

## Eggleston Parish Council Action Points October 2022 - Open

Re	Date	Item	BY WHO	ACTION POINT	STATUS
	02/02/22	Internet Banking	Cllr. L. Oxby	<b>02/02/22:</b> Cllr. L. Oxby to ask Mrs. C. Bell to take a deeper look at how double signatures will be achieved. <b>09/03/22</b> Cllr. L. Oxby will discuss the matter with Mrs. C. Bell. <b>06/04/22</b> 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. <b>03/08/22:</b> Cllr. L. Oxby is discussing the matter with Mrs. C. Bell. <b>07/09/22:</b> Cllr. L. Oxby is discussing the matter with Mrs. C. Bell. <b>05/10/22: Cllr. L. Oxby is discussing the matter with Mrs. C. Bell</b>	Ongoing
	17/02/22	Cutting of trees before nesting	Cllr. M. Souter/Parish Clerk	<b>17/02/22:</b> 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. <b>09/03/22:</b> The Parish Clerk is following up on costs for an inspection. <b>17/03/22:</b> Cllr. R. Hutchinson and Cllr. M. Souter to be present when Mr Alderson comes to inspect the trees on the 24th March 2022. <b>06/04/22:</b> 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. <b>03/08/22:</b> The report from Mr. Alderson together with the photographs have been forwarded to the Carnival Committee. The Carnival Committee will be contacting Cllr. M. Souter and the Tree Officer at DCC as indicated by P. Fraser (member of the Carnival Committee). <b>07/09/22:</b> Cllr. R. Hutchinson waiting for the tree officer. Canker is in one of the trees caused by infection in the trunk due to screws. Monkey puzzle tree to continue to be observed. <b>05/10/22: Discussions are ongoing between the Village Hall Committee and Parish Council. The Tree Officer to be called out again.</b>	Ongoing
	06/04/22	Pinfold Sale	Cllrs Hutchinson/ Donald/Oxby/Greenfield and C.Bell	<b>06/04/22:</b> 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. <b>04/05/2022:</b> 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. <b>03/08/22:</b> Ongoing with plans submitted by Cllr. W. Greenfield. <b>07/09/22:</b> Cllrs Stenson/Oxby and Greenfield met with the buyer and his son and agreed on a curb of about 12" high to be erected instead of a wall. They are now waiting for their solicitor to act.	Ongoing
	06/04/22	Pinfold Garden	Cllrs Hutchinson/ Donald/Oxby/Greenfield and C.Bell	<b>06/04/22:</b> C. Bell will begin the completion of the TAP grant application form. <b>04/05/2022:</b> 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. <b>06/07/22:</b> 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. <b>03/08/22:</b> Planning will be required though full planning application may not be required. <b>07/09/22:</b> The Pole will remain within the Parish Councils remit. <b>05/10/22: Pricing needed for project.</b>	Ongoing
	03/11/2021	Village Notice Board - Residents	Parish Clerk	Apply for funding to upgrade - contact made with TAP (02/12/21). <b>05/01/22</b> 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. <b>02/02/22:</b> The Parish Clerk to obtain a more detailed quote to included additional options for the 2-bay, A1, AF30 Aluminium Noticeboard. <b>09/03/22</b> Cllr. W. Greenfield will contact Cllr. E. Henderson and Cllr. R. Bell on funding. <b>06/04/22:</b> Annalisa Ward will get back to Cllr. W. Greenfield by May on availability of funding. <b>04/05/22:</b> 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. <b>01/06/22:</b> The Parish Clerk to complete grant application. <b>06/07/22:</b> 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. <b>03/08/22:</b> The grant application has been sent off for appraisal. <b>07/09/22:</b> The application is being processed. <b>05/10/22: Application still being processed.</b>	Ongoing

