

ACTIONS LOG

Action No	Description	Who	Status
23/6/21(A1)	Small, grassed area opposite Croft House. Investigate prices for stoned area	KC	Ongoing. See actions 15/9/21(A11 and A12) KC to follow up as agreed at Jan 22 meeting
23/6/21(A7)	Fly tipping off Cop Lane. Email CBC to request removal	SM	Ongoing. See action 15/9/21(A7) and 17/11/21(A13) April meeting: Reply to e-mail from SPD advising that we are setting a deadline of end of May for removal. If not moved PC will escalate to local MP. May meeting: e-mail sent to Shirley setting deadline of end of May
23/6/21(A9)	Tree planting. SC to look at suitable areas in Thornhill. Plan to be drawn up for presentation at a future meeting	KC/SC	Ongoing May meeting: ideas were put forward by residents in attendance. SC to take forward and discuss at June meeting. The funding to plant a tree approved at May meeting.
September Meeting			
15/9/21(A10)	Organise removal of Play Park Equipment	MS	Defer to Spring. April meeting: MS/EJ to remove banana slide. May meeting – Complete April meeting: TB to check if there is a 'no liability sign' at the playpark in Beckermest in relation to unsupervised children
November Meeting			
17/11/21(A1)	Chairman/Clerk/Donna to have a separate discussion on how to use the BwT website to its full capability and the Broadband roll out	JN/TC	Ongoing. Apply for funding to revamp the website. It was agreed to keep the website for parish council business only – no specific area for GDF Feb: no free advert for GDF. Could still get RWM to pay for the design. May meeting – ongoing.

Action No	Description	Who	Status
January 2022 Meeting			
19/01/22(A12)	Salt bin: contact Cumbria Highways again to chase	TC	Ongoing. Bin replenished not replaced March meeting: Refused, criteria not met. TC to request criteria April meeting: Criteria requested. a/w response May meeting: Clerk to follow up again
19/01/22(A13)	Broken drain opposite salt bin: report this fault again to the Highways Agency	TC	Reported using new Highway's system Ref: EI/47823 Follow up using post code CA21 2XX April meeting: Clerk asked for job to be re-opened. May meeting: Clerk to report ongoing problem again. JN to send photos to Tina of the problem area
19/01/22(A18)	Feedback from Cumbria County Council meeting: Circulate bullet points	TB	Ongoing
February 2022 Meeting			
16/02/22(A10)	Land at Iron Bridge: visit the field, take photos and report using the appropriate system	JN/MS	Ongoing
16/02/22(A11)	Land at Iron Bridge: visit the area (as action above) and establish state of fence and ownership	JN/MS	Ongoing
16/02/22(A20)	Mobile post office for Beckermest: Contact postal service	TC	Ongoing
16/02/22(A28)	Recruitment of additional councillors: Distribute leaflets (explaining the role of the Parish Council) in the Parish to encourage new councillors to join	All	Ongoing

Action No	Description	Who	Status
March 2022 Meeting			
16/03/22(A10)	Investigate further (whereabouts of two items at Thornhill on the Asset Register)	TB	Ongoing May meeting: Discussion to happen (Keith/Tim) relating to the number of planters in Thornhill and their ownership. Transfer back to TVA? Aim to have ten planters
16/03/22(A12)	Flagpole: Take forward	TB	Ongoing. May meeting - TB spoke to the local resident to thank him for his work relating to the flagpole and changing of flags May meeting: Clerk to write to local resident to request that he advise Parish Council of any maintenance work needed.
16/03/22(A13)	Visit the swing park to identify the name of the provider and make arrangements for replacement of two new seats	JN	Ongoing May meeting – Wickstead. Clerk to order new seats when measurements received from JN. MS to install.
16/03/22(A16)	Approach the school to establish ownership of the land and organise for the grassed area to be cut if appropriate	JN	Ongoing April meeting: awaiting response from Cumbria County Council re ownership May meeting: ongoing. Send map to Chris Keenan, GDF development for assistance
16/03/22(A21)	Organise the maintenance work on Thornhill noticeboard	JN	Ongoing
16/03/22(A24)	Handyman: Compile a list of tasks and take forward	EJ	Ongoing May meeting: SC to pursue the possibility of the youth group to paint the bus shelter in Thornhill. May meeting: Clerk to circulate CV to PC.
16/03/22(A27)	Benches on School Green: Liaise with the carpenter	JN	Ongoing

