



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>	COMPLETED
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 4 th March 2025				
1	Clerk to liaise with UKPN about any planned power cuts.	Clerk	Updated at May PC meeting	COMPLETED
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 1 st 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>On July PC agenda for discussion</i>	ONGOING
4	Clerk and ML to progress sending information to solicitor	Clerk / ML	Solicitor is working on lease	COMPLETED
5	Clerk to report Hastingford Lane again	Clerk	Reported	COMPLETED
HDPC meeting 6 th May 2025				
1	Clerk to chase the road surface issues in School Lane	Clerk	This was reported	COMPLETED

2	Cllr Standley will chase ESH re the SLR dates	Cllr Standley	This has been completed, Sept date TBD	COMPLETED
3	Clerk to investigate the recent cutting of the verges	Clerk	Emails sent and on June PC agenda	COMPLETED
4	Clerk to look at the play area survey again	Clerk		ONGOING
5	BF will look at the telephone box	Cllr Floyd		ONGOING
6	PW to liaise with the resident about School Lane traffic	Cllr Weston	PW has done this.	COMPLETED
7	Clerk to look at burial ground grant for improvement works	Clerk		ONGOING
8	Clerk to arrange site visit re the trees at a property in St Marks Field	Clerk	<i>Email sent to request dates, no response</i>	ONGOING
9	Clerk to approve the memorial headstone request	Clerk	This has been completed & money rec'd	COMPLETED
10	PW to send Parish boundary map to Clerk and AH	Cllr Weston	Received and sent to AH	COMPLETED
11	Clerk to action the approved EMR movements	Clerk	These have been done	COMPLETED
12	Clerk to investigate the recent insurance renewal	Clerk	This was done, new term taken & paid	COMPLETED