

Puddletown Area Parish Council Action Log

Action Number (year number / consecutive number)	Old Action Number linked to	When Initiated?	Who is Actioned?	Title	Details	Status (progress description plus colour code: Red - no progress; Amber - action in progress; Green - action completed)	Present at last meeting	Complete
24b		13/06/2023	Clerk	Land Registry Search	Clerk to cary out a land registry search on the Coombe Area	14-06-23 Land registry explored. Findings to be reported to Council. Unsure if land registered. Ask Councillors how they wish to proceed (July 23 meeting)	Jul-23	
27		13/06/2023	Cllr Sheppard	Clarify Seat in need of repair		Cllr sheppard to clarify if repairs required to bench seat or Swing Seat. 20-6-23 Conversation between Cllr Sheppard and Clive took place discussing bench seat in need of repair. 22-06-23 Clerk advised Clive to continue with repair as Health and Safety issue. No cost for materials just labour	Jul-23	Y
28a		13/06/2023	Clerk	Accounting Software	Clerkt o contact Starboard Accounting to purchashe Scribe Accounting Package. Plus set up accounts	Scribe purchased and set up. Report to Council July to confirm Cost centres, Cost Codes & new budget as requested by Auditor (Report attached, including recommendations for July meeting)	Jul-23	
28b		13/06/2023	Clerk	Emails	Set up "absence" email account with access for Chairman & 2 x Vice Chairmen	28-06-23 Set up, Chairman & 2 x Vice Chairmen informed of password.	Jul-23	Y
28d		13/06/2023	Cllr Johnstone	Meeting Ken Hussey	Cllr Johnstone to meet with Ken Hussey to discuss new equipment within OM play park	16-06-23 Cllr Johnstone meet with Ken Hussey. Report to be produced and submitted shortly	Jul-23	
28e		13/06/2023	Clerk	Prepaid Card	Clerkt o contact Equals Money to set up account for 1 x prepaid card for clerk	16-06-23 Account set up underway via Equals Money Website. 22-06-23 Email received asking for a copy of either Passport or Driving licence for Alan Sheppard, Harry Doe, James Johnstone, Mike Brown, Peter Walton	Jul-23	
28e		13/06/2023	Clerk	Finance Regulations	Clerkt o check and update if necessary Finance Regulations for Prepaid Card	28-06-23 Financial Regs checked. Regulation already in place in "6.19 A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council. Transactions and purchases made will be reported to the council and authority for topping-up shall be at the discretion of the council."	Jul-23	Y
28b		13/06/2023	Clerk	Slurry Lagoon Meetong	Clerk to register cllr Ridout to attend and speak at the Slurry lagoon Planning Meeting.	14-06-23 Cllr Ridout registered to attend and speak	Jul-23	Y
29		13/06/2023	Clerk	Planning	Clerk to submit Planning comments as approved	14-06-23 Submitted	Jul-23	Y
32		13/06/2023	Clerk	Policies	Clerk to publish approved policies (Co-option & Equality & Diversity)	14-06-23 Published	Jul-23	Y
33a		13/06/2023	Clerk	Finance & Accounts	Clerk to process Monthly Payments	14-06-23 Processed	Jul-23	Y
33b		13/06/2023	Clerk	External Auditors - Document	Clerk to submit Conflict of Interest Document to BDO LLP as approved	14-06-23 Submitted	Jul-23	Y
33c1		13/06/2023	Clerk	Treeworks	Clerk to contact Hardy's to confirm tree works within the school grounds.	15-06-23 Email sent approving works. 20-06-23 Email received confirming works will go ahead in August when school children not on site.	Jul-23	
33c2		13/06/2023	Clerk	Puddletown Rec Ground	Clerkt to contact Countrywide as Official Grounds Maintenance Contractor to inform rejected selective treatment works, and request quote for restoring the whole field within tinning and slitting to help drainage.	15-06-23 Email send, rejectig selective treatment quote, and asking for quote to restore entire field. 15-06-23 Email received stating will look at best option and report back.	Jul-23	
8a - 2023/24	126	09/05/2023	Clerk	Green Area by Lights Blandford Road / High Street	Contact Dorset Highways to request permission to place a bench or decorative stone on the green to stop parking.		Jul-23	