Action No	Description	Who	Status
April 2022 Meeting			
20/04/22(A14)	A list of tasks to be carried out by the handyman is being compiled: send to TC for distribution with the agenda for May's meeting	EJ	Ongoing
May 2022 Meeting			
18/05/22(A1)	Chairman's report: Arrange publication on the Parish Council's website	Clerk	
18/05/22(A2)	Zurich Insurance renewal: Pay invoice to renew insurance cover	Clerk	
18/05/22(A3)	Gated access to football pitch: liaise with each representative of the football teams and grass cutter to arrange for a lock and allocation of keys	Clerk	
18/05/22(A4)	Land at Football pitch: arrange for grass to be cut	JN	
18/05/22(A5)	Alleged damaged property: sign the letter on behalf of the Chairperson and send to the claimant	Clerk	
18/05/22(A6)	Obtain up to date standing orders from NALC and circulate to Parish Councillors for review ahead of the 14 June meeting	All	
18/05/22(A7)	Standing Order review item to be included on agenda for 14 June meeting	Clerk	
18/05/22(A8)	Cumbria Media letter: Reply to letter	Clerk	
18/05/22(A9)	Election of Parish member to Lake District National Park Authority: Reply to letter	Clerk	

Action No	Description	Who	Status
18/05/22(A10)	Police reporting: pass comments re patrol time requirements to the police	Clerk	
18/05/22(A11)	Blocked footpath on Potter's Lonning: Discuss with EJ and look at the area	JN	
18/05/22(A12)	Blocked footpath on Potter's Lonning: Discuss at June meeting. Place on agenda	Clerk	
18/05/22(A13)	Planting of tree opposite school: Send contact details to JN to contact relevant authority	KC	
18/05/22(A14)	Advertise future meetings on TVA and school Facebook pages	JN	

Actions complete

Action No	Description	Who	Status
23/6/21(A2)	Road traffic issues: E-mail Paul Turner to establish why he did not attend Parish Council meeting and re-arrange his attendance	JN	Complete
23/6/21(A3)	Parking on public footway on Thorny Road, Thornhill. To be discussed with Highways Department	??	Marked complete at Jan 2022 meeting
23/6/21(A5)	Community Led Plan: Update on kickstart	TB	Marked complete at Jan 2022 meeting
23/6/21(A4)	Salt bin, Braystones Road, Beckermat. Write to Gillian Elliot, Cumbria Highways to establish when bin will be delivered	SM	Completed. Bin promised before onset of winter. See action 15/9/21(A5)
23/6/21(A6)	Dog fouling in the school green play area Chase CBC again re PSPO signs	SM	Completed – But still problems with supply of signage. See action 15/9/21(A7)
23/6/21(A8)	Gate for Millfields Contact alternative contractor to request a price	SM	No action taken. See action 15/9/21(A8 and A9) Marked as complete at Jan 2022 meeting
15/9/21(A1)	Updated Financial Regulations document to be published on Parish Council website	TC	complete
15/9/21(A2)	Training: Members to advise Clerk if interested	All	complete
15/9/21(A3)	Planning Applications. Contact CBC Planning Department to request correspondence be re-directed to communal email address	TC	complete
15/9/21(A4)	Planning Applications. Chair to provide contact details of CBC representative and pass to Clerk to take forward	JN	complete
15/9/21(A5)	Salt Bin Contact Cumbria Highways to chase if bin not received in next month or so	TC	complete

Action No	Description	Who	Status
15/9/21(A6)	Dog Fouling Clerk to add to October meeting agenda	TC	complete
15/9/21(A7)	Dog Fouling and fly tipping Chair to invite CBC rep to October meeting	JN	complete
15/9/21(A8)	Mill Lane Gates replacement Contact Stephen Brown (Brown's Fencing Services) from Haile	JN	complete
15/9/21(A9)	Mill Lane Gates replacement Carry out an assessment of the gates	EJ	complete
15/9/21(A11)	Land Opposite Croft House Liaise with Calder Landscaping	SC	Marked as complete at Jan 2022 meeting
15/9/21(A12)	Land Opposite Croft House. Liaise with John Alderson	EJ	complete
15/9/21(A13)	Emergency Planning meeting Obtain information on location of emergency response bins and circulate	JN	See action 17/11/21(A2) Marked as complete at Jan 2022 meeting
15/9/21(A14)	GDF event overview Include agenda item at October meeting	TC	complete
15/9/21(A15)	Authorise the varnishing of noticeboards and approve the purchase of the varnish if needed.	JN	complete
15/9/21(A16)	Carry out a review of noticeboards	JN and TC	complete

