

**Full Council Meetings Action Log
2023/2024**

Action No.	Minute No.	Date of Meeting	Minute Action	Allocated to	To Do	Date completed
A3	127/24	13th February 2024	Contact Southern Water regarding sewer plan for the village/The Parsonage	Cllr Summersgill & Clerk	Cllr Summersgill to assist clerk with drafting letter. Letter sent 11th March 2024. Cllr Summersgill taken a copy to SW meeting (10/7/24) MS liaising with other SW contacts (Aug 2024)	
A4	127/24		Review library status	Cllrs Adam and Boswell and Robertson	To meet to discuss	
A18	138/24		Risk Assessments - review format (see A109)	Clerk	To update prior to next review in January 2025	
A19	141/24	12th March 2024	Review Cloudy IT annual support	Clerk/Finance	Review at budget meetings	
A27	153/24		Review faint yellow lines in village	Cllrs	To report to the Clerk	

2024/2025

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A33	014/24	7th May 2024	Arrange Sub-Group meetings for ACV, Byelaws and Resilience Planning	Clerk	Emailed Cllrs 9/5/24 for dates: Byelaws 13/7/24 at 9am. Resilience Planning 10/2/25 ACV to be arranged	
A37	024/24	9th July 2024	Cllrs and office staff to undertake Carbon Literacy Training	All	Look at SLCC training	
A79	088/24	10th December 2024	Flooding under Pattenden Lane railway bridge	Ali	Raise with Kent Highways / Network Rail at next meeting	
A85	092/24		Fingerpost repair	Cllr Tippen/Ali	Contact contractor to confirm acceptance of quote for works - cast iron not to be used - Cllrs discussing alternatives 11/2/25 - request more details Deferred to 11/3/25 meeting - further information received - need to revisit	
A86	092/24		Meeting with South Eastern	Cllr Adam/Ali	Confirm Richard will attend F2F meeting - ? Microsoft Teams availability Member of staff left - rearrange for March - dates to be agreed - April 2025	
A97	124/25	11th February 2025	To liaise with Police Inspector regarding contacting ward officers	Cllr Rabot		
A105	125/25		Update Word documents to meet new Accessibility regulations	Ali	Ongoing	
A109	136/25(F)	11th March 2025	Update Risk Assessments and upload to website	Ali	Ongoing	
A111	137/25(D)(e)		Trial Sharepoint with a few Cllrs	Ali/Rachel		
A113	138/25(B)(f)		Prepare file with parish assets (devolution)	Ali	Ongoing	
A114	139(C)(a/b)		Set up bank mandates for Cllrs Dobinson and Goda	Ali	Unity/Nat West	