

Tarporley Parish Council action items - February 2019 meeting

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

Status as at: 1 March 19

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

New actions:

Category	Topic (and status explanation if required)	Councillor	Clerk	Clerk status
Grants	to be considered at March meeting - notify applicants		DC	Emailed forms 13 02 19, deadline 01 03 19. 3 received as at 22 02 19
Planning	Submit Comments		AW	12 02 19 - completed.
Forest Rd	Meeting with Hospital Write letter to Doctors -importance of meeting.		AW	13 01 19 - sceduled meeting with Hosp.
Ex RBL site	Contact Planning Officer & developer to discuss dbl gate and pedestrain access		DC	Draft to GC 13 02 19
Ex RBL site	Forward allotments draft agreement to Bowling Club		DC	Progress w/b 4 March, contacts informed
Standing Orders	Amend Meetings Generally X, p7 3hours		DC	Done, sent to GP 22 02 19
Standing Orders & Planning	Publish revised policies		DC	Sent to GP 22 02 19
Accounts	Make payments		DC	Done 13 02 19 except for SP Land.
Neighbourhood Plan	Review process for March Agenda		AW	08 02 19 - emailed RM for information. 26 02 19 - circulated advice to Cllrs.
Storage/ WC	Letter to CEO via EMD		AW	27 02 19 - Letter emailed to CEO & EMD
High Street Bins	Request replacement covered bins for High Street (birds)		AW	26 02 19 - emailed LM, NH & SC
Parking Survey	contact CW&C methodology query Need to address difference with 2016 survey Need to look a needs at different times		AW	12 02 19 - emailed VG for queries. 26 02 19 - emailed VG again
Parking Survey	Initial letter to CW&C - no acknowledgement of PC report	GP	AW	26 02 19 - emailed GP 01 03 19 - draft letter to GP
Parking Survey	Discuss all surveys with businesses		AW	26 02 19 - emailed GP
Transport survey	Inadequate summary based on known responses. 8 seater car M, W, F. Bigger car - Rural Rider flexible bus. Clarity re naming of services, routes, dates. Liaise with Utkinton re meeting. Gill has a copy of response from Utkinton.	GC	DC	Meeting on 30 01 19 postponed due to weather, those involved ask to submit comments to C&U Chairman before next meeting arranged.

Eaton Road trees	5 need replacing. Need to be planted as soon as possible, need guards. Ann to work on a roadside license. Quotes from Morreys as well.		AW	23 01 19 - emailed EMD & IL licence info. Require photos of areas
BKV Equipment	Meet LM to provide litter picking equipment		AW	20 02 19 - equipment dropped off
BK Village	Contact volunteers		AW	18 02 19 - completed
Roundabout & Cobblers X Lane	Arrange site meeting to discuss maintenance inc EMD		AW	27 02 19 - contacted KC
Landscaping	Obtain quotes for memorial walk, burton squire & cemetery path	GP	AW	Meetings arranged for 3 contractors on 5th, 6th, 7th March.
Memorial Walk	Insurance	GP	DC	Info obtained and circulated. Not yet discussed with Church.
Chestnut Tree	Appoint Treefellers to carryout works		AW	28 02 19 - emailed confirmation or appointment
Xmas actions	Book reindeers and obtain price for 3rd reindeer		DC	Done, two reindeers confirmed and deposit paid
Xmas actions	Truck as stage - quotes and Highways issue		DC	Highways and Police confirmed that we cannot put a truck across the road as it would block emergency access
Xmas actions	Meetings with Northwich TC re Chestnut tree area etc.		DC	AW to progress
Xmas actions	Meeting with Carnival committee, other event contacts		DC	No date yet set
Xmas actions	Contact Lite re infill of existing lights		DC	Quote circulated - need to follow up re type of bulb. Progress w/b 4 March
6th Form Meeting	Arrange meeting with 6th Form - BKV involvement & youth facilities inc shelter		AW	19 02 19 - contacted T Everton to request meeting. 28 02 19 - emailed again
Outside meeting	Meeting with High School		AW	04 03 19 meeting GP, NT & JM
Outside meeting	Alternative Storage Facilities - WC update		AW	Feb Agenda
Outside meeting	Robinsons Brewery Reply - Permissive Path		AW	11 12 18 - emailed for info 07 01 19 - telephoned - ringing back 21 01 19 - telephoned waiting for estates manager
Outside meeting	New Bench - installation price		AW	12 02 19 - reminded JS
Outside meeting	S106 art reimbursement		DC	Continue to chase
Outside meeting	Allotments - prepare second draft of agreement		DC	In progress

Outside Meeting	Full bin on Utkinton Road		AW	27 02 19 - reported ref 4858460
Outside meeting	Noticeboards - chasing opening difficulties		DC	Site visit with Cheshire Joinery 19 01 19. CJ to plane doors and fit handles. Will also attend to cork at bottom of public noticeboard including a new "run-off" slope and re-seal
Outside meeting	Allotments - query re S106 reimbursement		DC	Reimbursement made 12 02 19
For March agenda	Circulate risk assessment and asset register		DC	
Outside meeting	Arrange Staffing Group meeting in March		DC	20 02 19 - emailed group
Outside meeting	Contact internal auditor		DC	On March agenda
Outside meeting	Circulate election publicity and timetable		DC	CW&C poster on noticeboard, more to be done w/b 4 March
Outside meeting	Issues with cemetery bin		DC	Progress w/b 4 March
Outside meeting	Issues with Lychgate padlocks		DC	Progress w/b 4 March