

Number	Action	Responsible	Date raised	Target/Actual completion	Status	Response/Update
PC-81	Cllr Higley to develop action list for Parish Council DPO	Katherine	18/01/2019		Closed	Cllr Higley to send Clerk DPO.
PC-92	Cllr Higley will consider a range of opportunities related to reducing traffic and pollution and present specific proposal for the Council to consider at a future meeting.	Katherine	09/12/2018		Closed	12 Oct: Cllr Higley to provide update at Nov meeting. May 2019: Cllr Higley sent a proposal to the school. 21 Mar: Cllr Higley provided and update but more time is required to complete her assessment of traffic usage during the school run. 16 May Further update provided plans to speak to school
PC-96	Parish Clerk to contact the maintenance office for Royal Mail and request maintenance of village post box.	Ina	21/03/2019		Closed	Oct 2018: No responses received, but local Post Office confirms that it has not been in use for years. 27 Mar Contacted Royal Mail waiting information 8 May Contacted via email asking for boxes to be painted and if storage box can be removed
PC-97	Cllr Brooks and Cllr Beard to look at the telephone box and storage box and see what maintenance is required.	Keith / Warren	21/03/2019	30/06/2019	Closed	12 Oc: PC agreed to hire contractor to paint phone booth and remove old storage box. 8 May Warren and Keith waiting for better weather before committing
PC-98	Parish Clerk to check requirements for planning in terms of 'The Boat' and art installations	Ina	18/04/2019	16/05/2019	Closed	Sep 2019: SODC confirmed that a planning application will be required. 23 April Ina contacted SODC to find out requirements 26 April SODC sending out Planning Officer
PC-100	Cllr Hatcher to share TAPAG updates with residents via The Village Bulletin	Rachel	18/04/2019		Closed	Ongoing
PC-102	Ina Chantry to contact Jane Murphy at SODC asking for this planning application to be taken to the Planning Committee.	Ina	18/04/2019	01/05/2019	Closed	23 April Ina contacted SODC and asked for this to be taken to Planning Committee
PC-103	Ina Chantry to find out and clarify SODC policy on tree removal from property	Ina	18/04/2019	01/05/2019	Closed	1 May SODC response email sent out to councillors 23 April Ina contacted SODC and asked for a copy of their tree felling policy
PC-105	Ina Chantry to contact AFJones and ask for to be booked in for work on gate plinth to be completed	Ina	18/04/2019	01/05/2019	Closed	Oct 2019: Work being completed by alternate supplier and AF Jones was not available. 23 April Ina contacted AFJones and asked to be booked in
PC-111	Cllrs Bowen, Donahue and Steward to discuss a proposal for a Pavements Working Group.	Jim	16/05/2019	18/07/2019	Closed	Oct 2019: Cllr Donahue met with OCC for a walkthrough to discuss. OCC to provide further feedback.
PC-112	Parish Clerk to contact Peter Gammond, Community Safety at SODC to obtain further advice on security for the Village Green.	Ina	16/05/2019	20/06/2019	Closed	Completed.
PC-113	The Parish Clerk to prepare a Profit and Loss statement for the Village Hall to show how much revenue is generated and how much is being spent through normal utilities and expenses. Grants and capital improvements should be listed separately.	Ina	16/05/2019	20/06/2019	Closed	02 Sep: Draft PNL statement provided for May meeting. New clerk for formalise this.
PC-114	Cllr Higley to have a discussion with the primary school on how to develop a 'walking bus'.	Katherine	16/05/2019	18/07/2019	Closed	02 Sep: Letter sent to school with Walking Bus proposal.
PC-115	Cllr Hatcher and Cllr Beard to arrange a meeting with Sally Howard to discuss possible plans for the boat.	Rachel / Warren	16/05/2019	18/07/2019	Closed	December 2019 JD requested a meeting with land owner.
PC-116	Cllr Brooks and Cllr Bowen to look at how security for the Village Green could be improved	Keith/ Dave	16/05/2019	18/07/2019	Closed	Needs to be re-assigned.

