

Tarporley Parish Council action items - APRIL 2019 meeting

This document is intended for internal TPC use and the format may be revised.

Email relevant clerk with requests for clarification/updates/corrections.

Status as at: 13th May

New actions:

Category	Topic (and status explanation if required)	Councillor	Clerk	Clerk status
Cemetery Committee	Update Interment Application Form		AW	03 04 19 completed & circulated to Lightfoots & JW
Cemetery Committee	Update regulations 2.25 & 5.8		AW	03 04 19 completed & circulated to Lightfoots & JW
Cemetery Committee	Amend Memorial Bench Application form		AW	25 04 19 - completed.
Cemetery Committee	Request revised path quotes		AW	03 04 19 spoke to NTC will discuss next week. 10 04 19 - met CS from NTC asked for quotes for May meeting.
Cemetery Committee	Request fencing quotes	AW	AW	03 04 19 emailed AW and 3 companies requesting quotes. 10 04 19 asked NTC for quote. 12 04 19 requested quotes again.
Cemetery Committee	Dogs signs & hooks		AW	13 04 19 - requested sign price. 17 04 19 - request sign price. 16 04 19 - Hooks arrived
Cemetery Committee	Letter to all plot holders regarding rules letter to 'mounded' plot holder		AW	
Cemetery Committee	contact JS to sand and stain notice board & cost install bench for EC.		AW	08 04 19 - price to EC 29 04 19 - request NB from JS 07 05 19 - JS staining NB
Rising Sun CP survey	mid-May morning survey Set date create questionnaire agree volunteers	AW	AW	10 04 19 - emailed AW for date 11 04 19 - date circulated 15 04 19 - survey completed 17 04 19 - date circulated again 24 04 19 - 1 week reminder emailed. Survey undettaken
Maintenance Works	works completed no insurance docs supplied or RA		AW	09 10 19 - emailed contractor requested documents.

Defib Awareness	Display posters in boards Contact NWAS for advice		AW	25 04 19 - posters display on notice board and public notice board. 25 04 19 - emailed RH @ NWAS 29 04 19 - circulated NWAS list.
PROW	FP 12 - Gravel (Forest Rd - Park Rd)	AW	AW	09 04 19 - contacted AW for details of gravel. <u>Awaiting instructions</u>
PROW	Review Action list		AW	Meeting scheduled for 15/04/19 Notes inc. May agenda - actions listed
PROW	Letter to Macdonal Hotels - diversion &		AW	
PROW	Letter to PA with report inc timescales		AW	25 04 19 - emailed PA inc highlighted report, requested timescales.
PROW	Letter DWH - Captain's Walk		AW	
PROW	Letter Jones Homes - FP4 & access		AW	
PROW	Letter landowner dedicate route thr. Underpass		AW	18 04 19 - letter sent to SP 25 04 19 - response possible in future.
PROW	Removal concrete posts on FP10 Deadline on notices 24 05 19		AW	16 04 19 - notices to DP 17 04 19 - notices displayed Landowner confirmed not want removing- <u>notices removed.</u>
PROW	Request maintenance of RB9, RB 10 & 20, FP13		AW	25 04 19 - emailed PA request confirmation.
PROW	Request diversion (public interest) FP17		AW	
PROW	Walks on PC website	GP		
Village Signage	Obtain car park signs Attractive Village entry signs for by-pass		AW	19 03 19 - contacted JG for advice on obtaining signs. Need to identify existing signage.

