

# North Nibley Parish Council

## Update on Actions from Meetings

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### Status Key:

New / No Progress	Complete	In Progress	Overdue	Long Term / Ongoing
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Note – This is a living document. Completed actions over one month old will be removed to keep list minimal and previous versions will be held on file by clerk.

Correspondence and any other notes are below Actions table – Please scroll down.

### Ongoing Actions – Notes updated September 2024

Councillors to provide verbal updates on Ongoing Projects at end of each meeting unless the item has been specifically added to the agenda

Status	Action	By Whom	By When	Notes
	Report on audit action plan	Clerk	Ongoing	September update – Internal audit has been received and sent to PKF with AGAR documents. Await External Report.
	Play Area Planning incl. engaging with KLB and North Nibley School	Working Party – Cllr J Smith & Nick Riddiford		September update – Added to September agenda
	Churchyard Wall Maintenance	All	-	September update – No response from surveyor to email sent in July. Have sent a follow up.
	Speedwatch	Cllr L Smith & Cllr Carr		September Update – Added to agenda
	Review of policies as per timeline	All	Ongoing	September Update – Agenda item added and drafts circulated for review
	Installation of a further 2 defibs	Cllr Smith	Ongoing	September Update – David Owen has corrected details on “the circuit” on behalf of the Parish Council. Working with Councillor Smith to keep this live. Clerk cannot access

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				<p>account for Chapel Defib, but updated details for Village Hall defib. Councillor Smith continuing regular checks on both defibs.</p> <p><b>Verbal update to be given in meeting on progress around further defib installations</b></p>
	Tourism Survey	Cllr Carr	Ongoing	<p>September Update – <b>Verbal update to be given in meeting</b></p>
	Biodiversity Planning	Councillor Brown	Ongoing	To be added to each agenda for discussion

### May - July Meetings 2024 – Notes updated September 2024

Status	Action	By Whom	By When	Notes
	May 2. Advertise Parish Councillor Vacancy	Clerk	Ongoing	Advert was issued in OTE, Facebook and Website. Will continue to promote until 2 <sup>nd</sup> position is filled
	May 2. Arrange a community engagement meeting	Councillor JSmith with support from Clerk	2024	Councillor J Smith to confirm dates and contact Clerk for any assistance in arranging. Previously suggested Harvest Auction and Litter Pick as engagement opportunities
	May 7b - Send Lengthsman works jobs to Clerk to forward to District Councillor	Councillors	June	No further suggestions have been sent to Clerk. Action closed September 24.
	May 7b – Investigate eligibility for Build Back Better funding	Councillor J Smith	September	Councillor Smith working on this as part of ongoing Play Area project
	May 7b – Safety inspection to be carried out at junction near Black Horse on B4060	Councillor Cohen	July	<b>Update provided in County Councillor August Report</b>

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	May 7b – Arrange for road markings to be renewed around Black Horse junction of B4060	Councillor Cohen	July	Update provided in County Councillor August Report
	May 7b – Contact Hillesley Parish Council to learn about their traffic calming tools	Councillor Carr	June	Councillor Carr confirmed that she has sent an email, and was chasing in July.  Verbal update to be given in meeting
	May 12 – Make introductory contact to organisations and committees as per new responsibilities	Councillors	June	Stroud Cluster Group allocated as a responsibility to Councillor Carr. Clerk trying to find contacts and further details. Appears that the name changed to Town & Parish Council Information Network in 2019. Clerk has emailed District Councillor and County Councillor for more info
	May 13 – Arrange New Councillor Training	Clerk	June	New Councillor Training completed by Councillor Brown. Part 1 booked for Councillor Harper and Councillor Artingstall
	May 17 – Procure HiVis vests for Parish Council	Clerk	June	Hi Vis vests ordered. Hopefully will have them by September meeting
	May 17 – Parking at Village Hall to be addressed	Councillor Braun	June	Councillor Braun investigated and reported in July on ownership of the parking area
	May 17 – Parking concerns at Tyndale Close to be addressed	Councillor Cohen	June	Update provided in County Councillor report
	May 17 – Blackhorse landlord to be encouraged to obtain funding through rural England to	Councillor Carr	June	Councillor Carr has shared information

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	enhance parking area for customers (and ease street parking for residents)			
	May 20b – Cemetery survey to be reviewed and quotes obtained for works	Clerk	June	Contractor was booked up until end of August, have emailed Parish Council to check that they are in agreement to go ahead, having only received one quote. (£4k for all works)
	June 6. – Investigate what can be done to deter parking in laybys at Swinhay and Old London Rd	Councillor Cohen	July	Verbal update to be given in meeting
	June 6 – Reminder that Councillors should send Lengthsman requirements to clerk via email	Councillors	July	As above
	June 10 – Investigate possibilities of a cycle way	Councillor L Smith		Verbal update to be given in meeting
	June 12 – Mandate to be signed for ICO DD	Clerk		Mandate signed and posted to ICO
	June 15 – Review maps of footpaths on NN website.	Councillor Harper	September	
	July 4 – Ask contractor to mow dead wildflowers in Churchyard	Clerk	ASAP	Actioned
	July 5 - Introductory information and Training dates to be sent to new cllr	Clerk	ASAP	Actioned

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	July 5 - Parish Council Vacancy to be advertised	Clerk	September	Actioned – On website, Facebook and OTE.
	July 7 - Planning Training to be shared	Councillor Cohen	September	Verbal Update to be given in meeting
	July 9 – Request for Grit bin to be replaced at Warend Hill	Clerk	September	Actioned – Has been added to Gloucestershire County Council work list
	July 9 – Finalise Winter Action Plan	Clerk	October	Seeking guidance from a local clerk before issuing
	July 10 – Arrange informal meeting during August	Clerk	November	Informal meeting arranged by Councillor Carr. Clerk to arrange another to discuss finances for budgets and reserves
	July 11a – Discuss Tree surgery work via email and instruct contractor	Clerk	September	Contractor was unavailable through July / August. Parish Council considering offer of discounted works for full spec to be completed in one job. <span style="background-color: #ffff00;">Verbal update to be given in September's meeting.</span>
	July 11b – Solicitor correspondence on play area to be shared with Parish Council	Councillor J Smith	August	To be actioned
	July 11b – Play area to be added to September agenda	Clerk	September	Actioned
	July 14 – Exercise equipment to be assessed quarterly	Councillor L Smith	Ongoing	Will add to ongoing list

### Past Meetings 2024 – Notes updated July 2024

Status	Action	By Whom	By When	Notes
	April 2024 Organise	Clerk	September	Request has been sent to Stroud District Council for loan of equipment and litter

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	Autumn Village Clean Up			collection arranged. Clerk will remind again in next OTE edition. Posters have been made for noticeboard and posts will be added to Facebook.
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Status	Action	By Whom	By When	Notes
	9. Written update report on speedwatch project to be sent to clerk to add to website	Cllr Carr	November	September 24 update. Item being removed as other progress has been made since this action
	Clerk to go out for installation quotes for gateways and report back to council	Clerk	November	September Update – Clerk liaising with Highways Manager. Copy of signage, wording, gateways materials and precise locations of installation plus contractor details have all been sent to Gloucestershire County Council by Clerk.