Action No	Description	Who	Status
15/9/21(A17)	Advise Clerk of items for the forward agenda	All	complete
15/9/21(A18)	Speeding in Beckermet – Traffic Management system Research and provide more information	MS	complete
15/9/21(A19)	Speeding in Beckermet Invite Paul Turner to a future meeting	JN	complete
15/9/21(A20)	The kissing gate on the Beckermet to Blackbeck footpath needs repaired. Obtain contact at CCC for maintenance	EJ	Repaired. Complete
15/9/21(A21)	Handyman - Include an agenda item at October meeting	TC	complete
15/9/21(A22)	Cemetery Car Park tidy up. Contact Darren Fawcett.	TC	complete
17/11/21(A2)	Inform the Parish Council of the contents of emergency bins at the next meeting. Follow on from 15/9/21(A13).	JN	Complete
17/11/21(A3)	Look at Swing Bridge to ensure there are no imminent safety issues	EJ	Complete.
17/11/21(A4)	Contact CCC to identify point of contact for maintenance. See action 15/9/21(A20)	TC	Ongoing. New reporting system in place Complete
17/11/21(A5)	Provide an electronic copy of Government policy relating to community compensation	RWM	Complete
17/11/21(A6)	Advise if the £1million yearly funding is linked to inflation	RWM (Kelly Anderson)	Complete

Action No	Description	Who	Status
17/11/21(A7)	Investigate funding for infrastructure investment	RWM (Kelly Anderson)	Complete
17/11/21(A8)	Look at interim traffic management solutions (while the data gathering was being conducted) and feedback to the Parish Council	Cllr Turner	Ongoing
17/11/21(A9)	Obtain a price for the provision and installation of speeding equipment	Cllr Turner	Ongoing
17/11/21(A10)	Continue to push for a meeting with Matthew Reeves (Highways), Police lead on collision reduction, and Martin Taylor (Area Manager) to reinforce the importance of reaching a solution for the residents of Beckermet. Members of the Parish Council would also join this discussion	Cllr Turner	Ongoing. JN to follow up. Not going to happen need to get evidence
17/11/21(A11)	Write to Matthew Reeves and Martyn Taylor to speed up data collection and obtain a timescale for a meeting (hopefully before Christmas), and to stress the importance of a solution to this longstanding problem	JN	Ongoing Not going to happen need to get evidence
17/11/21(A12)	Investigate if Cumbria Police, working out of Sellafield, could have a presence with a speed gun with the intention of prosecuting speeding offenders	Cllr Turner	Ongoing. JN to follow up. Feb meeting: Mention at next Sellafield meeting and collect electronic data May meeting: not going to happen due to manpower and cost implications of having to buy our own speed gun plus training. Action removed.
17/11/21(A13)	Fly tipping - Arrange for rubbish to be collected	S P-D	Ongoing. TC to chase Feb meeting update: Further waste has been removed from the fly tip, but this will be a slow process with the resources we have. April meeting update: end of May deadline set

			Refer to action 23/6/21(A7)
17/11/21(A14)	Dog fouling - Arrange for the provision and installation of new signage, additional bins, and enforcement officer patrols	S P-D	Ongoing. TC to chase Feb meeting update: The Public Space Protection Order signage has been ordered and we are awaiting delivery. In relation to wider dog fouling issues, we are looking at various initiatives. April meeting: Advise SPD there is an issue on Thornhill Football pitch despite signs stating no dogs. Request a bin.
17/11/21(A15)	Two months' salary to be paid this month to previous Clerk	JN/TC	Complete
17/11/21(A16)	Chairman and Vice Chair to discuss legalities outside of the meeting	JN/TB	Complete
17/11/21(A17)	Additional payment figure for NI/tax and proposed letter to Clerk to be discussed at December meeting	TC	Complete
17/11/21(A18)	Grass cutting at St John's. Find out the point of contact at Copeland Borough Council.	EJ	Complete

