

## Delegated\_Task\_Register\_Live

Date	Minute Reference	Task	Subject	Delegated to	Date Completed	Notes	Next Action
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.	
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.	Quotes requested. Response awaited
17/06/2024	CE09-24/25	Volunteers for CSW	Community Speed Watch	All members		More members and residents are required to train on CSW to enable the project to take place.	
17/06/2024	CE11-24/25	Bio-Diversity	Audit	All members		Complete a biodiversity audit of the Parish in conjunction with the Emergency Plan	
01/07/2024	F06-24/25	Equipment	Beansheaf Centre	Councillors		To remove all items from the Centre and office that have been identified for disposal.	UPDATE: a lot of equipment has been removed but there are still outstanding items.
09/09/2024	70/24/25	Speed bump for Beansheaf Driveway	Closed meeting report	Clerk		Discuss possibility with WBC.	Clerk e-mailed several WBC departments (11/09/2024) on this but no response from anyone to date
07/10/2024	CE19/24/25	Footpaths	A4 Bath Road/Mill Lane	Clerk		To contact the Environmental Service Director of WBC to ask that a formal survey be completed of these footpaths.	Clerk e-mailed (04/11/2024). Response awaited.
11/11/2024	89/24/25	Community and Environment Committee Consultations	Draft Emergency Plan	Clr Tull & Clerk		Invite Tilehurst and Theale Parish Council's for a conversation on the draft plan to find areas that the Councils could work together. Invite key stakeholders and members of public for additional consultations.	UPDATE: Clerk discussed this informally with the relevant parties and a formal email has now been issued.
24/02/2025	F35/24-25	Review of existing contracts	Centre Phone	Clerk		To investigate whether, with the digital switch over, a landline is still required in the Beansheaf Centre	
10/02/2025	CE36-24-25	Bio-Diversity	Citizen Science Initiative	All members		To complete a survey of green spaces near your homes (could be your own garden).	
14/04/2025	N/A	A4 Bath Road Flooding	Open Forum	Clr Tull		Contact Tilehurst Parish Council on behalf of resident who complained about flooding in the area.	Resident to supply the Council with the photos they have of the area concerned. UPDATE: photos received and forwarded to Tilehurst Parish Council (17/06/2025)
14/04/2025	07/25/26	Foothpath Funding	Footpath – Linear Park	Clerk	COMPLETE	Obtain final figures for funding to complete foothpath work into the park from the edge of the sports field, over the culvert to the Balfour Drive entrance and the end of Bainbridge Road.	COMPLETE. Works ordered.
14/04/2025	17/25/26	Council consideration of Street Trading	Street Trading	Clerk		Following verbal report, contact Public Protection Partnership for Council consideration.	UPDATE: Clerk to send minutes, when approved to PPP.
14/04/2025	18/25/26	Unlocking the Underwood Road playground gates following Mr Prior's passing	Underwood Road – gate unlocking	Clerk		Contact the family of Mr Prior.	UPDATE: the Clerk has reached out to the family but no response received. Will try again
19/05/2025	29/25/26	Purchase of laptops/Chromebooks for Councillors	Equipment Purchase	Clerk	23/06/2025	Find the best budget option for agreed purchase of 15 laptops/Chromebooks with a maximum budget of £4,000 to include virus protection, Windows, setup and laptop bags.	COMPLETE.

### Projects currently on hold - Members to state when they would like to re-address the below

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.
		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

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16/12/2024	116/24/25	Yellow Junction Boxes	-	Clerk		once the drive-through Greggs is completed on the A4 Bath Road and the impact of this is better known, the Clerk is to contact West Berkshire Council's highways department to request that a feasibility study is completed of the A4 Bath Road to ensure better traffic movement, particularly for when incidents occur.	<b>HOLD</b>
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