BATTERY					
10.1	Apply anti-slip stain with a volunteer	Cllrs de Liberali & Kirkby	31-May		
10.1	Issue list of benches to Cllr de Liberali	Clerk	Completed	Y	
10.1	Include Rec survey in the OB-server (Cllr Leach - see 8.1 above)/Display QR codes in the parish	Cllr de Liberali	31-May		
10.1	Seek alternative quotation for swing	Cllr Collin	31-May		
10.2	Tunnel damage: Undertake remedial works as a temporary measure and meet Outside Classrooms to agree a permanent solution	Cllr Collin	31-May		
10.3	Take swing out of use if Outside Classrooms have not visited within the next week to offer advice on remedying the issues	Cllr Collin	11-May		
10.3	Obtain a quotation for a replacement basket swing of a different design	Cllr Collin	31-May		
10.3	Obtain a quotation for repair of bench to north of football pitch. Clerk to request that Peter Arnold meets Cllr Kirkby to discuss	Clerk/Cllr Kirkby	31-May		
10.4	Investigate a solution to the notice board being too close to the balance beam	Cllr de Liberali	31-May		
10.4	Review annual inspection report again and visit the play area (next week) and prepare a report by the end of the month. Cllrs Hare and Leach offered to meet Cllr Collin at the play area	Cllr Collin Cllrs Hare & Leach	14 May/ 31 May		
10.5	Re-issue narrative for use of the Rec for the website	Cllr Collin	31-May		

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10.8	Speak to landowner of field adjacent to Rec to try and persuade him to accept an access point	Cllr Collin	31-May		
10.9	Find cost of a First Aid kit for the sub groups (ready for approval at next meeting), A5 leaflets at a cost of £139.36, provide prize money of £40, write a Terms of Reference to create a new Sustainability working group ready for the next meeting, and identify level of Covid signage (if any) required for social distancing and cost ready for the next meeting	Cllr Hare/Clerk	6 July latest		
LENGTHSMAN SCHEME					
ROADS AND FOOTPATHS					
CORRESPONDENCE					
11.1	Take forward proposals for enhancement to area where dog bin has been removed in line with advice received by HALC	Cllr de Liberali	06-Jul		
11.2	Forward correspondence from teacher at OB School to Cllr Hare for a response	Clerk/Cllr Hare	31-May		