

## Eggleston Parish Council Action Points March 2023 - Open

Ref	Date	Item	BY WHO	ACTION POINT	STATUS
1 2021	07/07/2021	Recreation Park continued	Cllrs Donald/Hutchinson/O xby & Parish Clerk	<p><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:</b> 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. Cllr. Hutchinson to look at the state of the noticeboard. <b>02/11/22:</b> Cllr. R. Hutchinson contacted Richard but no costings yet. Cllr. Hutchinson to look at replacing the legs on the noticeboard so that it can be back up. <b>07/12/22:</b> Find and Fix service from DCC have been contacted for repair services at no cost. Cllr. W. Greenfield and Cllr. L. Oxby will attend a meeting with the relevant department at DCC once scheduled. Repair of the old noticeboard will be discussed as well as other projects within the Recreation Park and Village Green that can be undertaken through the scheme. The Parish Clerk to liaise with RFO on current costs for the slide replacement. <b>04/01/23:</b> Parish Clerk to check with Komplan on cost of supply and delivery of slide. Atkinsons to be contacted on installation costs. <b>01/02/23:</b> Cllr. R. Hutchinson will organise for the noticeboard to be re-erected. <b>01/03/23: Planted bulbs have not come up, possibly due to trampling. Matthew will begin works in the Spring. The Parish Clerk to approach TAP for £2600.00 in funding for the slide due to vandalism. This request will fall in the new financial period when more funds may be available.</b></p>	Ongoing
2 2021	03/11/2021	Village Notice Board - Residents	Parish Clerk	<p>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:</b> Application still being processed. <b>02/11/2022:</b> Application is with DCC for approval. <b>07/12/2022:</b> Funding has been approved. Funds should be in the Eggleston Parish Bank account within 2 weeks. <b>04/01/23:</b> Parish Clerk to check if grant payment has been made. <b>01/02/23:</b> The new residents noticeboard to be delivered to Cllr. R. Hutchinson's farm, who will organise the removal of the old and installation of the new noticeboard at no cost to the Parish Council. <b>01/03/23: The new noticeboard has been delivered. See minutes.</b></p>	Ongoing

1 2022	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.</p> <p><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.</p> <p><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:</b> 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>02/11/22:</b> Cllr. L. Oxby will be attending a Warm Spaces meeting on 03/11/222. <b>07/12/22:</b> First draft is complete. Item donations will be requested. Donations to include; stoves, dried and quick to prepare foods such as tinned soups, dried pasta etc. Items will be stored at the Village Hall - Youth Cafe Box. Funding will be sought for Hi Vis Vests, torches, stoves and other items to be used by councillors. Primary centre for emergency operations will be the Village Hall, secondary Moorcock Inn. Contact: The Parish Clerk, Lead - Cllr. W. Greenfield, Chair - Cllr. L. Oxby. All Councillors will be involved as well as Focal Points. <b>04/01/23:</b> Cllr. W. Greenfield is waiting for feedback from committee. Cllr. W. Greenfield to arrange next meeting in a couple of weeks. <b>01/02/23:</b> The emergency planning team will secure High Vis jackets, batteries, head torches, 2 gas stoves and cylinders, pots and pans through TAP funding. Cllr. E. Henderson will try to secure emergency planning packages that are surplus to the council but can be used by the parish council. <b>01/03/23: Cllr. W. Greenfield stated that the document is nearing completion.</b></p>	Ongoing
2 2022	02/02/22	Internet Banking	Cllr. L. Oxby	<p><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. <b>04/05/22, 06/07/22:</b> 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:</b> Cllr. L. Oxby is discussing the matter with Mrs. C. Bell. <b>04/01/23:</b> No change to any item - all ongoing. <b>01/02/23:</b> The RFO is only able to access internet banking via her personal account. Direct access is being sorted out. <b>01/03/23: Benefits of online banking out way the risks. The banking must be separate from all personal banking.</b></p>	Ongoing

3 2022	17/02/22	Cutting of trees before nesting	Cllr. M. Souter/Parish Clerk	<p><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. <b>04/05/22:</b> 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. <b>06/07/22:</b> 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:</b> Discussions are ongoing between the Village Hall Committee and Parish Council. The Tree Officer to be called out again. <b>04/01/23:</b> No change to any item - all ongoing. <b>01/02/23:</b> No change to any item - all ongoing. <b>01/03/23: Planning permission may be requested to cut down trees in line with the Tree Officers report on the diseased trees.</b></p>	Ongoing
4 2022	06/04/22	Pinfold Sale	Cllrs Hutchinson/Donald/Oxby/Greenfield and C.Bell	<p><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. <b>01/06/22:</b> Awaiting completion of required signatures to complete sale. <b>06/07/22:</b> 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. <b>02/11/2022:</b> Buyer to discuss with solicitors to push for completion of the sale. <b>07/12/2022 &amp; 04/01/2023:</b> Sale is progressing well. <b>01/02/23:</b> Sale documents have been circulated for completion by the Chair and Vice Chair once completed to be sent to Parish Councils lawyers with a covering letter by the Parish Clerk. <b>01/03/23: Sale documents awaiting signature for completion.</b></p>	Ongoing
5 2022	06/04/22	Pinfold Garden	Cllrs Hutchinson/Donald/Oxby/Greenfield and C.Bell	<p><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. M. Souter 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:</b> Pricing needed for project. <b>02/11/2022:</b> Planning is required as frontage is being changed. Cllr Oxby and Cllr. M. Souter to provide Cllr Greenfield with the costing in order for grant application to be completed. <b>07/12/2022:</b> The funding application has gone through the task group and agreed. A full funding application form now needs to be completed. Cllr. Greenfield will handle completion of the form. <b>04/01/23:</b> Cllr. Greenfield will complete the grant form. <b>01/02/23:</b> Cllr. Greenfield awaiting costings to complete the grant form. <b>01/03/23: Completed grant form has been approved at the initial TAP forum. It will now go to the board members for approval before progressing to the AGM for final approval by county councillors.</b></p>	Ongoing
6 2022	03/08/2022	Village Flower Festival	Cllr Donald	<p><b>03/08/22:</b> A budget will be determined at the next meeting. <b>05/10/22:</b> 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>02/11/22:</b> All councillors to try and come up with a film theme that is reflective of the Parish Council. Dependant on her availability, Cllr. J. Donald will try and create a flower display for the festival. <b>04/01/23:</b> The church Vicar is discussing with parishioners to seek participation. <b>01/02/23:</b> Flowers will be done for the month of May. <b>01/03/23: No change to any item - all ongoing.</b></p>	Ongoing

7 2022	05/10/2022	Shelter on the Village Green	Parish Clerk/All	<b>05/10/22:</b> Cllr. E. Henderson is looking at funding. <b>02/11/22:</b> The Parish Clerk to send Cllr. E. Henderson a reminder on funding options from County Council. <b>07/12/22 &amp; 04/01/23:</b> A survey will be done by DCC. <b>01/02/23:</b> No change to any item - all ongoing. <b>01/03/23: Cllr. Henderson stated that highways are due to come out and look at the location proposed.</b>	Ongoing
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