

Eggleston Parish Council Action Points July 2022 - Open

Ref	Date	Item	BY WHO	ACTION POINT	STATUS
	02/02/22	Planning	Parish Clerk	02/02/22: The Parish Clerk to send a letter to the Planning Department to enquire the way forward on new structure at The Houghs. 09/03/22: Cllr. R. Hutchinson and Cllr. J. Donald to complete the Planning Enforcement Complaint Form and return it to the Parish Clerk to then be forwarded to Durham Planning Department. 06/04/22: The Senior Enforcement Officer aims to provide an update by 18th of April 2022 on The Houghs. There were no objections to planning applications that have come through for Gatehouse Farm, Folly Top and Whistle Crag. 04/05/22 Eggesburn, Chapel: There were no objections. The Tree Tuns: Parish Clerk to respond to the solicitors on behalf of the Parish Council. 01/06/22: The Parish Clerk to send letters to Planning Department as per the minutes. 06/07/22 Retrospective planning application was submitted for The Houghs. No objections raised.	Ongoing
	02/02/22	Internet Banking	Cllr. L. Oxby	02/02/22: Cllr. L. Oxby to ask Mrs. C. Bell to take a deeper look at how double signatures will be achieved. 09/03/22 Cllr. L. Oxby will discuss the matter with Mrs. C. Bell. 06/04/22 Cllr. L. Oxby will discuss the matter with Mrs. C. Bell. 04/05/22, 06/07/22: Cllr. L. Oxby is discussing the matter with Mrs. C. Bell.	Ongoing
	17/02/22	Cutting of trees before nesting	Cllr. M. Souter/Parish Clerk	17/02/22: Cllr. M. Souter will inform the Carnival Committee on the work required and its effect on their lights. The Parish Clerk to follow up on the availability of a Council tree officer for inspection. 09/03/22: The Parish Clerk is following up on costs for an inspection. 17/03/22: Cllr. R. Hutchinson and Cllr. M. Souter to be present when Mr Alderson comes to inspect the trees on the 24th March 2022. 06/04/22: Costs received from DCC were prohibitive therefore an initial general inspection was done by Mr Alderson on the 24th March 2022. Cllr. R. Hutchinson informed the meeting that a virus was identified on one of the conker trees and that the monkey tree should be left to its own devices to determine its strength. The Parish Clerk to follow up Mr. Alderson for the official report. 04/05/22: Mr Alderson has provided a report which has been circulated to all Councillors. Cllr. M. Souter to print the report and forward it to the Carnival Committee. 06/07/22: Cllr. L. Stenson to forward report to the Carnival Committee.	Ongoing
	06/04/22	Pinfold Sale	Cllrs Hutchinson/Donald/OxbyGreenfield and C.Bell	06/04/22: Cllr. W. Greenfield informed meeting that a new marked OS map had been sent by G.F white to the Parish's solicitor. G.F. White will cover the legal costs. The invoice from G.F. White, for the new OS plan, will be addressed to Strathmore Renewables Ltd and sent via their solicitor. Cllr. E. Henderson and Cllr. L. Oxby to complete required signatures. Cllr. M. Souter will get the planners to view pinfold when they attend the village next for an initial assessment. 04/05/2022: The new survey will need to be paid for. Sale can't be completed until all required documents are signed. Cllr. E. Henderson and Cllr. L. Oxby to complete required signatures. 01/06/22: Awaiting completion of required signatures to complete sale. 06/07/22: Awaiting completion of required signatures to complete sale.	
	06/04/22	Pinfold Garden	Cllrs Hutchinson/Donald/OxbyGreenfield and C.Bell	06/04/22: C. Bell will begin the completion of the TAP grant application form. 04/05/2022: Costings for the pinfold are required in order to secure a grant. Cllr. Greenfield discussed with the planning officer on works and is awaiting a final approval. Signage must be similar to that at Whistle Crag and the Recreation Park. 06/07/22: Cllr Oxby is working on the Information board. Cllr Greenfield awaiting costings. A wall must be erected to create a boundary between the Pinfold Garden and the next property. Electricity Pole is within the parish council property for which a wayleave compensation payment is received.	
