

Puddletown Area Parish Council Action Log

Action Number (year number / consecutive number)	When Initiated?	Who is Actioned?	Title	Details	Status (progress description plus colour code: Red - no progress; Amber - action in progress; Green - action completed)
161d1	11/04/2023	Clerk	Grants 22-23	Investigate if all approved grants have been paid for 2022-23, and if not arrange for payment to be made.	Report produced for discussion at May 2023 meeting
161d	11/04/2023	Clerk	Reserves	Update reserves as listed in minutes	
161c	11/04/2023	Clerk	Defib Battery	Purchase new defibrillator battery.	13-04-23 Battery ordered awaiting delivery. 26-04-23 Battery arrived at Clerks home address.
161b	11/04/2023	Cllr Walton	Tolpuddle Events Committee - Grant Award	Cllr Walton contact the TEC to advise of the reduced grant approved with conditions	Email sent, and acknowledgement received.
161a	11/04/2023	Clerk	Process Payment	Process April Payments	Processed 12-04-23
158 linked 142a	14/03/2023	Clerk	Hedge cutting Troytown Roundabout area	Investigate having the hedge from the Troytown roundabout to the Village gates cut. 158 Chase Dorset Council regarding having the hedge from the Troytown roundabout to the Village gates cut.	DC Ref HWTR507159436 12-04-23 @ 15:40. DC emailed 17-04-23 stating hedge cut and clear path way
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
156c	11/04/2023	Clerk	Infrastructure Levy	Contact Cllr Ridout to invite him to also produce a draft response document alongside or in conjunction with Cllr Walton.	Email sent
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 DWPLB507160623 @ 15:44 on 12-04-23. 27-04-23 Email sent to Poundbury Depot
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	
156a	11/04/2023	Clerk	Grounds Maintenance Tender	Advertise the Grounds Maintenance Tender opportunity.	Added to Website. 20-04-23 Call from Hardy Tree Surgeons asking for Pack, Call from Lowther requesting pack. Call from Countrywide asking for pack
155	11/04/2023	Clerk	Butts Close Playground	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.
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.	Swing Joint ordered and requested Ken to fit. Acknowledgement from Ken 25-04-23
149	11/04/2023	Clerk & Cllr Green	New Councillor Paperwork	Ensure all paperwork is complete	All complete
145d	14/03/2023	Clerk	Payments	Process Direct Debit mandate & Contact Corfe Castle Parish Council to accept the offer of sharing the Microsoft Business account at a cost of £24.99 a year	Processed 15-03-23
143	14/03/2023	Clerk	Ditch Clearance	Diarise and ask Dorset Council to clear the ditch annually by The Moor at the end of each summer	Diarised
142b	14/03/2023	Clerk	Definitive Map Modification Order	Clerk to add the Definitive Map Modification Order email discussion to the April agenda	Added To April agenda and discussed
142a & 158	14/03/2023	Clerk	Hedge cutting Troytown Roundabout area	Investigate having the hedge from the Troytown roundabout to the Village gates cut. 158 Chase Dorset Council regarding having the hedge from the Troytown roundabout to the Village gates cut.	DC Ref HWTR507159436 12-04-23 @ 15:40. DC emailed 17-04-23 stating hedge cut and clear path way
140j	14/03/2023	Clerk	Trees for the Coronation	Investigate costs for planting 2 trees within the Parish to celebrate the Kings Coronation	

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140h	14/03/2023	Clerk	OM Booking	Confirm the Orchard Meadow booking for the 5 th – 8 th May for a Kings Coronation event.	Email sent 26-03-23
140f	14/03/2023	Clerk	CSW Equipment Affpuddle	Contact Affpuddle & Turnerspuddle PC with Cllr Johnstones details as liase for CSW Equipment	Email sent 30-03-23
140e	14/03/2023	Clerk	Gov.uk emails	Contact supplier to set up gov.uk email system	Order placed via portal 17-03-23. Cllr informed to set up and start using 12-04-23
140d	14/03/2023	Clerk	Photo Cllrs	Take head and shoulders shot of all cllr's	
140d	14/03/2023	Cllrs	Write short 100 - 150 word bio	Councillors to write short bio about themselves for noticeboardfs and website	
140a	14/03/2023	Clerk	Dead Animal Tolpuddle road	Contact DC to request dead animal be moved from slip road from tolpuddle onto A35	DC portal
140a	14/03/2023	Clerk	Bin Tolpuddle Layby	Contact DWP to request bin be replaced in Tolpuddle Layby	Requested on DC portal DWPPPLB507160623 @ 15:44 on 12-04-23. 27-04-23 Email sent to Poundbury Depot
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
120 &152b	14/02/2023	Clerk	Investiage a replacement front cover for the defib in Tolpuddle		18-02-23 Email sent to Peter Walton requesting guardian contact details. 13-03-2023 quotes sort and ready for approval during April meeting 05-04-23 Recommendation to Council with 3 contractors listing for replacement cabinet. 12-04-23 Cabinet ordered and delivered to Clerks home.
