

Tarporley Parish Council Action List

Actions Updated following December Meeting

Category	Action	Owner	Status
Allotments - Agreement	27 10 20 – Contacted SD/CW&C about producing plans. 27 10 20 – obtained quote onlinedrawinguk.com 04 11 20 – SD queries answered. 18 11 20 – Confirmed proceed with plan quote 10 12 20 – Plans to GB for approval 16 12 20 – Resent above email 18 12 20 - GB finalise lease for signing SIGN Final Lease.	A Wright	
Allotments - NB	ALR investigating necessary works. Discuss with BG & Allotments Agreed to remove and dispose of NB	A Wright	On going
Allotments & Bowling Green Trees	12 11 20 – emailed to arrange meeting 19 11 20 – Meeting 20 11 20 – Circulated notes 20 11 20 – contacted x3 companies for quotes 15 12 20 – Confirmed works with contractor	A Wright	
Bowling Club – agreement	Awaiting completion Allotments agreement.	A Wright	January Agenda
Branding & Marketing Working Group – ARTS S106	11 11 20 – Meeting 12 11 20 – Circulated minutes 15 12 20 – Requested date for meeting 06 01 21 – Meeting scheduled	A Wright	
Brook Road – Brown Signs	29 10 20 – Contacted ENG who to request signs from. 18 11 20 – Spoke IL circulated info request GP, MR, JM 03 12 20 – submitted suggestion to IL 10 12 20 – resent above 10 12 20 – IL confirmed he would review and obtain prices 05 01 20 – Prices obtained	A Wright	January Agenda
Brook Road Hedge	04 11 20 – Agreed outside hedge cutting 15 12 20 – Requested update 15 12 20 – Confirmed booked 1 st week January 04 01 20 – Confirmation works completed awaiting invoice.	A Wright	Complete
Brook Road Opening	19 11 20 – Meeting of Working Group 17 12 20 – Emailed JM to update notes by 04 01 05 01 21 – emailed Brook Road group re: amendments	A Webb	

Burton Square – Land ownership	10 12 20 – Land registry search owned by CW&C	A Wright	Complete
Burton Square - Tree	15 10 20 –Report weeping canker- HW261190137 28 10 20 – submitted additional info from Cheshire Woodlands 04 11 20 – Raised with CW&C Tree Officer 07 12 20 - Response from TO – raised ownership 18 12 20 – Contacted neighbouring landowners 18 12 20 – Landowners confirmed not own	A Wright	
Car Parking – Business Case NEED	Create NEED Business Case.	A Wright Cllrs NT & GP	
Car Parking – Landowners letter	16 11 20 – Letters posted	A Wright	
Car Parking – Repeat Survey	Repeat survey – to be discussed with GP & NT Not repeat until Covid resolved	A Webb Cllrs AH, MR & AW	On going
Car Parking – Additional Spaces in Rising Sun	13 10 20 – CW&C legal docs sealed on 14 th 11 12 20 – Requested update 11 12 20 – Jones Homes confirmed with legal team being finalised. 15 12 20 – Requested update 15 12 20 – Jones Homes chasing up CW&C 15 12 20 – CW&V confirmed doc being sent o Jones Homes for signing 16 12 20 – Asked if spaces can be opened in advance of docs to support local businesses 16 12 20 – Sent above to EMD for support 18 12 20 – CW&C confirmed paperwork sent Jones Homes can decide to remove fencing.	A Wright	
Car Parking – Rising Sun	Develop scheme in New Year – GP, PT, NT.	A Wright	
CCTV Working Group	Andy Hallows, Lisa Miller, John Millington, Tony Yeates. 20 10 2020 email sent to working group re: arranging site visit to discuss CCTV arrangement. 08 12 20 site visit with Phil from Sonitech re: CCTV 10 12 20 emailed Lee Maddocks from CWAC re: CCTV policy. 16 12 20 response from Lee Maddocks stating not sure who is the best person but will find out 16 12 20 circulated quote from Sonitech to working group. Next meeting scheduled early Jan 2021 04 01 21 emailed Sarah Dobbins re: CCTV policy/advice	A Webb	