Housing Needs Survey - full results & meeting	Contact WVHT for meeting Organise pre-meeting contact CW&C for qualifying numbers Contact Willis's for information	TB	AW	25 04 19 - emailed DC (Cc-JB) requesting meeting dates and info. 25 04 19 - emailed NW requesting info. 25 04 19 - emailed TB for advice. 25 04 19 - TB response. 25 04 19 - requested info RR@CW&C 12 05 19 - awaiting meeting date
High Street Benches	Obtain prices - sustainable Oak See if planning or streetscene permission required Cheshire Oak & Cyan		AW	10 04 19 - requested quote NTC 08 04 19 - emailed planning. 16 04 19 - meeting Salty 01 05 19 - Benches ordered due 16 05 19.
RBL site	Request removal of telegraph pole	GC	AW	08 04 19 - contacted openreach - require photos. 09 04 19 - submitted photos - invoice to be sent. 10 04 19 - emailed as no invoice received by email. 24 04 19 - invoice paid. Awaiting result of survey.
RBL site	Parking signs; Gill to liaise with allotments on sign, get rid of one on roadside in hedge. Delegate to clerk in consultation re fencing.	GC		19 03 19 - spoke GC confirmed she would contact Allotments regarding signs and fencing
Accounts	Make payments		DC	Completed
BKV/Maintenance	Hedge budget - £500	GC	AW	19 03 19 - contacted company for RA & insurance
TarpFest	Decline bank account usage £250 funding agreed Road closure transfer Invite to meeting		AW	10 04 19 - emailed DJ, VA (GP) with information and invite.
Businesses Meeting	Agree second meeting inc MR		Aw	09 04 19 - contacted TITs for meeting date. 07 05 19 - meeting
Christmas	Contact Knutsford re Xmas lights Arrange old Christmas lights to be tested Agree working group date		AW	09 04 19 - contacted knutsford. 10 04 19 - circulated response.

Brook Rd	Book Grass cut		AW	09 04 19 - contacted John Harding for cost and date. 10 04 19 - circulated to JM (DC) for approval. 23 04 19 - cut taking place. Completed
Brook Rd	Temp secure fencing for site	JM		Discussed no further action.
Brook Rd	works letter to residents		AW	25 04 19 - draft letter circulated. 01 05 19 - letter given to GP
Brook Rd	Obtain newt fencing quotes		DC	Completed.
Brook Rd	Identify final end dates of Brook Rd s106 money - draw down, committed, spend by?		?Handover	01 05 19 - figures provided.
Brook Rd	Arrange meeting with Tarporley Vics and follow up with John Seiler			Await instructions from project group.
S106	obtain update inc 'Art' funding - use on village sign or High School		DC/AW	
Bank Accounts	Complete and submit bank mandate forms x2		AW	15 04 19 - first form submitted. 25 04 19 - second form posted. 08 05 19 - second form resubmitted
Finance Committee	To consider risk assessment Brook Road - reputational Chestnut Tree - risk review			For new Council
TCC Entrance (lighting)	To consider lighting of access or illuminated sign			
Neighbourhood Plan Review	Contact GM to see if he wants to be involved.		AW	21 03 19 - emailed MG. MG Confirmed involvement
Roundabout & Cobblers Cross Lane	WG to produce sketch of possible roundabout planting scheme	TB, JM, AW	AW	25 04 19 - requested update from Councillors.
Phone Kiosk	Agree painting with JS Glass Contact planning COU required		AW	09 04 19 - emailed JS (receipt confirmed) 09 04 19 - chased up glass - due to be installed by 18 04 19. 09 04 19 - emailed planning.

Outside meeting	Write VG outline urgency of parking to planners'		AW	18 04 19 - draft to GC & GC 07 05 19 - letter emailed.
Outside meeting	contact CW&C & PB about WC building		AW	25 04 19 - emailed PB - asset transfer info
Outside meeting	Prepare VAT return		DC	In progress
Outside meeting	Set up CIL template		DC	In progress
Outside meeting	Contact Molly Mop - using Cemetery Bin		AW	10 04 19 - email sent.
Outside meeting	Prepare work on internal and external audit		DC	Completed - Approval May Agenda.
Outside meeting	Contact Choc Shop remove emergency phone signage?		AW	Sign appears 'historic' not sure appropriate to remove.
Ex RBL site	Allotments agreement next draft		DC	Circulate during w/ 1 April, advised GC
Ex RBL site	Boundary hedge review - inspection			
Ex RBL site	Query to developer re installation and design of padlock on gate they will install		DC	04 03 19 - queried with developer and phoned following week. 11 03 19 - Sent follow up email with wording of S106 agreement
Ex RBL site	Find out if a road sign (of fingerpost design) could be installed on the High Street by Highways pointing to the car park, allotments and bowling club. There is currently a small finger post sign with a car park sign on it, which is difficult to see when driving down the High St. Needs to be bigger and have the allotments and bowling club on it.			Contacted H/ways said adequate signage - on-going.