19/Aug PPT	13/08/2019	Clerk and Cllr Churchill	Contact the Forestry Commission and DC Countryside team to discuss numbered entry points and access arrangements for emergency services into the Forest.		28/08/2019 Clerk email to Forestry Commission and Giles Nicholson (DC). 04/09/2019 Reply from FC that ambulance service opted to not have a key as emergency vehicles come from several different locations. It was agreed that they would contact the fire service (who have keys) to arrange access if necessary. 05/09/2019 Clerk reply to FC pushing for numbered access points. (No response) 10/09/2019 Response from FC deemed unsatisfactory at meeting, clerk to write again. 25/09/2019 Clerk email to Southern Enquiries team at FC. Reply received same day and forwarded to members. 03/02/2020 email received from FE. They have agreed to install signs at access points. PAPC to monitor and chase as needed. 03/03/2020 Cllrs met with AONB reps to discuss forest. 10/03/2020 Clerk to write to FE to request a meeting again. 03/09/2020 update - FE have agreed to consult with stakeholders including PAPC but cannot confirm when this will take place. 05/11/2020 Clerk email to FE to chase signs. - FE comment was that Covid signage is being prioritised. 09/08/2022 ACTION COMPLETED. Forestry Commission have actioned this and signage is in Puddletown Forest.
123	14/02/2023	Clerk	Investigate the purchase of a new stake for Tolpuddle Recreation Area.		Email sent to Barry Knight 18-02-23 requesting quote for work
123	14/02/2023	Clerk	Contact Magna and ask them to repair the fence at Butt Close Recreation Area.		See below 19/230 (b)
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 investiagte the plan, plus to request the fence be repaired as agreed before the lease if finalised.
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
124	14/02/2023	Clerk	Compile a draft Memorial Planting / Placement Policy		Draft emailed to Alan 20-02-23 (Alan on holiday for 1 week starting 20-02-23) 14-03-2023 draft proposed to full council
124	14/02/2023	Clerk	Clerk to offer MOP who reported the issue to PAPC with Dorset Council. Gain precise location from MOP. Advise MOP can log footpath issues directly with Dorset Council via the Dorset Council portal.		22-02-23 Reported to Dorset Council via Portal. Email sent to MOP recommendaing reporting issues directly via portal. DC response "Thank you for your enquiry - no defects found at this location meeting current safety investigation levels, we will continue to monitor through routine inspections."

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124	14/02/2023	Clerk	Send correspondence to the trustees stating 1. PAC have received concerns regarding how long the project has over run. 2. That damaged has and is being caused to private driveways and property by lorries and van's using driveways to turn.3. Ask if they would consider compensation via the PAC for the benefit of the community. 4. Asking they confirm the expected completion date.		22-02-2023 Letter sent via email to Crystal - TOCT project manager. - Email received confirming receipt of letter and stating TOCT will respond shortly. 06-03-23 Email received stating "Further to your email of 22nd February, I can confirm that Sally Strachey Historic Conservation, removed all the Traffic Management Priority System adjacent to Tolpuddle Old Chapel on Thursday March 2nd."
126	14/02/2023	Clerk	contact Dorset Council to request both Puddletown and Tolpuddle main roads are swept.		24-02-23 - Submitted request via Portal Ref DWPMRS490614318
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."
