

Delegated_Task_Register_Live

Date	Minute Reference	Task	Delegated to	Date Completed	Notes	Next Action
07/02/2022	164/21/2022	Tree ownership - Mill Lane	Clr 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 - there seems to be works taking place currently. Need to check if this is WBC. The area identified as requiring works by PC has not been addressed.
23/05/2022	31/22/23	Signs: Welcome to Holybrook	Working Party - Cllrs Tull and Collard Clerk		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).	WBC has updated and confirmed that this is on their works programme and we should have a meeting in the next couple of months.
		Office upgrade			Quotes provided by three companies with designs from two. Members Bid for lighting successful. Whole project on-going.	On-going
25/07/2022		Contract review	Clerk		Undertake a sub-contractor contracts review and report options back to full council for consideration.	To be completed in April 2023
25/07/2022		Solar Panel investigation	Clerk		Seek information on solar panels for the Beansheaf Centre including sustainability, cost and planning consents.	On-going
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	Apr-23	Seek permission from WBC for the siting of the bench. 12/12/2022 .	WBC to install bench in new financial year. Dates awaited. Complete
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.	Meeting scheduled for 17/04/2023 - pushed back due to CIL Questionnaire
24/04/2023	07/23/24	Meeting conduct	Clerk		Produce a note for public at meetings reminding of the importance to exercise reasonable and appropriate conduct during the meetings.	
24/04/2023	11/23/24 2) and 3)	Review of received correspondence	Clerk and Clr Tull	15/05/2023	Produce and distribute the formal responses from the Council.	COMPLETE
24/04/2023	12/23/24	Annual Assembly Feedback	Clerk		Several actions. Underway	
24/04/2023	14/23/24	Clerk's Report	Clerk		Sign in kitchen to ask hirers to please be mindful of other hirers in the Centre and to keep the noise levels reduced.	
24/04/2023	21/23/24	Calcot Cricket Club	Clerk		Arrange meeting with FoLP and WBC/	Meeting requested