

RAG KEY		PUCKLECHURCH PARISH COUNCIL ACTION TRACKER 2019
	Completed	
	On Track	
	Some Slippage	
	Serious Slippage	

Last updated on 01.03.19 (JB) (Includes actions in minutes up to 06.02.19)

								RAG
Date	Agenda No.	Item Description	Detail	Owner	Agreed Timeline	Action/Update/Progress	Score	
15th June 2016 21st Sept 2016	89 9d 9b	Agreed to get Solicitor to look at Review land previously owned by Prison and transfer to align with fencing. St Aldams Land - Leases Scout hut and Community Centre	Clerk / BS	BS/ Clerk	Mar-18	Received a response from Keith Burberry to say that the prison will transfer the land to us, Clerk emailed Mr Burberry 15.06.18 to move this forward. BMH Solicitors have been appointed to carry out the legal works. Quotation from PCSL discussed at the meeting on 17.10.18 item 9f and delegated responsibility passed over to BoB. Clerk chased Geraint James BMH Solicitors for an update 01.03.19		
7th Sept 2016	101 5a	BT telephone box	Letter to be written to BT regarding Listed building responsibility	GB	Feb-18	John Furnues BT passed this issue regarding the telephone kiosk repairs onto the customer services dept. for them to deal with 01.02.17 Update from Johnathan Liggins 22.02.17 I can see from the last report that an engineer had closed down the fault but didn't add notes so I have had to re-report and I have copied in the Coach and field manager and the chief field officer to see what's going on. I am hoping that they have ordered glass for the kiosk but I cannot confirm this till they respond to me as soon as I have any sort of update I will be in touch. Chased for update 30.03.17. Minutes 15.11.17 item 9f ACTION: write to BT with regards to their responsibility to look after listed building (GB) to send Clerk a paragraph to include in the letter ACTION: GB to inspect phone box as per minutes of meeting 20.06.18 and 07.11.18		

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18.10.17	128 6d	Lights SPAR	Enforcement chased for time frame Spar Signage PK18/0314/ADV – update received from Kevan Hooper 28.06.18 as follows: The Council have been negotiating with the sign company to mitigate the impact of the signage on the Conservation Area. There have been delays due to the sudden departure of the original planning officer and a delay in replacing the officer, the sign company have also not responded until this week to the advice given by the Councils Conservation Officer in April, the response was only made following the threat of prosecution. It is hoped that a revised scheme will be agreed next week that will be followed by implementation of the new signage. The Council are keen to agree a better design as the next step could be prosecution and then removal of the existing signage, that would leave a shop front with no signage and I understand there may be a large void behind the existing signage. Planning legislation does not give the Council power to ensure there is signage on the shop only that any signage has advertising consent. I hope to be in position next week to agree a revised scheme and move this forward so a new modified sign can be installed and the window replaced.	Clerk	Nov-17	ACTION: GB to write a paragraph to send to the clerk regarding the Spar minutes 20.06.18. Response from Kevan Hooper shown in details column. Chased Kevan Hooper for an update 03.10.18. Chased Brian Glasson for an update. Mins 07.11.18 Update received from Jayne Hall SGC mins 19.12.18 item 7c. Clerk chased Jayne Hall cc Robert Walsh 16.02.19. Update received from Jayne Hall 20.02.19: A site meeting was held at the end of January between the Planning Enforcement Officer, The Conservation Officer and a representative from Spar, who travelled from Cornwall for the meeting. Alternative signage provision was discussed and proposals for an acceptable way forward was agreed between the parties present. We anticipate receiving new plans by the end of the month and so hope to be in a position to approve the application during March and SPAR will then replace the sign with a sign more in keeping with the Conservation Area.			
18.04.18	142 10b	GDPR	Clerk to write data breach policy and shred files inline with document retention policy	Clerk		Data Breach Policy agreed 21.11.18. ACTION: GB and the clerk to set a date to shred old documentation inline with retention policy			
16.05.18	145	Parkfield Noticeboard	GB to look into planning permission for the erection of the noticeboard	GB		ACTION: GB to write something to be posted through all letterboxes in Parkfield Rank, responses to be returned to 25 Parkfield Rank mins 20.06.18 ACTION: GB to put together a letter for RD to circulate to Parkfield residents regarding the location of the noticeboards minutes 20.02.19			
04.07.18	152 9i	Allotment plot 21a	Rubbish being stored at plot 21a	TS		ACTION: TS to speak to Terry regarding his plot ACTION: Mins. 21.11.18 Notice to vacate given to Terry in November'18. Allotment report carried out in Feb no work has been carried out on the plot. ACTION: Clerk to make an agenda item 06.03.19			
18.07.18	155	Speed watch	CP to form a speed watch residents group	CP		ACTION: CP to write an advert for the Pucklechurch News to find out if any residents may be interested in forming a Speed Watch Group for the Parish. ACTION: Clerk to post a call out for volunteers on Shout Out Pucklechurch. Mins 07.11.18. PC Rochford to provide details of how to set up a speed watch group mins. 16.01.19 item 9d. ACTION: Clerk provided CP with PCSO Sam Derricks contact details 28.02.19			

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01.08.18	156 9b	Future Planning	Single agenda item to discuss all the funding received and what it can be used for?	All		ACTION: Clerk to make single agenda item	Red	
05.09.18	157 9d	Allotments	Once trees have been felled allotment liaison group to come back to council with recommendation for its use.	RD		ACTION: RD to update the Allotment Liaison Group of the decision to fell the trees and come back to council with a recommendation from the Allotment Liaison Group for its use (what the area can be used for and by whom?), who is responsible for the upkeep and the management process. Update from Huw Feb'19 - trees have not been felled but some clearance work done.	Red	
05.09.18	158 9k	Quality Council	To apply for Quality Council status in the Local Councils Award Scheme	BS, GB, Clerk		ACTION: BS, GB and Clerk to work towards meeting the set criteria. ACTION: Clerk and BS met on 28.02.19 to work through criteria.	Red	
19.09.18	160 9e	Informal meeting	The Parish Council needs to ascertain what need and what audience we want to attract when renovating the play area.	ALL		ACTION: Clerk to set up a doodle poll to secure a date for the informal meeting.	Blue	
07.11.18	161 9d	Bin at Eagle Crescent	Resolved to add a new bin at Eagle Crescent by the garages	Clerk		Annual increase of £67.24 added to Localism Contract for new bin for next year. 16.02.19 - clerk chased SGC for installation date. Chased Marcus Gill Feb'19 he will chased up his end and said the bin will be in place by the start of the next localism contract year.	Yellow	
16.01.19	162 9d	Shortwood Speed Survey	Request made to carry out the survey further up the hill in Shortwood	CP		ACTION: CP to liaise with Chris Harris and provide details of exact location	Blue	
06.02.19	163 7c	1 Cedar Way	Enclosing of front garden with a fence	GB/Clerk		ACTION: GB to provide details of covenant for the clerk to forward to Kevan Hooper. ACTION: Clerk chased Jayne Hall for an update 28.02.19	Yellow	