Full Council Meetings Action Log

Action for Cllrs
Action for Clerk
Action for Cllrs and Clerk
Ongoing

ONGOING

Action No.	Minute No.	Date of Meeting	Minute Action	Allocated to	To Do	Date completed
A18	138/24	13th February 2024	Risk Assessments - review format (see A109)	Clerk	ONGOING: Continuing to be updated.	
A27	153/24		Review faint yellow lines in village	Cllrs	ONGOING: To report to the Clerk	
A105	125/25	10th December 2024	Update Word documents to meet new Accessibility regulations	Clerk	ONGOING	
A109	136/25(F)	11th March 2025	Update Risk Assessments and upload to website	Clerk	ONGOING	
A177	085/25	11th November 2025	Arrange further Speed Watch dates	Cllrs Rabot and Summersgill	ONGOING	
A230	142/26	14th April 2026	Cllr Rabot to liaise with Beat Officers for surgery dates	Cllr Rabot	ONGOING	

2024/2025

Full Council Meetings Action Log

Action No.	Minute No.	Date of Meeting	Minute Action	Allocated to	To Do	Date completed
A111	137/25(D)(e)	11th March 2025	Trial Sharepoint with a few Cllrs	Clerk		
A117	148/25(D)		Chase Southern Water	Clerk	Chased April - September Mike Russell is now contact	

2025/26
Full Council Meetings Action Log

Action No.	Minute No.	Date of Meeting	Minute Action	Allocated to	To Do	Date completed
A150	046/25	12th August 2025	Write to Southern Water regarding the new pipework system at Bewl Water / flood risk assessment	Clerk	Emailed Mike Russell 9/9/25	
A168	069/25	14th October 2025	Arrange meeting with Allotment Society	Clerk / Cllr Rabot		
A171	074/25		Obtain quotes for wooden fingerposts	Clerk	ON HOLD	
A206	118/26	10th February 2026	Arrange meeting with MBC/KCC re asset transfers	Clerk	Asset Transfer WG	
A213	123/26	10th March 2026	Cllr Turner to view Business Stream account due to high invoice	Cllr Turner		
A234	142/26		Cllrs to look at GDPR training	Cllrs		

2026/27
Full Council Meetings Action Log

Action No.	Minute No.	Date of Meeting	Minute Action	Allocated to	To Do	Date completed
A240	041/26	9th June 2026	Obtain costings for planning consultants / contact other Parish Councils	Clerk		
A247	058/26		VAT spreadsheet for last 6 years	Clerk		
A254	069/26	11th August 2026	Annual Residents Meeting/Social event 2027	Cllr Boswell and Clerk	Look into ways of inviting organisations and residents along	
A256	092/26	8th September	Contact South East Water for data in tracking leak reports on AquaAlert	Clerk		
A257	092/26	8th September	Discuss commuted sum for allotments	Allotments Sub-Group to meet	Meeting on 15th October	
A259	093/26	8th September	Arrange for an Asset Transfer Working Group meeting	Clerk		
A260	095/26	8th September	Remove old Deputy Clerk details from bank mandates and add new details	Clerk	Add new Deputy Clerk details in March (6 month probation)	
A263	096/26	8th September	Confirm whether Church Green is listed for speed watch	Cllr Summersgill		