

	A	B	C	D	E	F
1	Askham Bryan Parish Council Action Tracker					
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4	Date Action Created	Arising from	Owner	Description of the Action	Date Action Taken	Notes
5	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
6	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
7	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.
8	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.	10/10/2022	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. 27/06/2022 the Clerk chased up by a telephone conversation with the contractor. 16/08/2022 the Clerk chased up with another email. 10/10/2022 spoke to the contractor
9	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.
10	21/04/2022	Parish Council meeting	Cllr. Peers	Cllr. Peers to use computer software to create an image of playground proposals		
11	21/04/2022	Parish Council meeting		Events Committee to be set up		Advertising for Committee members and Terms of Reference to be considered.
12	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, described what we wanted and followed this with an email. 18/07/2022 Email from one of the contractors asking if a quotation was still required.
13	16/06/2022	Parish Council meeting		it was agreed to ask the Natural Environment Committee (NEC) to come up with a plan	21/07/2022	21/07/2022 Considered at the NEC meeting, liaison with The Conservation Volunteers

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14	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	20/10/2022	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. 20/10/2022 Cllr. Dawson presented plans to the meeting and would try to get more quotations. 17/11/2022 Cllr. Peers to try to get hold of another playground equipment supplier (HAGS).
15	16/06/2022	Parish Council meeting		The Clerk had chased the contractor 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	10/10/2022	27/06/2022 16:55 the Clerk spoke to Alasdair, he would get back within the week with a price. 16/08/2022 the Clerk sent another email chasing him up. 10/10/2022 Spoke to the contractor. 17/11/2022 The Clerk sent him an SMS text message.
16	21/07/2022	Parish Council meeting	Cllr. Barber	More fallen tree branches		Cllr. Barber to confirm that the latest branch to have fallen had been removed.
17	18/08/2022	Parish Council meeting	Cllr. Peers	Redevelopment of the Recreational Area - Cllr. Peers to speak to two residents who had volunteered to help with the Recreational Area		
18	18/08/2022	Parish Council meeting	Clerk	Quotations were still being sought for installing a chicane at the entrance to the Recreational Area - it was suggested that CYC Highways could be approached	25/01/2023	23/09/2022 The Clerk emailed CYC Highways. 23/11/2022 Cllr. Barber to meet onsite with CYC Highways. 18/01/2023 A quotation from CYC Highways received, forwarded to Councillors 19/01/2023. 19/01/2023 At the meeting, it was agreed to instruct the contractor who had previously quoted £700 for this work to proceed up to a maximum of £1,000. 25/01/2023 The Clerk emailed the contractor to advise him.
19	18/08/2022	Parish Council meeting	Clerk	Check insurance to make sure the mower was covered	09/11/2022	09/11/2022 The Clerk emailed the insurance company
20	20/10/2022	Parish Council meeting	Clerk	A suggestion that the PC considers taking responsibility for grass cutting within the village the cost of which could be claimed back from CYC using their double taxation grant. The RFO to make appropriate enquiries	09/11/2022	09/11/2022 The Clerk emailed the Ward Councillor.
21	17/11/2022	Parish Council meeting	Clerk	There was a discussion about the recommendations of the tree inspection report noting that some work was recommended to be carried out within three months and some within twelve months. This related to a couple of trees on the corner of Askham Fields Lane. It was agreed that quotations be sought for consideration at the January meeting with the suggestion that the tree surgeon who had recently done work near the pond be one of those considered. It was agreed that a copy of the report be sent to the Natural Environment Committee and that in the meantime, the situation be monitored.	07/02/2023	09/01/2023 The Clerk emailed the contractor who did the trees by the pond and the contractor who did the work to the tree on the corner of Saint Nicholas' Croft to ask each for quotations. 11/01/2023 email from one of the contractors "I am very busy for the next two months but in the meantime I will have a look at the trees and send you a quote". 19/01/2023 At the PC meeting it was resolved to instruct this contractor to go ahead with the work up to a maximum of £500. 26/01/2023 Email from Cllr. Peers to say that the tree surgeon was struggling to identify the trees from the map with came with the report. 07/02/2023 The Clerk sent the tree surgeon other maps which had been sent as separate documents to the CYC report.
22	19/01/2023	Parish Council meeting	Cllr. Boakes	The trees especially at risk would be marked with warning signage and Cllr. Boakes agreed to assist with this		
23	19/01/2023	Parish Council meeting	Clerk	The Natural Environment Committee would be asked to develop a strategy for the maintenance of the other trees		