	05 01 21 emailed CCTV working group re: additional quotes. GP suggested holding off getting new quotes until after PC meeting.		
Cemetery Bin	<u>Return to Cemetery</u> 18 11 20 – Spoke Gaskells bin to be returned to by red brick building. 17 12 20 – JM confirmed Jack to return bin on Wednesdays. 04 01 21 – Confirmed collection & return point Gaskells 04 01 21 – Confirmed with church arrangements MONITOR	A Wright	
Cemetery boundary fence & path	<u>Fence</u> 23 09 20 – Requested renewed quotes Dee Fencing & J Harding 13 10 20 – resent request to J Harding 21 10 20 – met Dee Fencing awaiting price 29 10 20 – circulate revised price 29 10 20 - left message Ringwood Fencing 02 11 20 – Circulated Ringwood Price 08 12 20 – Meeting 15 12 20 – Requested update 18 12 20 – NTC confirmed scheduling and will let know when works to be completed, fence early in 2021 05 01 21 – Requested update	A Wright	On going
Cemetery Regs	Update include plinth size. Insert grass seeding & 'All'	A Wright	
Cemetery Hedge	NTC and Grants provided a quote to cut the hedge. Awaiting quote from Harding's.	A Webb	
Cemetery Letter – Stonemason	10 09 20 – Agreed Lightfoot memorial actions 16 10 20 – emailed for new paperwork	A Wright	
Cemetery Plinths	Obtain prices & guidance 10 09 20 - Site Meeting 15 10 20 – PT circulated EP photos 16 10 20 – circulated spec for beams Awaiting meeting with JB to discuss ways of ensuring rows are straight.	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	Chapter 8 training to take place in 2021	A Webb	2021
Climate Volunteers Meeting	2021	A Wright	2021
Defib. & Cabinet - Costs	17 12 20 – Confirmation Swan not relocate defib. 17 12 20 – Reminded AW ask Rising sun Manager about defib/cabinet on wall.	A Webb	January Agenda

	17 12 2020 – contacted Jo from Community Heartbeat Trust re: mobile phone at defib (awaiting costs) 16 12 2020 emailed Linda Martin from TCC. Arranged a site visit in New Year to view defib at TCC. Contact British Heartbeat trust via online form re: grants. 18 12 2020 email from The Swan stating that they are purchasing a cabinet for the defibrillator so it can be re-located outside the building. 04 12 21 emailed Parish Councillors with update 05 01 21 Due to Lockdown, will postpone visit with Linda Martin to view defibrillator Defib Location Fridge Magnets		
Finance Working Group & Committee	2021-2022 budget 04 12 20 – Draft figures to PT	A Wright	January Agenda
Grant – Rotary	15 12 20 – Emailed AW for account details for grant 05 01 21 – Emailed AW reminder	A Wright	
Licensing	16 12 20 – comments submitted. 18 12 20 – Circulated applicants comments. 18 12 20 – submitted revised comments.	A Wright	Complete
Milestone Adoption	<u>Milestone Adoption</u> 01 10 19 – EMD confirmed in ‘long queue’ 28 10 19 requested update from EMD 27 05 20 – emailed EMD for update, asked if formal letter required.	A Wright	On going
Neighbourhood Plan Review - Meeting	20 10 20 – Requested RC meeting 27 10 20 – Repeated request. 24 11 20 – Meeting	A Wright MG GP NT TB	On going
Planning	15 12 20 - 20/04262/S73 submitted 16 12 20 - 20/04446/FUL circulated 17 12 20 – 20/04480/S73 circulated 04 01 21 – 20/04531/FUL circulated 05 01 21- 20/04446/FUL circulated comments	A Wright	On going
Play Area Meeting	17 12 20 – Meeting held 18 12 20 – notes circulated to the group	A Webb	On going
PROW FP 12	<u>Gravel FP 12</u> Awaiting instructions from A Wallace 02 03 20 – emailed AW for update 29 10 20 – emailed AW – 6 people socially distanced?	A Wright	On going
RBL Site – strip of land	30 06 20 – MG (Bowling club) contacted.	A Wright	On going
Risk Assessment	Inc WC, RBL land Chestnut tree risk review	A Wright	On going

	WG- Gill Clough, Catherine Helm, Mark Ravenscroft		
Storage (WC)	<u>Vehicle Access</u> 4 of 6 properties refused. <u>Works</u> 19 11 20 – Emailed confirmation of works. <u>Legal</u> 12 11 20 – sent doc for signing to GC <u>Planning</u> 30 10 20 – emailed planning for COU advise. 19 11 20 – resent opt RB	A Wright	
Website	<u>Review</u> 25 09 19 emailed GP & NT for update. 16 09 02 – Requested meeting to review. 28 09 20 – Resent above email <u>Walks on Website</u>	A Wright Cllrs GP NT	On going
Faults Reported			
09 09 2020 - Signs obscured and dirty on Bypass - ref HW247664398 21 09 2020 – Queries above with eng. 19 10 2020 – Reported Poppy Lane Path as obstructed GS262572373 raised with WVHT		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