11 - 2023/24		09/05/2023	Clerk	Ken Hussey - Repair Works Pud Rec	Contact Ken to progress with works required to repair basketball area	10-05-23 Ken contacted informing Council approved parts and labour cost. 31-05-2023 Sutcliffe's contacted to amend invoice to show Puddletown Area Parish Council as purchaser.	Jul-23	
12b - 2023/24		09/05/2023	Clerk	Cricket Club FUA	Email the Cricket club representative to confirm approval of FUA, plus asking for a list of all equipment and structures owned by the club which are kept at the recreation ground	19-05-23 List of items received for FUA from Crick et Club. 30-05-23 Copy of FUA sent to Alan ready for signing. 31-05-23 Signed by Alan on behalf of PAPC and email sent to PRIDE & Cricket Club requesting they meet with Alan to sign. Signed, & Filed	Jul-23	Y
15 - 2023/24		09/05/2023	Clerk	Sand Bag Location.	Cllr Green and the Clerk to work together identifying possible new locations and land ownerships	Cllr Green identified the area discussed during the last meeting, however the building is more dilapidated and over grown than first thought.	Jul-23	
158		11/04/2023	Clerk	Road Sweep	Clerk to chase Dorset Council regarding having a road sweep visit the parish.	DC Portsl ref HWDR489798464 22-02-23 @ 16.01. 12-04-23 @ 15.36 DWPMRS50715762 & DWPMRS507158601, 27-04-23 Email sent to Poundbury Depot	Jul-23	
156b2		11/04/2023	Clerk	DWP Bin Puddletown Church	Contact Dorset Council Waste Partnership to request the bin by the Puddletown Church be replaced with a larger bin, due to the removal of a second bin, reducing current capacity by 50%	Requested on DC portal DWPPLB507160623 @ 15:44 on 12-04-23. 27-04-23 Email sent to Poundbury Depot	Jul-23	
156b1		11/04/2023	Clerk	Dorset Police Driver Training	Contact Dorset Police inviting them to attend a full Council monthly meeting to discuss Dorset Police Driver Training, plus asking for action to be taken on illegally parked cars	28-06-23 Email sent to Alison Donnison asking for correct contact details for Dorset Police Driver Training	Jul-23	
155		11/04/2023	Clerk	Butts Close Plyground	chase Magna for Butt Close playground area contract.	Need to send Lease plan. Lease plan is a detailed map of the area. which is Land Registry compliant, (The Land Registry requirements for the plan are that it must: accurately show the extent of the land being registered; be drawn to a stated scale (preferred scales are: 1:1250);indicate its orientation with a north point;shows sufficient detail to be identified on the Ordnance Survey map; and make clear the general location by showing existing roads, junctions or other landmarks.) Clerk called Kara Shaw to state I would investiagte the plan, plus to request the fence be repaired as agreed before the lease if finalised.	Jul-23	
155		11/04/2023	Clerk	OM Playground	Order the Swing Joint, investigate signage costs and report back to full council, and chase the Chestnut pole order.	25-04-23Swing Joint ordered and requested Ken to fit. Acknowledgement from Ken receied . 25-05-23 Quote from DC for £40 donation to Thorncombe Wood for the Chestnut poles. Email sent to Ian asking if he is able to collect. 26-05-23 Email sent to Cllr asking if anyone can collect Chestnut Poles.	Jul-23	
140j		14/03/2023	Clerk	Trees for the Coronation	Investigate costs for planting 2 trees within the Parish to celebrate the Kings Coronation	28-06-23 Email sent to Simon (Director Holme for Garden) requesting recommendation for tree type, size and cost	Jul-23	
140d		14/03/2023	Clerk	Photo Cllrs	Take head and shoulders shot of all cllr's.	13-06-23 Photos taken of all Cllrs except Cllr Brown & Cllr Doe	Jul-23	
140d		14/03/2023	Cllrs	Write short 100 - 150 word bio	Councillors to write short bio about themselves for noticeboardfs and website		Jul-23	

Puddletown Area Parish Council Action Log

