

Puddletown Area Parish Council Action Log
(Yellow discussion and approval required at next meeting)

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
38		11/07/2023	Clerk	Declaration of Interest	Clerk to work with Cllr Bendall to ensure registration is complete	12-07-23 Link requested with DC Ref ROI-REQ-530983382	Aug-23	
41a2		11/07/2023	Clerk	Finance	Clerk to set up new reserves in Scribe for R16 Office Equipment, R17 Training, R18 Grants, R19 Puddletown Pavilion & R20 Elections.	18-07-23 Set up complete	Aug-23	y
41a2		11/07/2023	Clerk	Finance	Clerk to set up the budget as approved in Scribe.	18-07-23 Set up complete	Aug-23	y
41a2		11/07/2023	Cllr Bendall	Finance	Cllr Bendall to investigate the Scribe system to find a more conducive report for Cllr when approving expenditure.	17-07-23 Email sent to Cllr Bendall as report identified by Clerk during training session.	Aug-23	y
41a2	156b2	11/07/2023	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%	12-04-23 Requested on DC portal DWPLB507160623 @ 15:44 on 12-04-23. 27-04-23 Email sent to Poundbury Depot 11-07-23 Clerk to contact DWP to chase. 17-07-23 Request sent to Cllr's for photographic evidence	Aug-23	
41a4	140a & 22/068	11/07/2023	Clerk	Bus shelter's in Tolpuddle	Contact Highways to see if possible to move bin to other side of bus shelter	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). Email sent to Mike Haines Operations Manager DWP 27-04-23 Email sent to Poundbury Depot 10-07-23 email received from DC stating we can replace bus shelters in Tolpuddle. The present bus shelters are not on their asset register and therefore thought not to be theirs but initially installed by PC and therefore no funding available for removal or replacement. (N.B. Tony from Busstop contact)	Aug-23	
44		11/07/2023	Clerk	New benches - Round Parish	Clerk to investigate the replacement cost for new benches		Aug-23	
45a6		11/07/2023	Cllr Green	Adopt a phone box	Cllr Green to investigate if the phone box is still available for adoption and the report back to council.		Aug-23	
45a7		11/07/2023	Cllr Green	Puddletown sign	Cllr Green to suggest to resident they report the missing sign to Highways via the Dorset Council portal.		Aug-23	
45a8		11/07/2023	Cllr Walton	Max Events	Cllr Walton to suggest to residents they report their concerns to planning Enforcement		Aug-23	
45a10		11/07/2023	Clerk	Mechanical Road Sweep	Clerk to chase previous request for a mechanical road sweep through Tolpuddle and Puddletown. Plus, to add a link to the PAPC Facebook page on where to request a Mechanical Road Sweep.	18-07-23 Email sent to Kelly (old Clerk) as Facebook stating account registered to her personal address and has kicked my access.	Aug-23	
46		11/07/2023	Clerk	Planning Applications	Clerk to submit planning comments	18-07-23 All comments submitted	Aug-23	y
48	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. 13-07-23 Email sent to Wessex Water re ownership of land in front of pumping station 11-07-23 Clerk to contact Wessex Water to see if they own the land next to the pumping station. 13-07-23 Email sent to Wessex Water enquiry about land ownership in front of pumping station	Aug-23	
49		11/07/2023	Clerk	Publish Policies	Clerk to publish the adopted Allowances, Expenses & Re	13-07-23 Policies published	Aug-23	y
50		11/07/2023	Clerk	Finance - Monthly expenditure	Clerk to process payments	Payments approved by Cllr's	Aug-23	y
24b	21/178	13/06/2023 12/04/2022	Clerk	The Coombe	Clerk to carry out a land registry search on the Coombe Area	12-04-22 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" 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) John Ridout looking into old minutes and reporting back to Council in August.	Aug-23	
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	Aug-23	
28e		13/06/2023	Clerk	Prepaid Card	Clerk to 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. 11-07-23 Jim & Peter W ID received 12-07-23 Alan's ID received 17-07-23 Chase email sent to Harry. Email to Mike asking email to confirm full name and DOB, as dispensation given on ID by Equals money	Aug-23	
33c1		13/06/2023	Clerk	Treeworks - School	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.	Aug-23	
33c2		13/06/2023	Clerk	Puddletown Rec Ground	Clerk 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. 14-07-23 Quotes received present Aug meeting	Aug-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.		Aug-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. 17-07-23 Email received parts arrived with Ken, installation to follow	Aug-23	
161d		11/04/2023	Clerk	Reserves	Update reserves as listed in minutes		Aug-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	Aug-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 investigate the plan, plus to request the fence be repaired as agreed before the lease if finalised.	Aug-23	

