

Puddletown Area Parish Council Action Log

Minute Number	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
0423-37b	17/04/2023	Clerk	Process Payments	Process monthly payments as approved	18/04/23 Payments processed	Jun-23	Y
0423-37d	17/04/2023	Clerk	Publish Policies	To published the newly ratified Safeguarding Policy. To remove from the website the Weed Pulling Risk Assessment	18/04/23 Policy published and RA removed from website.	-	Y
0423-38	17/04/2023	Clerk	Submit Planning responses	Submit planning responses as approved	18/04/23 comments logged with DC	Jun-23	Y
0423-39	17/04/2023	Clerk	Perenco - Wytych Farm Oi Leak	Write to Perenco - see minutes for full details	28/04/25 Email / Letter sent to François Perrodo (Chairman of Perenco) & Ade Parvin Environmental Team Lead. 02-05-23 Email received from Ade acknowledging receipt.	Jun-23	Y
0423-41	17/04/2023	Clerk	DC - Parking Bays for EV point	Write to DC, suggesting marked parking bays for new electric charging points in West Street Car Park.	04-05-23 Email sent to DC (electricvehicles@dorsetcouncil.gov.uk). 04-05-23 Email received from Christopher Whitehouse - DC Transport Projects Officer. Thanking us for letting them know and they had worried about this, but they had not wanted to put tarmac down. To leave it with him and he will sort something out. 16-05-23 Photo received from Joan evidencing the issue, forwarded to DC for file.	Jun-23	Y
0523-6	15/05/2023	Clerk	Working Group List	Update as approved	23-05-23 Website Updated	Jun-23	Y
0523-9	15/05/2023	Clerk	AGAR	Submit AGAR to external Auditors	17-05-23 Submitted	Jun-23	Y
0523-9	15/05/2023	Clerk	New Cost Codes	Amend Scribe to remove / add old and new cost centres for Toilet block and car park	23-05-23 Error found within Scribe, Contact made to Starbright to ask they fix issue 23-05-23 error fixed. 23-05-23 New Cost centres and codes set up and budget moved	Jun-23	y
0523-10b	15/05/2023	Clerk	Monthly Payment		18-05-23 Payments processed	Jun-23	Y
0523-10d	15/05/2023	Clerk	Policies	Internal Auditor - Ask to check Risk Register	16-05-23 Email sent to Paul, with Risk Register requesting checked during next audit	Jun-23	Y
0523-10d	15/05/2023	Clerk	Policies	EG GA Plant Survey Risk Register	23-05-23 Uploaded new RA onto website	Jun-23	Y
0523-10f	15/05/2023	Clerk	Training - Playground	Clerk to undergo training to ensure weekly checks are recorded to the correct level	23-05-23 Contact made with the playground Inspection Company requesting Clerk be booked on to next course. 25-05-23 Contract from The Playground Inspection Company stating next course is in Swindon in June or Holton Heath in October. Requested a place on the October course.	Jun-23	
0523-10f	15/05/2023	Clerk	Quarterly Playground Inspections	Clerk to contact Ken Hussey to request he start carrying out Quarterly checks on the playground	23-05-23 Email sent to Ken Hussey requesting start of quarterly inspection. 23-05-23 Email received from Ken stating first inspection will be carried out in line with Kimmeridge inspections (reducing costs) within the next 8 days	Jun-23	Y
0523-11	15/05/2023	Clerk	Planning Application Comments	Submit planning application comments	23-05-23 Submitted to DC via portal or email for those past comment due date.	Jun-23	Y
0523-13	15/05/2023	Clerk	Dorset Council Procedure and Communication	Corfe Castle Parish Council write to Dorset Council asking they revise their procedures on temporary road closures, relating to the recent East Street & West Street closures.	24-05-23 Email received from Marc Cutler DC Traffic Team Leader, in response to letter from Cllr Clarke	Jun-23	y
0523-16	15/05/2023	Clerk	Grant Application - Purbeck Film Festival	Inform PFF their grant has been refused.	23-05-23 email sent	Jun-23	y
0523-18	15/05/2023	Clerk	Cleaning Tender	Inform Contractor Tender process outcome	17-05-23 Call and confirmation email to JD Facilities to inform them they have won the cleaning contract for West street Toilet	Jun-23	Y
			Woody Hyde		Update: A route was identified in 2020 and agreed in principle with Peake House (owners of field) and CCPC. In September 2020 Mark Singleton, Katie Black, the previous clerk & Michelle Harrington (as onlooker) walked the proposed route. The NT agreed to repair a gate at the bottom of the field, DC (Katie Black) agreed to install signage and CCPC agreed to pay for the installation of a new gate at the top of the field (installed by Katie Black and her team). The NT carried out the repair works with no issues. Katie Black and her team whilst installing the new gate was approached by people who claimed to be the tenants of the field, stating all work must stop. Peake House Business owners were not aware of anyone using their field and legal proceedings started after talks broke down. In 2022 the House was sold and the project was shelved, as it did not seem right that the PC ask the new home owners for permission to instate the new path, as they had a planning application going through and the PC are consultees. The Application was approved in early 2023. So talks can now take place.	Jun-23	
			Electrical Charging		A need to electrical charging points was discussed at Council, and it was agreed Council should investigate the possibility of installing EV charging points in the resident's car park. PodPoint where commissioned to carry out a survey. The resulting quotes came back, and it was believed the prices quoted were too much for CCPC to justify at the time. The Working group were kept, and the issue is on-going.	Jun-23	
			Purbeck Park Footpath		For many years Dorset Council have agreed a need for a public footpath / cycle route from what was Norden Park & Ride to Corfe Castle.	Jun-23	