



ACTION LOG 2025

| No | ACTION | Responsible... | Update | Status |
|--|--|----------------|---|-----------|
| Carried over from 2024 | | | | |
| 1 | Keep an update of the current planning application at the Village Hall | Clerk | This will be updated when any are rec'd. | ONGOING |
| 2 | Clerk to start a dialogue with BT about a public meeting re BT Digital Voice. | Clerk | Arranging for Feb/March 2025 | ONGOING |
| 3 | Clerk to enquire about the size of burial plots and the regulations. | Clerk | Enquiries ongoing, there is a webinar coming up soon that I may get answers from. | ONGOING |
| 4 | Clerk to order a new defib pad. | Clerk | Ordered 28/01 | COMPLETED |
| 5 | Cllr Standley will look into the delay in SLR meetings. | Cllr Standley | Clerk chased date again on 28/01. SLR now booked in. | COMPLETED |
| 6 | Clerk to contact Andrew at Wilderness Wood re repairing the bus shelter roof. | Clerk | Andrew confirmed getting quote to me for 04/02 PC meeting | COMPLETED |
| 7 | Clerk to chase UKPN. | Clerk | They did commence on the 17/02! | COMPLETED |
| HDPC meeting 14th January 2025 | | | | |
| 1 | Clerk to report to ESH all the faded lines around the village that need reinstating. | Clerk | Reported 28/01 | COMPLETED |
| 2 | Clerk to request more speed 'slow down signs from ESH. | Clerk | Ordered and awaiting delivery | COMPLETED |
| 3 | Clerk and Cllr Standley to chase steward to clear the drains. | Clerk / Bob | Both have chased steward twice | COMPLETED |
| 4 | Clerk to report that the road marking 'slow' down School Lane needs reinstating. | Clerk | Reported 28/01 | COMPLETED |
| 5 | Clerk to chase contractor re quote for burial ground extension cuts. | Clerk | Chased and confirmed £100per cut and asked for 3 cuts to be added to contract. | COMPLETED |
| 6 | Clerk to submit precept paperwork to WDC. | Clerk | Submitted on 15/01/25. | COMPLETED |
| 7 | Clerk to add regular payee list for 2024/25 to the PC website. | Clerk | Added on 15/01/25. | COMPLETED |
| HDPC meeting 4th February 2025 | | | | |
| 1 | Telephone box to be added to the agenda. | Clerk | Added to March agenda | COMPLETED |

| | | | | |
|---|--|------------|---|-----------|
| 2 | Clerk to report the failed manhole cover next to Five Chimneys industrial estate. | Clerk | Reported on 06/02 | COMPLETED |
| 3 | Clerk to email ESH and the new steward | Clerk | Emailed 06/02, awaiting response. Clerk to email again and copy in Bob and ML, this was done on the 05/03. <i>Another email sent on 25/04.</i> | ONGOING |
| 4 | Clerk to start the play area process | Clerk | Site visit held 10/02. Need to draft the survey ASAP. | ONGOING |
| 5 | Clerk to find and circulate to Cllrs the welcome to village booklet | Clerk | Sent to all Cllrs | COMPLETED |
| 6 | Clerk to publish link for ROW ESCC survey | Clerk | Published on FB 10/02 | COMPLETED |
| 7 | Clerk to add to march agenda, rota for clearing drainage cover | Clerk | Added to March agenda | COMPLETED |
| 8 | Clerk to place PA sign order and ensure permission sought from landowners to place signs. | Clerk | Permission requested and granted by both residents | COMPLETED |
| 9 | Clerk to send out save the date and flyers for the PA | Clerk | Published on FB 10/02 | COMPLETED |
| 10 | Send SL the village assessment templates | Clerk | Sent to SL | COMPLETED |
| 11 | Clerk to let contractor know he can proceed with bus shelter roof | Clerk | Emailed on 06/02 | COMPLETED |
| HDPC meeting 4th March 2025 | | | | |
| 1 | Clerk to liaise with UKPN about any planned power cuts. | Clerk | Email sent 05/03. Awaiting response. <i>Chased 28/04</i> | ONGOING |
| 2 | Clerk to add the UKPN project to the agenda for the duration of the project. | Clerk | This has been added. | COMPLETED |
| 3 | Clerk to speak to the UKPN contactor about road sweeps | Clerk | Email sent 05/03. Awaiting response. | COMPLETED |
| 4 | PW will enquire about the flashing speed sign on the A267. | PW | PW has been emailing about this. | COMPLETED |
| 5 | Clerk to draft the play area survey ASAP. | Clerk | Drafted, Cllrs approved. Published 17/03 widely. | COMPLETED |
| 6 | Clerk to liaise with resident about whether there is a desire to form a community group to look after the telephone box. | Clerk | Email sent 05/03. Update on April agenda. | COMPLETED |
| 7 | Clerk to investigate where the excess spoil from graves should be deposited. | Clerk | <i>Still ongoing</i> | ONGOING |
| HDPC meeting 1st April 2025 | | | | |
| 1 | ML to secure a quote for the mapping works at the playing field | ML | <i>ML has a meeting planned</i> | ONGOING |
| 2 | Confidential agenda item to be on May meeting to discuss lease terms. | Clerk | On the 6 th May PC meeting agenda | COMPLETED |
| 3 | Clerk to start to look at the byelaws process | Clerk | <i>Not started yet as finalising year end</i> | ONGOING |
| 4 | Clerk and ML to progress sending information to solicitor | Clerk / ML | <i>In progress, meetings been held with ML and Clerk</i> | ONGOING |
| 5 | Clerk to report Hastingford Lane again | Clerk | Reported | COMPLETED |