

	Date	Minute Reference	Resolution/Action to carry out	Proposer	Seconder	Vote	Abstention	Cost	Cost Code	Officer Leading	Councillor Leading	Action	Progress	Completed / Date
POS	03.09.24	POS 041	Commence the new bin consultation to 32 homes near Cagney Drive and Cooper Fields and a installation of a new bin (already in stock) to be put in Mouldon Hill	N/A	N/A	N/A	N/A	N/A	N/A	DH	Richard Hailstone	Commence consultation and install bin	Unknown update - review at POS in October	
POS	03.09.24	POS 042	Weed Spraying report for F&P or FC Sep 24	N/A	N/A	N/A	N/A	N/A	N/A	LC	Richard Hailstone	Provide a weed spraying report to F&P or FC in September 2024		31.10.24
POS	03.09.24	POS 044A	Establish the waiting list for Leisure Gardens at Tadpole and that they are Parish residents	N/A	N/A	N/A	N/A	N/A	N/A	DH	Richard Hailstone	Head of POS to confirm if the waiting list at Tadpole is comprised of parish residents		30.09.24
POS	03.09.24	POS 044A	Last years minutes had actions from the annual plot holders meeting have they been fulfilled	N/A	N/A	N/A	N/A	N/A	N/A	DH	Richard Hailstone	Head of POS to send all plot holders a list of actions that have been completed from last years annual meeting		30.09.24
POS	03.09.24	POS 044A	Tenants have raised concerns about the unsuitability of the car parking at Ventnor, look at existing site or changing the location	N/A	N/A	N/A	N/A	N/A	N/A	LC/JW	Richard Hailstone	Deputy Clerk and Head of POS to consider the site of the parking at either the existing location of at the bottom of the site and bring a proposal with costings to the November meeting	Reallocate task in view of DH leaving	
POS	03.09.24	POS 044A	Rubbish at Goodearl by the GMF is becoming a dumping ground - remove	N/A	N/A	N/A	N/A	N/A	N/A	DH	Richard Hailstone	Arrange removal of all rubbish		30.09.24
POS	03.09.24	POS 044A	Not allow any advertising of any sort in or around the Leisure Gardens	N/A	N/A	N/A	N/A	N/A	N/A	DH/JF	Richard Hailstone	Inform plot holders of the Committees decision		30.09.24
POS	03.09.24	POS 044B	To increase the Leisure Garden rents by 3% (rounded to the nearest pound) as presented and to reject the recommendation to include a £2 admin fee for tenants who have not supplied an email address for correspondence	Vinay Manro	Steve Heyes	Agreed	2 Abstentions	N/A	N/A	LC	Richard Hailstone	Deputy Clerk to re-evaluate the RBS allotment software as part of the budget setting exercise and report in the November meeting	30.09.24 part completed. LC still to review RBS package with JS.JF	
POS	03.09.24	POS 45B	Shrub bed regeneration to be reviewed	N/A	N/A	N/A	N/A	N/A	N/A	AN/JW	Richard Hailstone	Head of POS to provide an update at the next committee meeting		
POS	03.09.24	POS 045C	To look at reducing the hedge and shrub beds growing against play areas and establish who is responsible for the maintenance on the walkways at Seven Fields	N/A	N/A	N/A	N/A	N/A	N/A	JW/P&P	Richard Hailstone	Head of POS and Deputy Clerk to draft letter to include the safety of children being a priority to the parish with clearly marked maps for the consultation to commence Autumn 2024 and head of POS to confirm if the Parish is responsible for the maintenance on the walk ways at Seven Fields		
POS	03.09.24	POS 047	Set up a working party meeting asap and forward ideas in Community Development in October / Wild flowers trees and bulbs	N/A	N/A	N/A	N/A	N/A	N/A	LC	Richard Hailstone	Deputy Clerk to arrange the wildflowers, trees and bulbs working party meeting and circulate the previous big bulb planting information to build on for 2024 - take to CD committee October 2024	30.09.24 - revisit in spring/summer, consensus was not to plant this autumn/winter due to lack of planning and timescales	
POS	03.09.24	POS 050	Financial audits required for vehicles, machinery, contractor delivery, lease vs purchase	N/A	N/A	N/A	N/A	N/A	N/A	LC/DH/JS/GMD	Richard Hailstone	Financial audits required for vehicles, machinery, contractor delivery, lease vs purchase	commence and discuss the needs for 24/25. Both to source	31.10.24
POS	05.11.24	POS 057	The public raised the issue of waste on Akers way, they are aware it's a SBC issue but need assistance to push forward	N/A	N/A	N/A	N/A	N/A	N/A	LC/JW/AN	Richard Hailstone	Escalate from the HWPC office into SBC		06.11.24
POS	05.11.24	POS 057	Public attended to advise that cats are being attacked by dogs off leads they requested new signage to request dogs owners keep there animals under control	N/A	N/A	N/A	N/A	N/A	N/A	LC	Richard Hailstone	HWPC to ask SBC dog wardens to patrol the area for a trial period to see if this assists with the problem.	Ongoing issue - more measures to be done 3rd March, new POS report for March 2025	06.11.24
POS	05.11.24	POS 057	The public advised committee of a banned driver driving on the public paths, this has been reported to the police however the people involved have removed part of a hedge to allow the car to have access to the property	N/A	N/A	N/A	N/A	N/A	N/A	LC/AN	Richard Hailstone	AN to attend site and assess the hedge and HWPC officers to escalate to SBC Ward Councillors and assist the family.	Passed to SBC Ward Cllrs and Police	06.11.24
