

Tarporeley Parish Council Action List

Actions Updated following May Meeting

Category	Action	Owner	Status
Allotments - Agreement	11 03 20 – Draft sent to TB, GC, PT for review. 29 05 20 - Meeting	A Wright	On going
Allotments - NB	AW collecting door for repairs and roof dimensions	A Wright	On going
Allotments & Bowling Green Trees	Site visit to ID & List trees for surveying and adding to Tree Schedule.		
Audit	Complete paperwork 10 06 20 Submitted audit information 10 06 20 sent info to GP for website 11 06 20 displayed rights notice on NB	A Wright	Completed
Bench Ends	LM to contact CWT with deadline to collect. Sell pairs 18 03 20 – emailed LM for update. Sold for £140	A Wright	Completed
BKV Plaque	Obtain plaque for 2019 results 10 06 20 – recirculated quote from SOTT 12 06 20 – Possible to supply proof of plaque 19 06 20 – Proof to GP & LM 03 06 20 – Ordered.	A Wright	On going
Branding	10 06 20 – WG Meeting 24 06 20 – WG Meeting	A Wright	July Agenda
Brook Road – Pond Fence	Circulated risk assessment	A Wright	Completed
Brook Road – Insurance	12 02 20 – Query to Insurance Company regarding pond. 13 02 20 – response 02 03 20 – circulated response to Cllr.s Require ‘water risk assessment’	A Wright	Completed (Fence on June Agenda)
Brook Road – Jamieson/Access Road Meeting	16 03 20 – cancelled 13 05 20- Requested virtual meeting 26 05 20 – Virtual Meeting 26 05 20 – Notes circulated to attendees	A Wright	June Agenda
Bollards (New)	Awaiting Chestnut Pavillion Bollards 02 03 20 – Requested installation update (IL) 18 03 20 – Requested installation update (IL) 18 03 20 - confirmed waiting for bollards delivery	A Wright	Ongoing
Bollards	<u>Painting of Bollards</u> Obtain paint from CW&C 09 03 2020 TPC approve quote from NTC to paint bollards 10 03 20 – AW informed NTC 17 03 20 – contacted CWAC re: paint	A Webb	Completed

	20 03 20 – contacted NTC re: paint. CS said he would contact CWAC directly. 11 05 20 – Works being carried out		
Bowling Club – agreement	Awaiting completion Allotments agreement.	A Wright	On going
Brook Road – Gym Consultation	12 03 20 – emailed PB cc’ed MR, NT for dates after Easter. 12 03 20 – emailed AW, cc’ed MR – May market stall.	A Wright	July Agenda
Brook Road – S106	Document sealed by CW&C – awaiting payment week commencing 06 07 20	A Wright	
Business Survey	Respondents to be contacted and request circulate contact details amongst group. Hold discussion regarding opening high street procedures	G Pearson	
Car Park Survey	<u>Repeat survey once poppy lane open</u>	A Webb Cllrs MR & AW	On going
Cemetery boundary fence & path	<u>Fence</u> 13 01 20 emailed NTC for installation date 17 02 20 emailed NTC for installation date 02 03 20 emailed NTC for installation date 18 05 20 emailed NTC for installation date 27 05 20 spoke to CS – struggling to lay oath due to shortage of materials and social distancing – looking at if possible to install fence. <u>Cemetery Path</u> Approved	A Wright	On going
Cemetery forms	3 06 20 – interment form updated	A Wright	Completed
Cemetery Regs	Update include plinth size. Insert grass seeding & ‘All’	A Wright	
Cemetery Hedge	Cut hedge to clear next 2 graves Obtain quotes for cutting of hedge (September)	A Webb	
Cemetery Letters - Exclusive Rights	To exclusive rights holders	A Wright	
Cemetery Letter – Stonemason	30 06 20 - With email sent 30 06 20 – Lightfoot email sent	A Wright	
Cemetery Maintenance	Confirm maintenance schedule	A Webb	
Cemetery Plinths	Obtain prices & guidance	A Wright	
Cemetery Wall	17 01 20 – Email JB not proceeding 17 01 20 – confirmed JS works and stated to be carried out after fence.	A Wright	On going
Chapter 8 Training		A Wright	
Chestnut Tree Survey	12 05 20 – emailed Amenity Tree Care (& other) 18 05 20 – survey completed	A Wright	Completed
Christmas Review	Contact Reindeer company Contact Businesses regarding carousel	A Webb	On going