127	14/02/2023	Clerk	to publish adopted policies, Communications Policy, Publication Scheme, Health and Safety Policy, Health and Safety Annex, Risk Management Policy & Risk Register		22-02-23 Published
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

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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		25/04/2022 Hardy Tree Surgeons contacted, they will come back to us with recommendations. 27/06/2022 Hardy Tree Surgeons have permission to remove the Beech tree, awaiting a date for the work. 02/08/2022 Beech Tree scheduled to be removed w/c 29/08/2022. 11/08/2022 Email received from Hardy Tree Surgeons, trees being removed 19/08/2022. 07/09/2022 Hardy Tree Surgeons advise next steps should be for a long term management plan for the area. For PAPC to decide. 11/10/2022 Cllrs agreed to progressing with a long term tree management plan. Meeting to be arranged with Hardy's Tree Surgeons, Cllr Doe and Cllr Ridout. 19/10/2022 Cllr Doe and Cllr Ridout met with Hardy's Tree Surgeons, awaiting tree management plan detail. 13/12/2022 Further information received and discussed at PAPC meeting in December. Agreed that this project requires further consideration and advice from Highways.27-02-23 Advise from Highways: "Stage One - To selectively thin and remove small young self-set Beech and Sycamore trees situated on the left hand side bank (opposite benches), which are undeveloped, without upper crowns and impeding and suppressing the mature trees Removing brushwood and timber. No problem with Community Highways but would advise that contractor will need appropriate accreditation to work in or adjacent to public highway and will almost certainly need appropriate Traffic Management. Stage Two - Stabilisation of the left hand side bank after action one has been undertaken Awaiting details from Councillor Doe We will supply a quotation for the fitment when we have instructions of how to proceed If required, we can supply a quotation for the materials as well Please note it is important that all materials are in place ready to proceed with this stage immediately after stage one has been undertaken, without this in place stage one cannot proceed. DC "Bridges and Structures team" will need to see more detail on this due to proximity of bank to public highway. Stage Three - Replant the understorey of the left hand side bank to help stabilise the bank and provide coverage We are awaiting details from Councillor Doe Species required need to be controllable and suitable for the area, such as Wild Service, Hazel, Sorbus, Field Maple, Himalayan Birch etc. If Puddletown PC are to supply the replacement trees, they must be from a reputable and recognised supplier as they could bring diseases into the area We can provide a quotation for the replacement trees if required. Upon confirmation of species, quantities and supplies we will provide a quotation for planting. Again DC Bridges and Structures to be made aware of exact location of planting of each tree in relation to public highway. Stage Four - The ivy needs to be stripped on the right hand side from the benches to the bank ready for planting with wildflowers; Species suggested, Garlic, Primrose, Bluebell, Poppy, Chamomile, Cornflower etc. This option would be more cost effective to be carried out by the local community We would supply the woodchips required to be placed on top. If the woodchip has to be delivered as a specific delivery, we would charge for the delivery but if we could be designated an area and can be dropped of on and adhoc basis this would not be chargeable - DC No Comment Stage Five - Warning signs need to be implemented within the area on the banks advising "Steep Bank" and ideally include "No climbing the banks" as this is causing erosion - Puddletown PC to action" DC No Comment. 10-03-2023 Application found on DC portal P/TRC/2023/00560 for "T1 Bay - Fell T2 Willows - Reduce by up to 3m to incorporate as the hedge T3 Ash - Fell - die back G1 Willows - Coppice G2 Willows - Re-coppice Carry out formative pruning to all of the fruit trees on the site to shape and develop Dismantle and remove hung up and fallen tree on the fence General maintenance to the site" however application stated withdrawn. Email from Hardy's stating they have received email from planning officer asking "The Bay tree at the front proposed to remove he would like it kept and have a reduction instead to keep the amenity value as we will loose the Ash tree in close proximity. One of the Willow trees on the meadow side of the pond to keep as a tree and not reduce to hedge height, we would just shape. Recreational Ground, Puddletown: Attached quotation and all approved, this is being discussed"