140a		14/03/2023	Clerk	Bin Tolpuddle Layby	Contact DWP to request bin be replaced in Tolpuddle Layby	Requested on DC portal DWPPLB507160623 @ 15:44 on 12-04-23. 27-04-23 Email sent to Poundbury Depot	Jul-23	
140a		14/03/2023	Clerk	Bin by Tolpuddle Bus Shelter	Contact Highways to see if possible to move bin to otherside of bus shelter	Email sent to Mike Haines Operations Manager DWP 27-04-23 Email sent to Poundbury Depot	Jul-23	
123		14/02/2023	Clerk	Investigate the purchase of a new stake for Tolpuddle Recreation Area.		18-02-23 Email sent to Barry Knight requesting quote for work	Jul-23	
123		14/02/2023	Clerk	Contact Magna and ask them to repair the fence at Butt Close Recreation Area.		See below 19/230 (b)	Jul-23	
19/230 (b)		10/03/2020	Clerk	Write to Magna Housing re. Butt Close Play Area		Magna Housing need the full proposal in writing to the director before they can sign off on it. Awaiting a plan from the landscape architect before we send this on to Magna. 08/08/2020 Email to Director at Magna Housing, consultation has begun and is due to end 30th September 08/10/2020 update - Magna Housing have agreed to a 20 year lease term and to repair the fence prior to commencement. Draft Lease is agreed. Awaiting paperwork to sign. 11/10/2022 - Magna have made contact, draft lease agreed. Cllrs discussed at P APC 11/10/22 and agreed to progress. 22-02-23 Email received from Kara Shaw Paralegal for Magna. Requesting Lease plan. Lease plan is a detailed map of the area. which is Land Registry compliant, (The Land Registry requirements for the plan are that it must: accurately show the extent of the land being registered; be drawn to a stated scale (preferred scales are: 1:1250); indicate its orientation with a north point; shows sufficient detail to be identified on the Ordnance Survey map; and make clear the general location by showing existing roads, junctions or other landmarks.) Clerk called Kara Shaw to state I would investigate the plan, plus to request the fence be repaired as agreed before the lease if finalised.	Jul-23	
123		14/02/2023	Clerk	Contact contractor for a quote to carry out repair works at Puddletown Recreation Ground on Youth shelter. Back Rest posts need replacing		Email sent to Barry Knight 18-02-23 requesting quote for work	Jul-23	
128		14/02/2023	Clerk	add to agenda. Alongside cost for Chestnut posts. To resolve the repairs works for the entrance to Orchard Meadow		Email sent to Ian Curtis 16-06-23 asking for quote to install poles. Poles collected from Thorncombe and with Ian.	Jul-23	
21/178		12/04/2022	Clerk	Seek advice and guidance from arborists on how to manage the space and trees along the Coombe in Puddletown		12-05-23 Meeting with Simon from Hardy's. Explained area in need of stabilisation plus advised to place a couple of signs "STEEP BANK DO NOT CLIMB"	Jul-23	
22/068		11/10/2022	Clerk	Replacement bus shelter's in Tolpuddle		22/10/2022 Highways contacted with a request for a new bus shelter including a seat at the western end of the village. Two shelters including benches at the eastern end of the village (one on each side of the road).	Jul-23	
22/076		08/11/2022	Clerk	SID in Tolpuddle		08/11/2022 Ongoing concerns around the current location of the SID in Tolpuddle. Highways have advised that the existing SID will 'underperform' if the hedge around the SID is not maintained to a high enough standard. Martyrs Museum own the hedge and feel that the hedge is sufficiently cut. Solar Panels have been earmarked for the SID however until this issue has been resolved Highways do not feel the PC would be getting the best from the SID. DC have confirmed the SID can not be raised on the pole, as the device would be out of the line of sight for drivers.	Jul-23	
22/082		08/11/2022	Clerk	New seat for bus shelter, High Street, Puddletown		09/11/2022 Liaising with Dorset Highways regarding a suitable bench for the bus shelter. 15/12/2022 email reminder to Highways. 13-03-2023 email sent to Adam Frost chasing progress	Jul-23	