	Circulated Responses 14 05 20 Reindeer company still planning on being available for the Christmas event. 14 05 20 Carousel has been provisional booked by Vivienne Rowley		
Climate Volunteers Meeting	17 02 20 – Emailed High & Primary Schools 27 02 20 – Primary school confirmed respond with volunteer 12 03 20 – Requested date from GP	A Wright	On going
Co-op	02 12 19 – confirmed will respond. 18 03 20 – emailed asking if Coop taking any further actions. 24 03 20 - Received below response	A Wright	On going
I forwarded the details over to the store area managers who have forwarded on up the “food chain” so to speak but I am yet to hear back from them. I have been advised that the store is soon to undergo a refit which will include some internal works to facilitate a small goods lift to enable storage upstairs (currently stair access only). If this is the case, then potentially, we can schedule a single composite (all product on the one vehicle) delivery to the store with the current early am chill delivery which I think would solve all the problems. But, that is to be confirmed. I will chase Retail over the timing proposal but as I mentioned originally, the 16.00-18.00 would generally be the busiest trading time mon-fri and may not be feasible. I will come back to you as soon as I can.			
Defib. & Cabinet Costs	Planning Permission 16 06 20 email from Edward Bannister CWAC re: planning permission. Next step, to apply.	A Webb	On going
Finance Working Group & Committee	Chestnut tree risk review	A Wright	On going
Grants	12 05 20 – Paid all large grants 20 05 20 - Paid CYC grant	A Wright	Completed
Letter – Additional Parking	19 06 20 – letter sent to CEO cc EMD & Receipt confirmed.	A Wright	July agenda
Letter - Protocol	17 06 20 - Planning Protocol information Request emailed to Rob Charnley 25 06 20 – Response circulated	A Wright	
Letter – Resident Response	17 06 20 – emailed respond to Nplan – Liberty properties query.	A Wright	Completed
Maintenance – Grants	Confirm working details 19 06 20 meeting with Grant to confirm maintenance schedule and reporting mechanism	A Webb	
Maintenance – High Street Weed Killing	10 06 20 – carried out by Grants	A Webb	
Maintenance – Woodland Walk	11 02 20 – emailed GW & PP 12 02 20 – PP confirmed no works planned, checking at March PCC meeting.	A Wright	On going
Milestone Adoption	<u>Milestone Adoption</u> 01 10 19 – EMD confirmed in ‘long queue’ 28 10 19 requested update from EMD	A Wright	On going

	27 05 20 – emailed EMD for update, asked if formal letter required.		
Neighbourhood Plan Review	Review Plan 07 06 20 – Meeting Louise Kirk Up	A Wright	On going
		MG GP NT TB	
Orvis (Former)	Councillors to send suggestions to GC to submit to property owner	G Clough	
Planning	09 06 20 – submitted: 20/01668/FUL 20/01838/TPO 20/01854/TPO & raised lack of notifications with planning.	A Wright	On going
Planning Liberty Properties	Councillors to review meeting & decision & list relevant points forward to Clerk.	A Wright	On going
Planning – Rising Sun additional Spaces	12 01 20 – SD confirmed meeting developer 17 01 20 - emailed SD requested update 27 01 20 – SD confirmed issuing licence will keep updated. 11 05 20 – Requested updated SD confirmed chased contact for update 18 05 20 – TL confirmed undertaking tree survey and will confirm when works proceeding	A Wright	On going
Play Area Closure	24 03 20 – Instructed NTC to close play area including youth shelter & notified Councillors 02 07 02 – RA completed 03 07 20 – Covid Signage erected	A Wright	Completed
Play Area Meeting	18 01 20 – Meeting. Agreed to send out survey to play school, primary and local coffee shops re: changes to play area. Fundraising – A bingo night will take place around Easter time to raise money for new benches – opposite gate of play area. 18 03 20 – meeting scheduled with TPC to discuss options for play area 17 03 20 – Due to COVID-19, play area meeting postponed.	A Webb	On going
Play Area Works	23 10 19 Contacted Hags re: quote. 25 10 19 new quotes received. Confirm Quote 14 01 20 Confirmation of equipment being delivered to HAGs on the 07 01 20. HAGS will contact AW to arrange a date once equipment has arrived. 26 02 20 – Hags complete schedule 1 of the repair quote. 28 02 20 – draft working for sign sent off to HAGs 09 03 20 – mock up of sign circulated to Councillors for comment and acceptance	A Webb	On going