22/056	09/08/2022	Clerk	Work with Wessex Water to investigate whether properties along Main Road, Tolpuddle could access the First Time Sewerage Connection project		15/08/2022 conversation with Lucy George Project Manager Wessex Water, Wessex would need to investigate if properties along Main Road could access the scheme. Need to establish how many properties exactly and locations. 10/12/2022 Cllr Walton will do a letter drop to the potential interested houses in Tolpuddle. 25-02-23 email sent to Lucy George stating so far 6 residents along Main Road have replied wishing to be connected. 27-02-23 Reply from Lucy George "Wessex are planning the construction of the First Time Sewerage scheme for the residents of Trent Close. This includes 12 properties and is proposed to start on site in September 2023. A new pump station is being built in the bottom of Trent Close. The (pressurised) rising main will then connect onto the existing sewer in Main Road. This first Time Sewerage scheme cannot be extended. However, if any of the additional properties wanted to connect into the sewer, this could potentially be done via Wessex Water Developer Services on completion of our scheme (currently proposed for February 2024)." 06-03-2023 call from Lucy explaining houses on main road are not entitled to "First Time Sewage Scheme" Each house is welcome to connect to the main sewage pipe believed to be situated under the main road. This will mean each home needs a pump. All homes will be responsible for the cost. Cost for Trent Close lower due to using an existing pipework. Eligible for Scheme as all homes connected by one set of pipework under 1 property which is not suitable to today's standards. Lucy has offered to come and talk to us and Main road residents if required.
19/102	10/09/2019	Clerk & Cllr Walton	Distribute Rural Roads Strategy		28/09/2019 Clerk sent to parish councils, Cllr Parker and DAPTC 15/12/2019 Clerk chased other parish councils for comment, doc to be sent to DC at end of month 10/01/2020 Sent to Cllrs Emma Parker and Nick Ireland as well as Community Highways team leaders. 28/02/2020 Cllr Walton met with highways representatives and Cllr Parker.
19/233	10/03/2020	Cllr Ridout	The Green - a community space?		Community Projects group needs to meet under new Chairman. Community projects group have met again but further meetings will be required.
20/041	14/07/2020	Clerk	Ask DC about putting up speed signs		27/07/2020 Clerk email to DC 05/08/2020 Email passed to appropriate officer to advise 08/10/2020 update - advice has been received. The projects group will take this on with the help of a local volunteer.

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21/042	13/07/2021	Clerk	Request signs from Highways to promote one way system for Middle School.		Highways team have agreed to conduct a site visit and will report back. 30/03/2022 Highways asked to look at improving safety outside of the Middle School for those crossing the road and also respond to the signage request. 04/07/2022 Highways have put this on their 'medium-term' scheme and will provide a timeline by October 2022.
21/073	14/09/2021	Clerk and Projects Group	Nominate assets of community value: Blue Vinny, Puddletown Shop, Puddletown Village Hall		
21/182	12/04/2022	Clerk	Lower Waterstone speed limit -actions taken by the Highways Authority to be reviewed		The Parish Council to fund a review into the traffic calming measures put in place by the Highways Authority. 14/06/2022 Highways Road Safety Team have rejected request for off-road parking. Signage road markings to be installed.
22/027	14/06/2022	Clerk	Monitor the work of the Southover Farm Slurry Liaison Group in light of the breach of planning permission		The Parish Council to remain involved with the Slurry Liaison Group to monitor progress. 11/10/2022 Retrospective Planning Application for Slurry Lagoon, objections made, awaiting outcome. 28/12/2022 Dorset Planning officer confirmed receipt of PAPC support of additional objections raised by the Slurry Liaison Group and Affpuddle PC.
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 asses the PC bank balance.
22/053	09/08/2022	Clerk	Monitor the Countrywide Grounds Maintenance Contract and retender in February 2023		09/08/2022 agreed at PAPC meeting that re-tendering and specification drawn up in February 2023.
22/071	11/10/2022	Cllr Redman	Parish Councils Carbon Literacy Accreditation		11/10/2022 Cllr Redman agreed to detail some proactive measures the Parish Council could take to tackle climate change and support the natural environment.
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).
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.
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.
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.
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 prgress