

Appendix B – Reed Parish Council Meeting 2<sup>nd</sup> September 2020

Action Points

Item/Subject	Action	Action By Whom	Actioned
4.9.20 / Approved Minutes	Approved minutes to be posted on website	Clerk / Webmaster	Yes
5.9.20 / Website Assessibility	An Accessibility Statement to be produced and published by 23 <sup>rd</sup> Sept. A meeting to be arranged to discuss what needed to be done for accessibility of the website and to be reported back at the November meeting.	Webmaster  CD / JK / Clerk / Webmaster	Yes
13.9.20 / Planning Group	To set up a Working Party to deal with Planning matters. To include 2 Cllrs. with aim to co-opt members of the public with an interest/experience in planning issues. To include in discussions: 1) Responses to consultations on proposed planning system changes 2) Becoming a member of CPRE for planning support 3) Wisbridge Reservoir To obtain recordings / slide of recent planning webinars and to share these with Cllrs. and those on Working Party	KL / CD  Clerk	
14.9.20 / Access gate onto the Green	A letter to be written to prevent further use	KL / Clerk	Yes
17.9.20 / S106/UU Remaining Monies for Reed (Kilns Dev.)	To meet with School Governors to discuss S106 application. County Cllr. Hill to arrange meeting with NHDC Officers/KL and School Governors to discuss problems with S106 application	KL  Cllr. Hill / School / NHDC / KL	
20.9.20 /Highways – repair of grips around the Green	To forward email received from Highways to Fiona Hill for further investigation	Clerk	Yes
24.9.20 / Play Area Inspection	Cllr. Higgs to forward completed report to Clerk for circulation Village Sign to be included in inspections – proforma to be changed	MH / Clerk  Clerk	Yes  Yes

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	One Cllr. to be responsible for playground inspections and to action any agreed maintenance required	JK	
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**Outstanding Action Points from previous meetings:**

Annual Meeting with Cricket Club	To arrange a meeting	Clerk	
Email Distribution List	Train Clerk and KL on admin of distribution list_ when meeting to discuss website accessibility (see 5.9.20)	Clerk / KL / Webmaster	
Play Area Disclaimer Sign	Get sign printed and installed	JK	
Informative Sign / P3 Project	Progress chase sign	JK	
Push Energy Fund Expenditure	Purchase bulbs for planting date in Autumn Arrange group of volunteers to help	MH	
Push Energy Fund Expenditure	To purchase Mulberry Tree for Autumn planting	MH	
Registering of Cart Wash & Pitties Pond	Register ponds with Herts & Middlesex Wildlife Trust Arrange for the EA to test the water quality in Pitties Pond	PL/Clerk PL/Clerk	To be deferred until 2021 To be deferred until 2021

**Notes:**

**Standard items for each agenda:**

Report from Chair, Report from County Cllr, Report from District Cllr, Reports from Parish Councillors, Review of Action Points from previous meetings, Highways Matters, Save The Cabinet, Play Area Inspection Report, Push Energy Fund Projects, Reservoir Project

**Dates to remember!**

Wednesday 4<sup>th</sup> November – Reed Parish Council Meeting – 7.30pm by Zoom