

| 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. |

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| 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 | | Closed | April 3, 2020 Clerk received email from Returning Officer at SODC to statthe current arrangements were suitable and it would be reviewed in 2021.e that March 30, 2020 Clerk emailed electoral commission. We must contact the Returning Officer who decides/allocates polling stations.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 | | o 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 | Cllr Donahue to coordinate painting of Phonebooth and remval of storage box. | Jim | 10/10/2019 | | Open | up pending Government advice over the commencement of workd.Nov 2019: |
| 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 |

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| 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 | | Closed | March 2020 - JD has placed an emergency plan notice on the website. John Braden |
| PC-141 | Cllr Grosfort and Donahue to provide quotes for Yew Tree trimming | JD/JMG | 09/04/2020 | | Open | |
| PC-142 | Clerk to update the Standing Orders to reflect the change to publish draft minutes. The Clerk will provide draft minutes to Councillors within one week of the meeting and the Councillors will provide amendment within one week of receiving the draft. | Clerk | 09/04/2020 | | Open | |
| | | | | | Summary | Total |
| | | | | | Open | 6 |
| | | | | | Closed | 35 |
| | | | | | On-hold | 0 |
| | | | | | Total: | 41 |