POS	05.11.24	POS 061	The schedules for maintenance in the Parish are to be updated and published widely	N/A	N/A	N/A	N/A	N/A	N/A	AN/JW	Richard Hailstone	Head groundsman and Facility Manager to update schedules HWPC officers to publish to the public		
POS	05.11.24	POS 064	Cllr Hailstone raised the concern of the leaves across the Parish	N/A	N/A	N/A	N/A	N/A	N/A	JW	Richard Hailstone	JW to consider recycling some of the leaves in the allotments as mulch	Operational considerations, currently in progress	
POS	05.11.24	POS 065	Work on the Sensory will be delayed until the GMF is in final phases to maintain and keep tidy	N/A	N/A	N/A	N/A	N/A	N/A	JW	Steve Heyes	JW to ask the contractors if they would allow use of there digger	Car park already laid so will delay work until spring	06.11.24
POS	05.11.24	POS 068	Working Party aspirations for an outdoor gym and the Brookfield Play Area to be resurfaced along with an outdoor gym.	Steve Heyes	Vinay Manro	Unanimous	N/A	£30k / £80k	N/A	LC	Richard Hailstone	Officers to set up a 'request for quotation' meeting with a chosen supplier to get some costs for budget setting	P&P to arrange quotations	
POS	05.11.24	POS 071	Clarification on the transfer of monies from Ear to Marks Reserves	N/A	N/A	N/A	N/A	N/A	N/A	GMD	Richard Hailstone	Chief officer to circulate the balances of EMR to Cllr Worman		
POS	05.11.24	POS 075	Committee received the weed spraying report and after much discussion agreed to recommend to FC a budget aspiration for £37,500.00 for three yearly applications	Steve Heyes	Leanne Stevenson	Unanimous	N/A	N/A	N/A	LC	Richard Hailstone	Recommnd to FC to submit a budget aspiration for £37,500.00 for three weed spraying applications in 2025/2026	Ongoing, new report to come March 2025	
POS	05.11.24	POS 076	Tree Survery commissioned	Vinay Manro	John Jackson	Unanimous	N/A	£6,365.00	4301/307	LC	Richard Hailstone	To accept the quotation from Cotsworld Tree Surgeons to conduct the 2025-2030 Tree Survey at a cost of £6365.00 to be met from 4301/307.		
POS	7.01.2025	POS 086	The Copse off of Whitworth Road has become an area of concern for fly tipping, a senior memner of the grounds team to assess and report back on the state and the boudary	N/A	N/A	N/A	N/A	N/A	N/A	JW/AN	Richard Hailstone	Either facility manager or head groundsman to visit site and assess responsibility and boundaries		
POS	7.01.2025	POS 087	Committee were presented with an amended maintenance schedule and appendix and was agreed, with the agreement for the Deputy Clerk to ensure POS team briefings are undertaken and website updated accordingly.	Adam John	Leanne Stevenson	Agreed	Unanimous	N/A	N/A	LC	Richard Hailstone	It was resolved to approve the amended Hedge Cutting specification. The Deputy Clerk will ensure the POS team briefings are undertaken and the website is updated and to add the winter projects schedule on teams		14.02.25
POS	7.01.2025	POS 088	Members approved the cost of a replacement noticeboard at Moredon Shops at a cost of £450.00. This cost will come from the noticeboard replacement budget code	N/A	N/A	N/A	N/A	£450.00	N/A	LC/JS	Richard Hailstone	Deputy Clerk to confirm expenditure with the finance officer under financila year 25/26 to come from Noticeboard replacement budget code		
POS	7.01.2025	POS 089	A request for a bus shelter at Torun way was put to committee after receiving costs this be deferred until 2026 and Cllr Manro will advise the residents who put in the request	Vinay Manro	Leanne Stevenson	Agreed	Unanimous	N/A	N/A	VM	Richard Hailstone	Cllr Manro to advise the residents who put in the request that this has been deferred until 2026	New supplier received and awaiting street licence outcome from SBC - April onward project	
POS	7.01.2025	POS 090	The request for a dog play area was debated and understood the suggested area is in fact owned by SBC so the deputy clerk will look to local companies who may wish to sponsor the facilitity	N/A	N/A	N/A	N/A	N/A	N/A	LC	Richard Hailstone	Deputy Clerk to continue to progress the project by looking to source local sponsorship opportunities and will also continue to liase with the resident in question	Cllr Manro has been in touch with a local supplier and it is a community choices initiative	
POS	7.01.2025	POS 092	The latest information is that the electrical installation is likely to take place at the end of February, after this is completed internal works will take around ten working days, therefore an estimated date of the move will be circa middle of April 2025, once the date is confirmed notice will be given at Waterside	N/A	N/A	N/A	N/A	N/A	N/A	GMD	Richard Hailstone	Chief Officer to liase with Team and confirm when to give SBC notice on the rental at Waterside.		
POS	7.01.2025	POS 101	Vehicle insurance renewal will stay with the existing insurer as no other company could compete or improve on the cost	Adam John	Steve Heyes	Agreed	Unanimous	£5,440.57	4507/307	JS		It was resolved to approve the vehicle insurance renewal at £5440.57 per annum to be allocated to 4507/307 (vehicle insurance) and 4500/501 (Community Bus Insurance). Deputy Clerk to inform the Finance Office to renew the vehicle insurance.		28.01.2025