Action No	Description	Who	Status
17/11/21(A19)	Grass cutting at St John's Clerk to include on the December agenda	TC	Complete
17/11/21(A20)	Contact the vicar to obtain approval and publish on village Facebook page	TB	Complete
17/11/21(A21)	Purchase a £100 voucher from The Factory Shop	JN	Complete
17/11/21(A22)	Write to local resident to thank him and release him from his duties	TC	Complete. SC indicated no letter is needed
19/01/22(A1)	Submit precept	TC	Done
19/01/22(A2)	Rent for land at Iron Bridge: Check if received	TC	Done
19/01/22(A3)	Defib at Thornhill: Identify an interim replacement guardian	JN	Done
19/01/22(A4)	Defib at Thornhill: Identify a local individual on a longer-term basis to act as guardian	SC	Done
19/01/22(A5)	Planning applications: Submit comments/objections	TC	Done
19/01/22(A6)	United Utilities Sewer works: Contact and engage a local land agent	TC	Done
19/01/22(A7)	Emergency storage boxes: Circulate e-mail to Parish Council	TC	Done
19/01/22(A8)	Dog issues at Bingo Wood: Pass on concerns to the relevant people	TC	Done SP-D - Yes, I am very much aware of that place now, I have spoken to a resident at Thornhill, enforcement officers have been out and there is little we can do from the dog point of view as they have food and water. I have asked if there is a licencing issue – it doesn't look as though they are breeding so we don't think so. We are monitoring the situation.
19/01/22(A9)	Dent Road Street Lighting: Report and arrange for bulb to be replaced	TC	Done. Reported
19/01/22(A10)	Handyman recruitment: Place an advert on Facebook	EJ	Place advert on Fb page also
19/01/22(A11)	Training: Advise Clerk on which training courses to be booked	All	Ongoing. complete

Action No	Description	Who	Status
19/01/22(A14)	Mill Lane gate replacement: Pay Brown's Fencing invoice	TC	Done
19/01/22(A15)	Land opposite Croft House: Arrange a consultation with garden designer	KC	Ongoing. May meeting - Complete
19/01/22(A17)	Copeland Tier 3 meeting 10 February 2022: resend meeting details to EJ	TC	Done
19/01/22(A19)	Overgrown Hedge at telephone exchange in Beckermet: Report to BT	TC	Done
19/01/22(A20)	Overgrow hedge at telephone exchange: Include on the agenda for discussion at February meeting	TC	Done
19/01/22(A21)	Overgrown area near substation at Thornhill: Advise ownership	SC	Done
16/02/22(A1)	Write to the accountant to thank her for all her assistance and guidance	JN	Complete
16/02/22(A2)	Agree wording on a covering letter to be sent to the previous Clerk with cheques, pay slips and P45 to close out the HMRC liability and outstanding salary	TC/TB	Complete
16/02/22(A3)	Order spare pads for Defib at Thornhill	TC	Complete
16/02/22(A4)	Planning application: Send comments/objections	TC	Complete
16/02/22(A5)	Speeding in Beckermet: Submit data to Cllr Paul Turner outlining the results and agree a way forward	JN	Complete
16/02/22(A6)	Check General Data Protection Regulations (GDPR) legislation when requesting and managing contact details	TC	Complete
16/02/22(A9)	TFC: Include on the March meeting agenda with a view to meeting with representative from TFC regarding usage of the club and rent. The Parish Council would meet at 6.30pm to include a visit to the football club	TC	Complete
16/02/22(A12)	Asset Register: include follow up discussion at March meeting	TC	Complete

16/02/22(A13)	Annual Parish Meeting: Send previous Chairman's report to JN to assist with compilation of this year's report	TC	Complete
16/02/22(A14)	Play Park: write to the original Play Park company to discuss a quotation	JN	Complete
16/02/22(A15)	Play Park: Contact Sovereign to arrange a meeting/site visit to discuss a quotation	TC	Complete
16/02/22(A17)	Register for Beacon lighting ceremony	TC	Complete. PC not joining Beacon lighting ceremony.
16/02/22(A18)	Identify where/how to purchase a beacon	??	Complete. See action 16/02/22(A17)
16/02/22(A19)	Extension of bus service to Beckermat. Contact Stagecoach	TC	Complete
16/02/22(A21)	Mobile library service for Beckermat. Contact library service	TC	Complete
16/02/22(A22)	Mirror on Morass Road: Include request for mirror in e-mail to Cllr Turner	JN	Ongoing. May meeting - complete
16/02/22(A23)	Thornhill Mission: Reply to the letter informing that the Parish Council is unable to assist	TC	Complete
16/02/22(A24)	Land Opposite Croft House: Arrange Garden designer site visit	KC	Complete
16/02/22(A25)	Planting of tree opposite school for Jubilee: Organise for two slate plaques to be made with appropriate wording	KC	Ongoing May meeting - complete
16/02/22(A26)	West Cumbria Site Stakeholder Group: Request minutes	TC	Complete
16/02/22(A27)	West Cumbria Site Stakeholder Group: Look at the PPP (consortia) volunteer project as discussed at SSG	All	Complete
17/11/21(A23)	Organise emptying with Copeland Borough Council	TC	complete
19/01/22(A16)	Woodland Trust application for trees: Establish how many trees would be needed	TB/KC	April meeting: No longer valid
16/02/22(A7)	Land at Iron Bridge: Write to the tenant to request rent for both years	TC	complete