Puddletown Area Parish Council Action Log
(Yellow discussion and approval required at next meeting)

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	Aug-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, 11-07-23 Photo taken of Cllr Brown	Aug-23	
140d		14/03/2023	Cllrs	Write short 100 - 150 word bio	Councillors to write short bio about themselves for noticeboards and website	Cllr Green, Cllr Redman received	Aug-23	
140a		14/03/2023	Clerk	Bin Tolpuddle Layby	Contact DWP to request bin be replaced in Tolpuddle Layby	Requested on DC portal DWPLB507160623 @ 15:44 on 12-04-23. 27-04-23 Email sent to Poundbury Depot	Aug-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)	Aug-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 PAPC 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.	Aug-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 Ian Curtis 18-02-23 requesting quote for work	Aug-23	
126		14/02/2023	Clerk	contact Dorset Council Highways to request they place a sign on the green area by the traffic lights at the Blandford Road / High Street crossing, stating NO PARKING. Noting parking isn't a great issue but what is happening is that the constant use is creating a build-up of mud on the pavement in what is a heavily used crossing, specifically for school children and their parents / carers.		22-02-23 - Submitted request via Portal Ref 1213440 - 06-03-2023 DC state "No Defects found meeting current safety investigation levels, we will continue to monitor through routine inspections." April Meeting - Clerk to contact DC Highways regarding permission for PAPC to place a bench in area.	Aug-23	y
22/040		12/07/2022	Clerk	Liaise with Dorset Highways regarding the siting of two Play Park road signs on Main Road, Tolpuddle		10/08/2022 Jeffery Damer from Highways emailed to confirm one sign will be moved as it is on private land, the other sign is in the orthodox position but highways will investigate and get back to me. 03/10/2022 Jeffery Damer email - Western warning sign - We will be relocating the sign to a lamp column and removing the post as soon as possible. This work will be funded for by Dorset Council because we had it erected wrongly on private land. Eastern end - We will adjust the sign to ensure that no part of the sign is overhanging the garden / boundary wall, and as above Dorset Council will fund this work. The residents of the property have complained that the sign / post are preventing them from maintaining their hedge. Their hedge which sits next / behind the garden wall is in fact overhang the footway which is highway land. The location of the post does not hinder the maintenance of the hedge. The sign could be relocated to the near by lamp column which is also next to the garden / boundary wall and the post removed but because we see no problem with the current location of the sign Dorset Council will not fund this work. The cost of relocating the sign to the lamp column and removing the post is £169.82. 11/10/2022 Cllrs agreed to look at this again in Feb 2023 when they can assess the PC bank balance.	Aug-23	
22/078		08/11/2022	Clerk	Monitor metal grids at Puddletown park		08/11/2022 Monitor incidents of any slips on the metal grids at Puddletown park.	Aug-23	
22/084		08/11/2022	Clerk	Speeding in Troy Town		08/11/2022 Monitor concerns from residents about speeding in the area. A traffic survey was conducted by Dorset Highways in October 2021 and they will not look at it again so soon. Monitor and bring back to PAPC in summer 2023.	Aug-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.	Aug-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 10-07-23 email received from DC stating we can install a seat in the Puddletown Bus Shelter if we wish again at our cost as they do not currently support benches in bus shelters.	Aug-23	