

## DELEGATED TASK REGISTER

Date	Minute Reference	Task	Delegated to	Date Completed	Notes	Next Action
22/03/2021	181/20/21	Plaque - Community Orchard	Clerk		Require more information from WBC. UPDATE: quote received. Council approved. Board order underway.	Design approved. NOTE: slightly increased cost by £35.00. Full size proof expected.
19/04/2021	06/21/22	Electric charging points	District Cllr Somner		Will discuss with Officers and will report back to Council.	
07/02/2022	151/21/22	Planning applications - notifications thereof	District Cllr Somner		Investigate question of the belief that the building works notifications to neighbouring properties is to stop.	
07/02/2022	79/21/22	Road Signs - Investigate the possibility of improving road signs (dirty/covered in overgrown foliage)	District Cllr Somner		Item is district wide - with WBC CEO for consideration.	
07/02/2022	175/21/22	White Paper - discuss planning reform with MP	Working Party: Cllrs Tull, Collard and Bedwell		A meeting was arranged with Mr Sharma but was cancelled.	Meeting to be re-arranged by the Delegated councillors.
07/02/2022	164/21/2022	Tree ownership - Mill Lane	Cllr Tull		Survey trees around the Hawkswood Development site and report back to council. UPDATE: report issued with agenda. RATIFIED. Report issued to WBC for action.	Awaiting WBC response.
14/03/2022	190/21/22	Redaction of Councillor e-mail addresses - discuss with MP	Working Party: Cllrs Tull, Collard and Bedwell		A meeting was arranged with Mr Sharma but was cancelled.	Meeting to be re-arranged by the Delegated councillors.
23/05/2022	31/22/23	Signs: Welcome to Holybrook	Working Party: Cllrs Tull and Collard		Bob Bosley of WBC has been contacted to arrange site visit directly with Cllrs Tull and Collard. Bob Bosley no longer working for WBC. The Traffic and Road Safety Team has been e-mailed to ask for an alternative contact. The Senior Engineer (Traffic) of WBC has been in contact re signs. Clerk has provided him with possible location sites (Google Map images marked).	Awaiting a response from WBC.
		Office upgrade			Quotes provided by three companies with designs from two. Members Bid for lighting successful. Whole project on-going.	
		Office upgrade - lighting	Clerk		Cllr Tull has now approved lighting design. Awaiting requotes. <b>Quote approved</b> - increase in cost of £186.00	Works date awaited
		Linear Hall - lighting	Clerk		Cllr Tull has now approved lighting design. Awaiting requotes. <b>Quote approved</b> - increase in cost of £203.10	Works date awaited
25/07/2022		The Garage	Cllrs Lenaghan, Salau and Tull	12/12/2022	Complete a feasibility study of The Garage to explore future options. First draft of feasibility with Cllrs Salau and Lenaghan.	Results to be presented to full council.
25/07/2022		Contract review	Clerk		Undertake a sub-contractor contracts review and report options back to full council for consideration.	
25/07/2022		CIL monies project review			A further public consultation to be held once all of the Bellway development monies and feedback from WBC on potential projects has been received.	
25/07/2022		Keep Chairs	Clerk		Replace the chairs to the conditions agreed. Agreed	Clerk to complete
25/07/2022		Internal fire door survey	Clerk	16/01/2023	Invite RES to under a fire safety report of all the internal doors in the Centre. RES has provided a quotation for these works. AGREED	Completed 02/12/2022. Report awaited - report presented to Council
25/07/2022		Solar Panel investigation	Clerk		Seek information on solar panels for the Beansheaf Centre including sustainability, cost and planning consents.	
07/11/2022	118/22/23	Legacy Land - purchase	Clerk		Identify all possible plots of land in the Parish which are not owned and seek to take ownership.	UPDATE: schedule a meeting with WBC to discuss
07/11/2022	116/22/23 h)	Memorial Bench	Clerk		Seek permission from WBC for the siting of the bench. 12/12/2022 - Next steps on agenda.	WBC to install bench in new financial year. Dates awaited

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07/11/2022	122/22/23	Moth and Butterfly	Community & Environment Committee	Seek and refine ways in which PC can engage with community on these projects.	
07/11/2022	123/22/23	e-scooter and electric bikes	Clerk	Engage with Alok Sharma for update on current legislation.	06/01/2023 - Email issued. Response awaited.
07/11/2022	126/22/23	Community Litter Picks	Office Support/CIlr Croal	Arrange a schedule of litter picks for 2023 (starting in January) ensuring that they align with newsletters.	
12/12/2022	134/22/23 c)	Chemical Flush	Clerk	Quote approved.	Date for works awaited - possible 11/01/2023
12/12/2022	134/22/23 d)	Beansheaf clean, polish and seal	Clerk	Quote approved.	Scheduled for 04/03/2023
12/12/2022	134/22/23 e)	Deafness Awareness Course	Clerk	Arrange suitable date. Company contacted. Cannot work weekends.	Consult with Councillors on possible appropriate dates.