16/02/22(A8)	Land at Iron Bridge: Rent to be reviewed next year. Put on forward agenda for discussion	TC	complete
16/02/22(A16)	Play Park: advise MS when items to be removed from the playpark	JN	Complete
16/03/22(A1)	Make amendment to Feb minutes and arrange for minutes to be signed	TC	Complete
16/03/22(A2)	Reply to planning application letters	TC	Complete
16/03/22(A3)	4/21/2361/001 – Croft End Farm, Beckermot Applicant's representative (in attendance at this meeting) to contact the planning department at Copeland Borough Council to agree an appropriate planning control	TC	Complete
16/03/22(A4)	Inform TVA of Parish Council funding decisions and to request photos of the event showing where the funding has been spent	TC	complete
16/03/22(A5)	TC to investigate the costs associated with the Jubilee 50p coins	TC	Complete
16/03/22(A6)	Find out how many children in schools/nurseries	JN	Complete
16/03/22(A7)	Place 'flower planting in future years' on the forward agenda for discussion at the beginning of each year	TC	Complete
16/03/22(A8)	Advise of JN's attendance	TC	Complete
16/03/22(A9)	VAT reclaim: Check the process/implications for the Parish Council	TC	Complete
16/03/22(A11)	Liaise with website manager – publication of Asset Register on website	TB	Ongoing. May meeting - complete

16/03/22(A14)	Advise Pensions Regulator that there are no employees to enrol	TB	complete
16/03/22(A15)	TFC: Amend the rental agreements	TC	complete
16/03/22(A17)	Compile the Annual Parish meeting agenda	TC	Complete
16/03/22(A18)	Write the Chairperson's report	JN	Complete
16/03/22(A19)	GDPR: Establish audit requirements with CALC and the ICO	TC	Complete
16/03/22(A20)	Salt bin: Request to see the criteria	TC	complete
16/03/22(A22)	Pay carpenter's invoice	TC	Complete
16/03/22(A23)	Broken drain: Report the issue again	TC	complete
16/03/22(A25)	Arrange for cemetery car park tidy up	TC	Complete
16/03/22(A26)	Pay invoice from the landscaping company	TC	complete
16/03/22(A28)	Organise a plaque	KC	complete
16/03/22(A29)	Pay KC for cost of the tree	TC	complete
20/04/22(A1)	Thornhill Changerooms: arrange for rental agreements to be signed and circulated	TC	Complete
20/04/22(A2)	Thornhill Changerooms: The Parish Council would pay a visit the changerrooms/pitch to look at the signage options for keeping dogs off the pitch and stopping the vehicular access	TC	Complete
20/04/22(A3)	Planning applications: TC to reply to planning application letters	TC	complete
20/04/22(A4)	Second hand timber: advise previous Chairman of decision	TC	complete

20/04/22(A5)	Smaller Councils letter: ask (as part of this process) if there is a common solution to dealing with the issue of dog fouling	TC	complete
20/04/22(A6)	Smaller councils' letter: Any comments (on the letter content) from Parish Councillors to be sent to Clerk before the end of April ahead of the 6 May deadline	All	complete
20/04/22(A7)	Traffic management in Beckermet: Include on May 2022 agenda	TC	Complete
20/04/22(A8)	GDPR: Organise publication of updated GDPR policy on our website	TC	Complete
20/04/22(A9)	GDPR: Check where the Data Protection form is stored/published once signed	TC	Complete
20/04/22(A10)	GDPR: Councillors to advise TC what personal information they want published on noticeboards and websites etc by the end of April	All	Complete
20/04/22(A11)	Fly tipping: Write to CBC representative to give the deadline and our course of action	TC	Complete
20/04/22(A12)	Tidy up of BT Exchange at Beckermet: finish off work started	EJ	Complete
20/04/22(A13)	Tidy up of BT exchange at Beckermet: organise an annual tidy up of the area (forward agenda)	TC	complete
20/04/22(A15)	Bin emptying at Thornhill Play Park: confirm to CBC that the cost is acceptable and establish a date for reinstating the service	TC	Complete
20/04/22(A16)	Land opposite Croft House discussion: KC to organise with other attendees	KC	complete
20/04/22(A17)	Land Opposite Croft House: liaise with owner of wall adjacent to this piece of land	EJ	complete