	05/12/18	Parish Grounds Maintenance/Village Green	Cllr Souter + all Councillors	See Minutes 09/01/19 & 06/02/19 & 12/03/19 - None received. Councillors reminded to consider. 04/04/19: Discussed at meeting - Village green needs a tidy up re timber, twigs etc from trees - Cllrs Hutchinson and Souter to do before grass cutting commences. 01/05/19 Ongoing 12/06/19: Agreed annually -Empty both troughs and paint railings around troughs/weedspray pinfold/paint and tidy around roadsign/maintain and clear around fingerposts. 06/01/21 Extra soil to be added in worn areas on the village green (by post box) and wild flower planting planned. 02/09/21 Clerk applied for free bulbs to plant on village green. 02/12/21 Matthew Davison do 'odd jobs' around the village - benches etc. Councillors to send suggestions for maintenance needs to clerk to assess for contract in 2019/20 financial year. 02/02/22: Cllr Souter to arrange the tidying up of the village green at the agreed cost of £180.00. 06/07/22: Invoices received from C A Stamp to be forwarded to RFO for payment.	Ongoing

	03/11/2021	Village Notice Board - Residents	Parish Clerk	Apply for funding to upgrade - contact made with TAP (02/12/21). 05/01/22 It was suggested an aluminium noticeboard similar to the one already in situ to be sourced but freestanding and with no lockable catch. C. Wake to source 3 quotes. 02/02/22: The Parish Clerk to obtain a more detailed quote to included additional options for the 2-bay, A1, AF30 Aluminium Noticeboard. 09/03/22 Cllr. W. Greenfield will contact Cllr. E. Henderson and Cllr. R. Bell on funding. 06/04/22: Annalisa Ward will get back to Cllr. W. Greenfield by May on availability of funding. 04/05/22: Funding is available from the County Council. Cllr Hutchinson will arrange for the installation of the notice board at no cost to the Parish Council. 01/06/22: The Parish Clerk to complete grant application. 06/07/22: Grant application has been submitted by the Parish Clerk to TAP for checking. Match Funding has been agreed by councillors. Pending documents to be submitted with application.	Ongoing
	07/07/2021	Recreation Park	Cllrs Donald/Hutchinson/Oxby & Parish Clerk	Repairs to decorative wooden posts - grants available to determine. 05/08/2021 Quotes for repairs to be sourced prior to applying for grants. 03/11/21 recent vandalism to the small slide to address. Continued attempt to find local tradesmen to do the original repairs. 02/12/21 Tidying of park has not been completed by the contracted tradesman - contract to be terminated. Matthew Davison has agreed to do this work at £14/hr with this not exceeding the amount by which we need to find 3 tenders. He will also do 'odd jobs' around the village - benches etc. 05/01/22 Tenders would be required for the normal maintenance costs of 60 hours. Cllr. L. Oxby, and Cllr. J. Donald have agreed to meet up on the 20th of January 2022 at 9:30am to reassess the planned work that is needed. C. Wake will join them for the assessment. Cllr. R. Hutchinson to contact Phil Townsend on any tiles that need replacing. 02/02/22: The Parish Clerk to send tender requests for 2 lots of works to be carried out on the at the Recreation Park. 09/03/22 The Parish Clerk to inform M Davison Garden & Grounds and CA Stamp Grounds & Agriculture that they have been successful in their tender bids. 06/04/22 Cllr. R. Hutchinson informed the meeting the tendered works have begun. Cllr. W. Greenfield will spread flower seeds along the steps. The Parish Clerk to forward tender documents to C. Bell. 04/05/22: Cllr. Hutchinson stated that the works have been completed and signed off. Cost of the repairs will be covered by income from the Pinfold as discussed and agreed in earlier meetings. An inspection of the pay park will be carried out in June 2022. No specific date can be booked. Cllr. Donald to look at the insurance claim to cover repairs on the yellow slide. 06/07/22: Cllrs Donald has forwarded the quotation to The RFO who will forward the documents to the insurance company.	Ongoing
