

Delegated_Task_Register_Live

Date	Minute Reference	Task	Subject	Delegated to	Date Completed	Notes	Next Action
		Office upgrade		Office support		Quotes provided by three companies with designs from two. Members Bid for lighting successful. Whole project on-going.	Waiting for some further archiving to be completed by Office Support
	118/22/23	Legacy Land - purchase	Legacy Land - purchase	Clerk		Identify all possible plots of land in the Parish which are not owned and seek to take ownership.	UPDATE: all identified land would need to be checked against the Land Registry. Each deed costs £3.00. To complete this project the Council would need to supply the Clerk with a list, including a description, of where the land is for investigation. The title deed for each area can then be purchased. Alternatively, with this list, WBC's Countryside Dpt may be able to help with low level information. Members need to think about the purpose of this project and the potential benefits vs pitfalls.
24/04/2023	09/23/24	Community and Environment Committee Recommendations:	Road signage	Cllr Tull and C&E committee		Investigate the current road signage and see if more is required/could be better placed.	UPDATE: Cllr Tull leading this project in conjunction with the C&E team. Findings to be presented to full Council.
24/04/2023	09/23/24	Community and Environment Committee Recommendations	Garage	Clerk and Cllr Tull		Take 'step one' to bring The Garage up to a reasonable standard for any potential hire. Phase 1 was considered by the Finance Committee on Monday 3rd July 2023. Agreed pre-planning advice to be sought and community group interest also to be sought.	Pre-planning submitted 31/01/2024. In conversation with WBC. UPDATE: Rejected by WBC. A full application for change of use is to be submitted shortly.
24/04/2023	09/23/24	Community and Environment Committee Recommendations	PC vs DC responsibilities	Clerk		Clerk to put a spreadsheet together of what is PC responsibility vs District vs what residents can do for themselves.	
22/05/2023	29/23/24	Beansheaf Centre - emergency contact number	Emergency Contact - BC	Cllr Somner		To liaise with Carolyn Richardson for latest WBC emergency procedures.	
04/09/2023	64/23/24	Household rubbish in street bins	Household rubbish in street bins	Clerk		Investigate possible signage options to deter inappropriate use of bins.	
09/10/2023	CE05	Social Media Outlets	Nextdoor	Parish Office	30/04/2024	Sign up for and run the Social Media outlet of Nextdoor. Office to run a page on the Nextdoor social media application.	Investigated. Cannot sign up as an organisation and this task it, therefore, discharged.
06/11/2023	82/23/24	Financial Decisions	Parish Council Chairmen plaque purchase	Clerk		A plaque to be purchased and installed in the Beansheaf Centre listing all the Parish Council Chairmen.	
06/11/2023	87/23/24	Financial Decisions	Replacement dog bin	Clerk	08/05/2024	Dual bin to be purchased to replace the existing dog bin, bordered by Low Lane and Sandhills Way, fixed the ground and funded from EMR funds.	Complete
11/03/2024	144/23/24	Approval of C & E recommendations	Community Emergency Plan	Clerk		To start a Community Emergency Plan for Committee to then add to before final council approval	
11/03/2024	144/23/24	Approval of C & E recommendations	Community Payback Service	All members		To arrange the organisation of The Garage to ensure the space is usable for the service.	
11/03/2024	144/23/24	Approval of C & E recommendations	Linear Park Entrances	Clerk		To liaise with WBC on potential or possible works and requests a costing breakdown.	
11/03/2024	157/23/24	Community Spirit Awards	Nominee letters	Clerk	03/05/2024	To write to all nominees and advise of their nomination	Complete
22/04/2024	06/24/25	Litter picking equipment		Clerk		Advertise the availability of litter picking equipment in the parish newsletter.	
24/04/2023	09/23/24	Community and Environment Committee Recommendations:	Designated parking			Liaise with WBC regards possible designated parking. Meeting held on Monday 19th June. On hold (see meeting notes enclosed with July agenda)	On hold.