

Decision	Ref number	Action (Clerk if not stated)	Source	Statutory Requirement?	Comment / Update
The Clerk suggested that a future Council meeting needed to review options for preparing “agenda packs” in future, so that Councillors have ready access to relevant paperwork in advance of the meeting, and parishioners would be able to request a copy of that pack if they wished.	01/2013		Parish Council Meeting 28 February 2013	Yes	The new Local Government (Electronic Communications) (England) Order 2015 lessens the importance of preparing a consolidated agenda pack for Councillors, though a few spares are needed for the meetings.
New noticeboard at village green	02/2013		Parish Council Meeting 11 December 2014		Actions and progress as follows: 1. The decision of the parish council at minute 53/2014 would be rescinded and that the new noticeboard would be single-sided and in the same location as the current noticeboard. <i>No specific action needed.</i>
					2. The noticeboard to be procured would be number 4 in the annex to the published agenda report (at a cost of £1,094 + VAT). <i>Order will be placed once advertisement consent is granted.</i>
					3. The quotation to remove (and dispose of) the old noticeboard and install the new noticeboard received from Gary Cooke would be accepted, at a cost of £135. <i>All agreed, awaiting advertisement consent.</i>

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					4. The parish council accepts the terms of the license to enter and carry out works supplied by KCC and the Clerk should sign and return the license. <i>Complete.</i>
					5. Authority is delegated to the Chairman to approve the wording of the application for advertisement consent to SDC once the Clerk has drafted it to reflect the above decisions. <i>Application validated.</i>
That the Parish Council likewise develops a Risk Management Policy and regularly undertakes risk assessments for the Parish Council.	04/2013		Parish Council Meeting 18 July 2013	Yes	Now required under transparency code.
That for this [the above] purpose, it was also AGREED that the Clerk develops a photographic library of the Parish Council's principal assets.	04/2013 cont'd		Parish Council Meeting 18 July 2013	No, but recommended by internal auditor.	Asset register agreed April 2015. Photographs will be added at a later date.
Completion of outstanding Declarations of Pecuniary Interests by Councillors.	05/2013		Various emails from SDC and Internal Audit report.	Yes	Will now be required for all Councillors elected in May 2015.
Potential repeal of two-signature rule (signing of cheques)	07/2013		Parish Council Meeting 21 November 2013	Yes	Clerk to keep a watching brief on implementation by other Councils during 2014/15.
Automated external defibrillators	08/2013		Parish Council Meeting 11	No	Actions <i>and progress</i> , below: 1. To obtain more accurate estimate of

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			December 2014		electricity costs. <i>The Chairman reports that the pub landlord is happy with the estimated costs.</i>
		In part, Cllr Amarpal Takk.			2. To find evidence of memorandum of understanding between a parish council and the host of a PC sponsored AED. <i>Councillors Lawrence Moss and Amarpal Takk met landlord of Rising Sun public house in April 2015. MoU currently being drafted.</i>
					3. To then discuss exact location with Landlord of Rising Sun public house. <i>Now agreed.</i>
					4. Bid to Big Community Fund. <i>Bid was successful to value of £1,000.</i>
					5. Order of equipment <i>Clerk has written to Gravesend Community First Response Team confirming order and is awaiting details on how to progress the order.</i>
Village Hall Car Park – use of car park	01/2014		Parish Council Meeting 23 January 2014	No	<i>Actions and progress, below: Letters etc have been sent. Now also sent to Moat Housing. No responses as of 4 May 2015.</i>
Village Hall Car Park – possibility of introducing bye-law	01/2014 cont'd		Parish Council Meeting 13 June 2014	No	<i>Depends upon responses to above letters.</i>
Village Hall Car Park – sign	02/2014		Parish Council Meeting 19 December 2013	No	<i>Clerk was invited to recommend design from KCS webshop at April 2015 PC meeting.</i>
Church Liaison committee was established.	05/2014		Annual Parish Council Meeting 16 May 2014		<i>First meeting on 21 July 2014. Second meeting 20 September.</i>

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Possible liaison committee with Eureka management.	08/2014		Parish Council Meeting 13 June 2014	No	Explore options once current planning enforcement action concluded.
Proposal for new pond to be used for educational purposes.	11/2014	Cllr Lawrence Moss	Parish Council Meeting 18 September 2014	No	In the first instance, it was agreed that the Chairman would approach the landowner to establish whether there is support for a project near to St. Mary's Church, and the Rector of the ecclesiastical Parish of Fawkham and Hartley to establish that there would be no problems associated with using land near to the Church. We were advised that there might be problems because the land is consecrated. Local church to explore if the designation of consecrated ground could be an obstacle to such a location.
Printer	12/2014		Parish Council Meeting 23 October 2014	No	Investigate options to reduce time needed to print agendas – Clerk to suggest more suitable printer.
Refuse bin on village green	15/2014		Parish Council Meeting 11 December 2014 and April 2015.	No	Stated not to have been replaced at April 2015 PC meeting. <i>Clerk is following up with SDC. One has been replaced and the other will now be replaced.</i>
Repaint white lines of car parking spaces in Village Hall car park adjacent to Valley Road only	01/2015		Parish Council Meeting 28 January 2015	No	<i>Clerk has written to Moat seeking a financial commitment but it is understood the relevant officer has been on leave. Clerk has confirmed award of contract with preferred supplier.</i>
Road run off Valley Road / Scudders Hill	02/2015		Parish Council Meeting 12 February 2015	No	Whilst denying responsibility, KCC have agreed to resolve.

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Dog fouling reported along the path from the FVH car park to the School's pedestrian gate. Cllr Parkin had discussed this with SDC and notices will be supplied and fixed.	03/2015	Cllr Faye Parkin	Parish Council Meeting 12 February 2015	No	
Defect reported in school warning sign at CE primary school.	05/2015		Parish Council Meeting 12 February 2015	No	Resolved.
Publication of information from local PCSO on FPC Web Site	06/2015		Parish Council Meeting 20 March 2015	No	Now on web site.
Possible relocation of cycle racks	07/2015		Parish Council Meeting 16 April 2015	No	Rising Sun pub declined relocation there. Clerk has written to KCC regarding any permission needed to relocate and KCC have confirmed that a license would be needed (much the same as for the noticeboard).
Small Grains, various issues	08/2015		Parish Council Meeting 16 April 2015	No	Clerk has written to SDC and passed responses to Chairman.