PC -117	The Parish Clerk to ask the contractors if the work on the gas pipes can be moved to the school summer holidays starting the end of July.	Ina	16/05/2019	17/05/2019	Closed	02 Sep: Road closure was delayed by 3 weeks reducing the impact on the school run. 17 May: Work is part of fixed programme, but Clerk should clarify the duration of the 5 week closure vs the overall 11 week work program.
PC- 118	The Parish Clerk to contact OCC and ask for support with reducing the amount of traffic coming through Whitchurch on Thames, creating restricted parking areas on the High Street during Hardwick Road Gas Works.	Ina	16/05/2019	25/05/2019	Closed	17 May OCC contacted awaiting response
PC-119	Parish Clerk to find out if OCC will be resurfacing the road once the gas works have been completed.	Ina	16/05/2019		Closed	02 Sep: Cllr Donahue requested this from OCC Tim Wilde and raised issues related to previous gas work on Hardwick Road that OCC agreed should be repaired.
PC-120	PC to discuss the role of the Whitchurch Society going forward and Chair and Vice Chair would like to retire.	Ina	21/05/2019		Closed	02 Sep: New leaders for Whitchurch Society appointed.
PC-121	Clerk to register second alternative polling site to the Village hall and consulting with Old Stables.	Clerk	12/09/2019		Open	Sep: Coubcil agreed to investigate Old Stables as an alternative site.
PC-122	Clerk to submit request for 1 new salt bin to replace damaged bin on Manor road and 1 free bag, once new location for the bin is advised by Cllrs Higley and Stewart.	Clerk		to online banking as well as JMG	Closed	Oct 2019: New bin ordered and location selected.
PC-123	Clerk and Cllr Higley to draft response to ICO in line with discussion held.	Clerk	12/09/2019		Closed	Completed.
PC-124	Clerk to forward the ICO response to former Cllr Hanfrey at her request.	Clerk	12/09/2019		Closed	Oct 2019: ICO response forwarded.
PC-125	Prepare bank mandate variation to remove I Chantry, K Brookes, D Bowen, add remaining councillors, and update mailing address. Action: Cllr Donahue to follow-up.	Clerk	10/10/2019		Closed	Nov 2019: Jim submitted the request but Lloyd's did not receive it. He will reapply and also add new concillors.
PC-126	Cllr Steward to survey immediate neighbours of the Village Hall to see if they would like the boat there.	Jon	10/10/2019		Closed	Nov 2019: Cllr Steward said at least one close neighbour objected to the boat being located at the Village Hall. Decision taken to not propose putting the boat there.
PC-127	Cllr Steward to circulate the options to members of the Village Green WG and Green Team for feedback. A final decision on the bench design to be purchased to be presented at the next meeting.	Jon	10/10/2019		Closed	Nov 2019: Decision taken to purchase 3 hardwood benches from Mole Valley Ltd. Cllr Steward to purchase an install these.
PC-128	Cllr Hatcher to provide update from TAPAG plans to protect the verge on High Street and Manor Road.	Rachel	10/10/2019		Closed	Nov 2019: TAPAG is looking into this with OCC. Will suggested use of logs or stumps on temporary basis until OCC provides a permanent solution.
PC-129	Warren to coordinate painting of Phonebooth and remval of storage box.	Warren	10/10/2019		Closed	Nov 2019: Local contractor is waiting for good weather to paint it.
PC-130	Mark Candlish to provide a quote for tree surgeon to inspect the yew trees.	Mark	10/10/2019		Closed	March 12, 2020 - Cllr Grosfort has a recommended sub-contractor.
PC-131	Cllr Steward to get 2 more quotes for weedkilling for a decision at the next meeting.	Jon	10/10/2019		Closed	Dec 2019: Approved to use Azalea quote for weedkilling (£500) Nov 2019: Cllr Steward siad that he is unable to get further quotes for this as other contractors will only perform the work as part of a larger maintenance contract.
PC-132	Will Barclay to come back to the Parish Council with a plan for relandscaping the land including a budget for the work.	Will	14/11/2019		Closed	Completed.
PC-133	Cllr Grosfort find the insurance for the Village Hall and ensure the Liability Insurance has been renewed.	J-M	14/11/2019		Closed	J-M confirmed insurance.
PC-134	Clerk to request information from WOT Cricket Club water	JMY	09/12/2019		Closed	will resolve any long-term agreements with water usage.JMY reported that the
PC-135	Clerk to find out how much PC can access for emergency funding.	JMY	09/01/2019		Closed	from the previous meeting. That was how much the PC had authority to spend
PC-136	Clerk to contact SODC for TPOs questions from Cllr Higley	JMY	13/02/2020		Closed	trees are diseased or no longer on land. JMY emailed Joe Smith for a response on
PC-137	Cllr Steward would provide 3 quotations to	JS	12/03/2020		Open	
PC-138	Cllr Grosfort will obtain 3 quotes for the ne	JMG	12/03/2020		Open	

PC-139	Cllr Steward to obtain costs associated with	JS	12/03/2020		Open	
PC-140	Cllr Hatcher to contact Hilary Jensen about	RH	12/03/2020		Open	

Summary	Total
Open	5
Closed	34
On-hold	0
Total:	39