	17 03 20 – emailed all Cllrs re: draft signs and additional cost to play area repairs. Deadline for comments 27 03 20 01 04 20 – contact Hags re: confirmation of sign 13 05 20 – emailed Hags re: sign and outstanding work. 20 05 20 – Hags cannot carry out any maintenance work until the play area is re-opened.		
Poppy Lane Car Park – Horse Box Permission	19 06 20 – Agreement letter sent to JL (following approval by MR) 29 06 20 – Signed agreement received	A Wright	Completed
Poppy lane Car Park – Planting	<u>Arrange weed killing</u> Planting Scheme (screen school) – Cllrs Helm & Tavernor Weed Killing 13 05 20 – emailed maint. Group + catherine regarding planting scheme. 12 05 20 TPC approves My Lawn to weed Poppy Lane Car Park 19 05 20 emailed working group re: site visit and planting options 19 06 20 – site visit arrange with working group and Grants to discuss Poppy Lane car park. 21 06 20 Grants provided quote for work to new hedge. 22 06 20 approve quote for work. Work to start week commencing 29 06 2020 Grants to provide quote for July Meeting for the rest of the work to take place on Poppy Lane car park.	A Webb	
Poppy Lane Car Park Opening	<u>Deferred until Spring</u>		On going
PROW Notice	27 05 20 – circulated draft		
PROW FP 12	<u>Gravel FP 12</u> Awaiting instructions from A Wallace 28 10 19 – emailed for volunteers – 16 11 19 28 10 19 – emailed A Wallace for gravel ordering details 12 11 19 – gravel ordered 16 11 19 – works undertaken – part of path completed. 02 03 20 – emailed AW for update	A Wright	On going
RBL Site – strip of land	15 10 19 – met land agent awaiting update on fencing request. Consider adverse possession in future. 30 10 19 – requested update on possible fencing. 28 02 20 – Requested update. 27 05 20 – requested updated, agent confirmed emailed landowner again & cannot take action without their consent.	A Wright	On going

Risk Assessment	Inc WC, RBL land	A Wright	On going
S106 Arts	12 11 19 – meeting with officer Develop briefing (complete Feb 2020) 17 01 20 – emailed NT MR for update	A Wright Cllrs MR NT	On going
School Buses	Emailed Mary Jefferson, cc EMD & Head (inc. PZ) CW&C confirmed would raise with bus companies	A Wright	Completed
Storage (WC)	<u>Cleaning</u> 08 03 20 – Cleaning completed <u>Hearse House</u> A skip will be required to clear out the Hearse House	A Wright	On going
Sunflowers	Contact Latte Da about planters 09 06 20 – Latte Da happy for planters to go outside their shop 13 06 20 Planters installed on slated area 15 06 20 new banner arrived for Stay Sunny Tarps 22 06 20 art work photographed to be used on social media to	A Webb	
TCC	<u>Play Area Agreement</u> Find	A Wright	
Teen Shelter	<u>Additional quotes for repair</u> 08 06 20 – Confirmed works to proceed	A Wright	On going
Thanks	14 05 20 – emailed thanks for sunflower donation Enigma Holdings Group	A Wright	Completed
Volunteers	Mark National volunteers week – 1 st week June		Completed
Website	<u>Review</u> 25 09 19 emailed GP & NT for update. <u>Walks on Website</u>	A Wright Cllrs GP NT	On going
Faults Reported			
To report - Signs obscured and dirty on Bypass		A Wright	
		A Webb	

Future Actions

FP17 Diversion	Diversion of Footpath to avoid flooded area
Phone Kiosk	To agree future use
Roundabout	Design & Landscaping
Village Signage	Tarporley Signs
TCC Lighting	Illuminate entrance to car park and steps to playing field