	07/07/2021	Recreation Park	Cllrs Donald/Hutchinson/Oxby & Parish Clerk	<p>Repairs to decorative wooden posts - grants available to determine. <b>05/08/2021</b> Quotes for repairs to be sourced prior to applying for grants. <b>03/11/21</b> recent vandalism to the small slide to address. Continued attempt to find local tradesmen to do the original repairs. <b>02/12/21</b> 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. <b>05/01/22</b> 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. <b>02/02/22:</b> The Parish Clerk to send tender requests for 2 lots of works to be carried out on the at the Recreation Park. <b>09/03/22</b> The Parish Clerk to inform M Davison Garden &amp; Grounds and CA Stamp Grounds &amp; Agriculture that they have been successful in their tender bids. <b>06/04/22</b> 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. <b>04/05/22:</b> 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. <b>06/07/22:</b> Cllrs Donald has forwarded the quotation to The RFO who will forward the documents to the insurance company. <b>03/08/22:</b> The RFO is handling the matter with the insurers. <b>07/09/22:</b> The insurers will not cover the cost of a replacement slide due to lack of a police report. Funding options for the slide was discussed. See meeting minutes. <b>05/10/22: Cllr. R. Hutchinson will enquire on the cost of removal and installation of the side. It was proposed that Cllrs Donald will complete the grant form once costing are available. RFO for 2023/24 budget.</b></p>	Ongoing
	05/01/2022	Laptop Purchase	Cllr. W. Greenfield/Parish Clerk	<p><b>05/01/2022</b> 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. <b>06/04/22:</b> 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. <b>04/05/22:</b> The Parish Clerk to obtain licence code if available. <b>06/07/22:</b> The Parish Clerk to obtain costs of a Microsoft Office license. <b>03/08/22:</b> In order to receive security updates and software upgrades it was decided that an annual Microsoft license is required. Costing £4.50/Month (excluding VAT). Proposed by Cllr. W. Greenfield seconded by Cllr. L. Oxby. All councillors in agreement. <b>07/09/22:</b> The Parish Clerk collected the reconditioned laptop from Protech Group. A Microsoft licence needs to be installed, data transferred and tested. The invoice will follow. <b>05/10/22: The Parish Clerk is in the process of transferring the data.</b></p>	Ongoing
	05/01/2022	Emergency Planning	Cllrs. W. Greenfield/Stenson/Henderson	<p><b>05/01/2022</b> 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. <b>09/03/22</b> Cllr. W. Greenfield will email the draft Emergency Plan prepared by the parish to Laura Dobson. <b>06/04/22</b> 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. <b>04/05/22:</b> 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. <b>06/07/22:</b> 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. <b>03/08/22:</b> Parish council residents to be invited in the next Newsletter to participate in development of the emergency Plan. <b>07/09/22:</b> Cllr. W. Greenfield will meet with the (Emergency Planning Committee) councillors and volunteers from the village who have offered to help in developing the plan at the end of September. <b>05/10/22: The Warm Spaces initiative part of the emergency plan was discussed and Rev. R. Stables to gauge need within the community. Information to be included in the next Parish Newsletter to find out who would need/benefit from the initiative.</b></p>	Ongoing

05/01/2022	Environment Agency	Parish Clerk/All	<b>05/01/2022:</b> 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. <b>02/02/22:</b> The Parish Clerk to contact Mr. Bill Stephenson on his availability for the next meeting. <b>06/04/22:</b> Mr. Stephenson and L. Dobson attended the meeting on <b>09/03/22</b> 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. <b>04/05/22:</b> B. Stephenson has changed departments. Parish Council is awaiting details of his replacement.	Ongoing
03/08/2022	Village Flower Festival	Cllr Donald	<b>03/08/22:</b> A budget will be determined at the next meeting. <b>05/10/22: It was agreed that subject to confirmation on availability of funds from The RFO, upto £180.00 will be made available to Cllr. J. Donald.</b>	Ongoing
05/10/2022	Shelter on the Village Green	Parish Clerk/All	<b>05/10/22: Cllr. E. Henderson is looking at funding.</b>	Ongoing
05/10/2022	Rural Grant	Parish Clerk/All	<b>05/10/22: Parish Clerk to look at funding available from Rural England Prosperity Fund.</b>	Ongoing
05/10/2022	Old Noticeboard in Recreation Park	Parish Clerk/All	<b>05/10/22: Cllr. Hutchinson to look at the state of the noticeboard.</b>	Ongoing