	07/08/2021	The Queens' Platinum Jubilee	Cllrs Greenfield/Oxby/Hutchinson/Souter	Arranging beacon lighting 2 June 2022. Inform organisers - Clerk. 05/01/22 3 trees will be planted in the Pinfold. Cllr. W. Greenfield will include information in the next Parish News Letter informing residents of the upcoming Platinum Jubilee and residents will be invited to plant trees in their own gardens to mark the occasion if they so wish. Cllr. W. Greenfield will also contact the Carnival Committee on the matter. Cllr. L. Oxby will contact Lynn Hawdon on her availability to play the bugle at 9:35pm with an initial arrival time of 9:15pm on 2nd June 2022. It was suggested that Cllr. R. Hutchinson and Cllr. M. Souter to set up the beacon at The Leaf sculpture between Middleton-in-Teesdale and Eggleston. 02/02/22: Cllr W. Greenfield will include information on the Jubilee in the February Parish Newsletter. 09/03/22 Carnival Committee to be contacted on assistance on games and event planning. 06/04/22 Commemorative Coin: Councillors to determine the number of children in junior school (see minutes). 04/05/22: Details of planned activities have been included in the Parish Council newsletter for circulation. No road closures necessary. Councillors to see what games can be offered. Coins will be issued to children with permanent residence within the Parish Council and in junior school. 01/06/22: The Parish Clerk to request for the Electoral Roll for Eggleston Parish in order to identify households within the village for events purposes. 06/07/22: See minutes for lessons learned.	Ongoing
	05/01/2022	Laptop Purchase	Cllr. W. Greenfield/Parish Clerk	05/01/2022 A budget of £700.00 has been agreed to be included in the 2022/23 budget. Cllr. W. Greenfield to contact Jenny Cartwright at Reboot for quotations for a new laptop. 06/04/22: Protech who will be supplying a refurbished laptop need to know the current status of the Microsoft Office licence. The Parish Clerk to liaise with Pamela S and C. Bell on the status of the license. 04/05/22: The Parish Clerk to obtain licence code if available. 06/07/22: The Parish Clerk to obtain costs of a Microsoft Office license.	Ongoing

	05/01/2022	Emergency Planning	Cllrs. W. Greenfield/Stenson/Henderson	<p>05/01/2022 Following the recent power outage, it was identified the need for an Emergency Plan for the Parish residents. Information on the Focal Points need to include names and contact details. Cllr. W. Greenfield agreed to collate the required information. Cllr. L. Stenson will find out about hire and installation of generators with a sight visit possibly required. Cllr. E. Henderson to look into the future use of The Three Tuns with the possibility of providing emergency accommodation. 09/03/22 Cllr. W. Greenfield will email the draft Emergency Plan prepared by the parish to Laura Dobson. 06/04/22 It was agreed that all councillors needed to sit together at a scheduled informal meeting to complete the initial proforma sent by DCC. Cllr. W. Greenfield and Cllr. L. Stenson to attend Session for Community Emergency Plans on the 17th of May 2022. The Parish Clerk will attend the online session. 04/05/22: Cllr. W. Greenfield has compiled most of the information required that now needs to be transferred onto the template provided by DCC. All councillors to sit down to complete. Parish Clerk to get a Map from DCC on all the becks within the Parish Council both over and underground. 06/07/22: Cllr. L. Oxby and The Parish Clerk attended the online emergency Planning session. Detailed presentation will be shared once available. The Environmental agency has provided a map of the water courses and culverts in and around the village. Awaiting additional information from DCC on becks if available. Cllr. L. Stenson, Cllr. R. Hutchinson and resident P. Fraser will work together with the Parish Council on developing the plan as well as any other residents who may volunteer.</p>	Ongoing
	05/01/2022	Environment Agency	Parish Clerk/All	<p>05/01/2022: Bill Stephenson, the Environment Agency representative would be asked about the location of all becks within the area if necessary after his presentation. C. Wake to inform Bill Stephenson of next meeting. 02/02/22: The Parish Clerk to contact Mr. Bill Stephenson on his availability for the next meeting. 06/04/22: Mr. Stephenson and L. Dobson attended the meeting on 09/03/22 giving a presentation on Flooding and Emergency Planning (see minutes for full details). DCC Environmental Agency team will support the Parish Council in developing an Emergency Plan. 04/05/22: B. Stephenson has changed departments. Parish Council is awaiting details of his replacement.</p>	Ongoing