

Decision	Ref number	Action (Clerk if not stated)	Source	Statutory Requirement?	Comment / Update
New noticeboard at village green	02/2013		Parish Council Meeting 11 December 2014		<p>Actions and progress as follows:</p> <p>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 The decision of the parish council at minute 53/2014 would be rescinded and that the new noticeboard would be single-sided and in the same location as the current noticeboard.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></p>
					<p>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 now be placed.</i></p>
					<p>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.</p> <p><i>[Sept 2015] The order was placed with Greenbarnes on 18 August 2015, after James Hollands agreed he is in a position to take delivery of it and Gary Cooke had confirmed he is in a position to install it. Production and delivery could take as much as six weeks. The Clerk has asked to be present during installation. Invoice has now been received, but delivery has not yet taken place.</i></p>
					<p>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></p>

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					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>Complete.</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.	<i>[Sept 2015] Photographs were added in August 2015.</i>
Completion of outstanding Declarations of Pecuniary Interests by Councillors.	05/2013		Various emails from SDC and Internal Audit report.	Yes	Completed for the three 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 December 2014	No	Actions <i>and progress</i> , below: 1. To obtain more accurate estimate of electricity costs. <i>The Chairman reports that the pub landlord is happy with the estimated costs.</i>

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		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>[Sept 2015] Draft MoU was completed and sent to the landlord of the Rising Sun public house on 19 August 2015. A reminder was sent on 14 September. The Landlord of the pub is now considering the draft document and will respond shortly.</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>Gravesend Community First Response Team has advised who to contact. Chairman has agreed not to place the order until the MoU has been agreed with Fawkham Inns.</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 so far.</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. <i>[Sept 2015] KCS do not make such signs. Clerk circulated relevant details of signs made by Greenbarnes to Councillors on 9 September 2015.</i></i>

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Church Liaison committee was established.	05/2014		Annual Parish Council Meeting 16 May 2014		First meeting on 21 July 2014. Second meeting 20 September.
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. Remove from action sheet?

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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. <i>[Sept 2015] An opportunity has arisen to acquire a scanner funded by the Government as a consequence of implementing the Transparency Code for smaller Councils. The Clerk is suggesting that a combined duplex printer/scanner is acquired, which would not only enable scanning of documents for publication of items on the PC website, but would also significantly speed up printing of agenda papers.</i>
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> <i>[Sept 2015] Both have now been 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. Several further reminders have been sent to MOAT but no reply received.</i> <i>[Sept 2015] Clerk suggests that we need to inform the successful bidder for the works, whether this is work going to proceed after so many months.</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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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 former Chairman. <i>Former Chairman was not convinced that the yellow lines are poor enough to warrant immediate repainting. SDC declined the option of installing a recycling facility. [July 2015] Query – what further action is needed here?</i>
Charity Event at Rising Sun public house in May 2015	09/2015	Lawrence Moss	From correspondence	No	Awaiting response from public house. <i>It appears the event did not take place. Propose removal from action sheet.</i>
Speed watch – assessment of suitable locations	10/2015	Cllr Steve Gray	Parish Council Meeting 11 June 2015	No	
Brands Hatch Noise Management Plan	11/2015		Parish Council Meeting 11 June 2015	No	Invite a representative from Motor Sports Vision to attend a parish council meeting to discuss the Noise Management Plan. <i>Invitation was sent on 06/07/15. No reply received, so reminder was sent on 18/07/15. Further invitation was sent to attend PC meeting in September 2015. Awaiting reply.</i>
Enquire of KALC regarding “models” of “Councillor roles”	12/2015		Parish Council Meeting 11 June 2015	No	Request was sent on 06/07/15. <i>Reply suggests purchase of NALC guide. Raised with Chairman on 18/07/15. [July 2015] Cllr Parkin agreed to try to obtain a copy of the NALC guide from a neighbouring PC.</i>