

Askham Bryan Parish Council Action Tracker					
Date Action Created	Arising from	Owner	Description of the Action	Date Action Taken	Notes
15/10/2020	Parish Council meeting	Cllr. Peers and the Clerk	Registration of paths as definite public rights of way. Askham Richard PC have also been considering registration of paths between the two villages as definitive paths and are taking the lead on this. Cllr. Peers had spoken to the PROW officer twice seeking an update. Cllr. Peers had a list of names of Askham Bryan residents willing to sign statements to say that they had been using the path as a right of way should their names be needed to add to those of Askham Richard. Cllr. Peers would forward relevant information to the Clerk who would pursue this further	17/02/2022	21/01/2021 The Clerk emailed the Clerk of Askham Richard. 01/02/2021 the Chair of Askham Richard replied. 02/02/2021 Cllr. Peers emailed the Chair of Askham Richard offering to act as liaison. 17/02/2022 Cllr. Peers agreed to pursue Askham Richard for an update
21/01/2021	Parish Council meeting	Cllr. Steele	Playground Inspection Report	17/02/2022	Cllr. Smahon to produce a laminated sign. 17/02/2022 Cllr. Steele agreed to take this forward
18/02/2021	Parish Council meeting	Cllr. Walker	Mole management for the Recreation Area	17/02/2022	Cllr. Smahon's to contact someone she knew to arrange for mole control on the Recreational Area. 21/10/2021 following the resignation of Cllr. Smahon, Cllr. Walker agreed to take this on. 17/02/2022 Agreed to keep this on the Action Tracker and review when the weather improves.
21/10/2021	Parish Council meeting	Clerk	The contractor who does the regular inspections be given opportunity to quote for the work identified in the annual inspection.	07/06/2022	02/11/2021 email to the contractor, 05/11/2021 acknowledgement reply received. 03/01/2022 email from the contractor - wants an on-site meeting, agenda item January 2022. Agenda item for the February meeting. Cllrs. Peers and Steele to meet the contractor on-site at the end of January. 09/03/2022 Agenda item for March 2022. 08/04/2022 Onsite meeting between Cllrs. Peers and Steele and the contractor. Quotation awaited. 07/06/2022 Chased up by email from the Clerk
17/02/2022	Parish Council meeting	All	Vacancy - each Councillor would try to make a face-to-face approach to encourage someone to apply for consideration.		
21/04/2022	Parish Council meeting	Clerk	To get quotations for cutting down all trees (within the boundary of the recreational area) with a stem diameter of at least 75mm, measured at 1.5m above the ground	04/05/2022	04/05/2022 emails sent to two contractors asking for quotations. 06/05/2022 Reply from one of them suggesting it would be better to meet on-site to discuss. 06/05/2022 Email forwarded to Cllr. Steele.
21/04/2022	Parish Council meeting	Clerk	Ward Cllr. Hook to give the Clerk details of someone used by City of York Council to do tree inspections and the Clerk to pursue	09/05/2022	25/04/2022 Ward Cllr. Hook supplied the Clerk with details of the tree inspector. 25/04/2022 The tree inspector requested more information about location. 04/05/2022 The Clerk gave the information requested. 05/05/2022 the tree inspector replied quoting £120 + VAT. 06/05/2022 the Clerk shared this with the Parish Council. This would be an agenda item for the May meeting. 09/05/2022 the PC voted to accept the quotation and to include all trees in the Parish up to £200. The Clerk to take this forward.
21/04/2022	Parish Council meeting	Cllr. Smith & the Clerk	Cllr. Smith to send the Clerk details of three suppliers of playground equipment and the Clerk to get quotations	13/06/2022	22/04/2022 Cllr. Smith emailed details to the Clerk. 13/06/2022 The Clerk emailed Creative Play, Image Playgrounds and Playdale. 13/06/2022 Replies from Creative Play and Playdale, Creative Play wanted to speak to someone, Playdale wanted to visit the site. 16/06/2022 agreed at the PC meeting that Cllr. Dawson meet Playdale. 27/06/2022 Email from the Clerk to Playdale to accept their offer of a site visit and giving them Cllr. Dawson's contact details. 28/06/2022 The Clerk emailed Cllr. Dawson's details to Creative Play. 06/07/2022 email from Creative Play to Cllr. Dawson, unable to get through on the mobile telephone.
21/04/2022	Parish Council meeting	Cllr. Peers	Cllr. Peers to use computer software to create an image of playground proposals		
21/04/2022	Parish Council meeting		Events Committee to be set up		Advertising for Committee members and Terms of Reference to be considered.
