|  |  |  |  |
| --- | --- | --- | --- |
| **List of actions following September 2020 meeting OPC** | **Person responsible** | **🗸** | **Date completed** |
| **Councillor actions** |  |  |  |
| Clearing lichen from the circular oak bench in the spring | GI |  |  |
| Painting the circular oak bench in the spring | JG |  |  |
| Check the slats on the circular bench | JG |  |  |
| Article for the newsletter – how to create a wildlife area | SP |  |  |
| Arrange for drains to be cleared out along The Hill | ME |  | ME said the drain cleaner is planned but we are on a list as there is great demand for the service |
| Organise a poppy wreath | SP |  |  |
| Ask Nick Nunn for the tracking info for the speed of vehicles travelling through the village | JG |  |  |
| Clean village sign in the spring | JG |  |  |
| **Clerk's actions** |  |  |  |
| Planning application Springside | JK |  | 28/09/20  Emailed to councillors  Awaiting a response |
| Replacement defibrillator pads | JK |  | Ordered  Awaiting pads |
| Email Sophie Flux in Risby about creating a wildlife area | JK | **🗸** | 09/09/20  Email sent  She is happy for Sylvia to contact her |
| Ask Mary to follow up about VAS agreement which was emailed to Craig Daley on 11th September 2019 | JK |  | 15/07/20  Email sent  Awaiting an update from Highways |
| Email NALC planning questions to councillors | JK |  | 09/09/20  Email sent  Awaiting a response |
| Submit response to Quiet Lanes initiative | JK |  | Submitted 09/09/20 |
| Donation to SARS £50 | JK | **🗸** |  |
| Send councillors email address Haverhill SNT | JK | **🗸** | 09/09/20 |
| Upload amended hedge policy | JK | **🗸** | 09/09/20 |
| Next agenda – white gates at the entrances to the village, Boundary Commission review, Sunnica application – authorising clerk in conjunction with chairman to order replacement consumables for defibrillator | JK |  |  |
| Contact SCC – damage to byways sign – ask Mary | JK |  | 15/09/20  Awaiting a response |
| Cheque £40 RBL | JK |  |  |
| Newsletter report | JK | **🗸** | 15/09/20 |
| Email draft minutes to councillors | JK |  | 09/09/20  Email sent |
| Make payments | JK | **🗸** |  |
| Upload draft minutes | JK |  |  |
| Renew grass cutting contracts OPC and RPC 2021 | JK |  |  |
| **Highways issues** |  |  |  |
| Streetlight Pound Green | JK |  | 11/01/17  Reported online Reference number WEB029621. |
| Streetlight Front Street opposite J Bramwell’s | JK |  | Mary has reported it as it wasn’t previously listed, but now is |
| Blocked drain outside Smiths Cottage | JK |  | 14/03/18  Reported online  Ref:00202908  Email sent to resident who reported it updating her  Also reported by DS  00211088 Smiths Cottage fence post penetrated drain causing flooding |
| Church Farm drain and manhole either side leaking and causing water on the road. | JK |  | Reported by DS  Reference 00211091 |
| Damaged verges and mud on The Hill | JK |  | 10/01/18  Ref: 00190764 |

Defibrillator cabinet number **CHT-9957**

Defibrillator access code **C1267**

The AED serial number **D00000087143**

Manufacture date of battery **2018-03-13**.