09/05/2022	Parish Council meeting	Clerk	Communication from The Conservation Volunteers - a national charitable organisation that connects people to green spaces to be forwarded to the Natural Environment Committee.	08/06/2022	08/06/2022 Email forwarded to the NEC
09/05/2022	Parish Council meeting	Clerk	Grass still not cut, the Clerk would chase this up		
09/05/2022	Parish Council meeting	Clerk	Resident asking if grass clippings could be removed in time for their planned picnic on 18th June	07/06/2022	07/06/2022 The Clerk emailed the contractor
09/05/2022	Parish Council meeting	Clerk	The Clerk to produce a programme of works for consideration at a future meeting	16/06/2022	16/06/2022 A programme of works agreed at the meeting

21/04/2022	Parish Council meeting	Clerk	Entrance to the Recreation Area. The quotation still awaited for installation of a chicane access to the Recreation Area and changes to the entrance and installation of gate and the bollards. The Clerk would chase this up and this would be an agenda item for the June meeting.	07/06/2022	15/05/2022 the contractor emailed the Clerk's old Gmail email address. 07/06/2022 the Clerk forwarded this to the PC, agenda item for June
09/05/2022	Parish Council meeting	Clerk	Annual Governance documents to be put in the notice board and on the website	22/06/2022	22/06/2022 Cllr. Peers emailed the Clerk to say that the notice had been posted in th notice board
16/06/2022	Parish Council meeting		The Clerk would send Cllr. Dawson the instructions so that she could also be verified.	27/06/2022	27/06/2022 The Clerk forwarded instructions to Cllr. Dawson
16/06/2022	Parish Council meeting		Correspondence item 379 was from a twelve-year-old resident expressing ideas for the development of the Recreational Area. The Clerk would send him a reply.		
16/06/2022	Parish Council meeting		Cllr. Barber to be a signatory on the bank account.	27/06/2022	22/06/2022 Following an exchange of emails with Cllr. Barber, a mandate change request form sent to Cllr. Barber.
16/06/2022	Parish Council meeting		Concern that the defibrillator was not being checked	04/07/2022	28/06/2022 The Clerk registered with Webnos (Community Heartbeat Trust). 30/06/2022 The Clerk registered the defibrillator with The Circuit (Yorkshire Ambulance Service). 04/07/2022 The Clerk spoke to the supplier of the defibrillator pads, out of stock, £47.94 purchase price
16/06/2022	Parish Council meeting		Standing order 3.21.2 required three quotations all values over £500 and therefore two other potential contractors were identified. Ward Cllr. Hook/Cllr. Barber would get appropriate contact details to the Clerk.	28/06/2022	28/06/2022 email sent to one of the contractors, rang one of the others on his mobile telephone, decribed what we wanted and followed this with an email.
16/06/2022	Parish Council meeting		Confirm the date of the tree inspection	04/07/2022	04/07/2022 The Clerk emailed the tree inspector to ask for a date. 04/07/2022 The tree inspector replied "The next few weeks hopefully we are very busy".
16/06/2022	Parish Council meeting		it was agreed to ask the Natural Environment Committee (NEC) to come up with a plan		
16/06/2022	Parish Council meeting		None had been received in time to be included as a formal agenda item but there had been an application on 10th June for Field House, 2 Main Street (22/00113/FUL) being a revised design. The deadline for comment was 24th June so the Clerk would respond using delegated authority taking into account any comments from Councillors		28/06/2022 The Clerk emailed Councillors to seek their views on the revised proposals. 04/07/2022 City of York Council determined the application (Approved subject to conditions).
16/06/2022	Parish Council meeting		The Clerk had contacted the three suppliers of playground equipment suggested by Cllr. Smith. Two had replied, one wanted a telephone number to talk about their offers, the other wanted an on-site meeting to do the same. It was agreed that Cllrs. Dawson and Smith would meet with this contractor and the Clerk would supply this contractor with contact information for Cllr. Dawson	27/06/2022	27/06/2022 The Clerk replied to the email from one of the play equipment suppliers and gave them contact details for Cllr. Dawson
16/06/2022	Parish Council meeting		The Clerk had chased the contactor who cuts the grass and carries out equipment inspections as he had still not supplied a price for carrying out work identified in the annual playground inspection. He had also emailed the same contractor to ask him to remove the clippings next time he cut the grass. The contractor had not replied, and it was agreed that the Clerk next contacts him by telephone	27/06/2022	27/06/2022 16:55 the Clerk spoke to Alasdair, he wolud get back within the week with a price.