

Brimpton Parish Council - Action Tracker January 2020					
Date of original minute	Minute Ref	Description	Action	Current Status (Ongoing/Completed/P ending)	Latest update
3/12/2019	142.4	Clerk to report the damage to the wall at Quaking bridge and request an update from West Berkshire Council	Clerk	Ongoing	Case 178508 raised but issue was already being tracked by WBC. Latest update from WBC "works are programmed to be carried out in late January 2020 due to the congested work schedule of our preferred contractor. I can also confirm the bridge is inspected on a regular basis."
3/12/2019	142.4	Mrs Cowdery reported that there is fly tipping in Back Lane. Clerk to raise a case with West Berkshire Council.	Clerk	Ongoing	Case raised. Response from WBC "The details have been logged under our reference 7117657 and have been passed to our Waste Services team for investigation/action."
3/12/2019	142.3/19	Potential highway improvements at Able Bridge should be pursued further. Clerk to discuss with West Berkshire Council to determine what is possible.	Clerk	Ongoing	Issues with flooding at Able Bridge have been fixed (possibly temporarily) by West Berks clearing and fixing the drainage. Clerk now to discuss a longer term solution with West Berkshire Council.
3/12/2019	142.3/19	The white lines at the sides of Wasing Road and Brimpton Lane are faded and need to be refreshed. Clerk to raise as a case on this	Clerk	Ongoing	Clerk has raised two enquiries 179414 and 179413
05/11/2019	128.2	Mrs. Cowdery raised the issue of dog fouling on the school field and suggested that dogs should not be allowed on the field. Mr. Hicks to contact the school governors and ask for their view on the matter.	JH	Ongoing	JH has discussed the issue of dog fouling on the school field with the Chairman of the school governors and the Head Teacher. They are monitoring the situation.
05/11/2019	130.1	Request for better signage on the route of footpath 12. It was agreed that the Clerk should raise a request with West Berkshire Council for a way marker sign next to one of the kissing gates on the path	Clerk	Ongoing	Enquiry raised with West Berkshire Council reference:177819 on 11th November. Still waiting for a response. Clerk has sent a chasing email on 3rd Jan.
05/03/2019	99/18	Speeding : address residents concerns		Ongoing	Next step is to monitor in the 40mph zones in Brimpton Common and Crookham Common Road. Results of survey sent to councillors.
04/06/2019	77.1/19	A resident raised a concern about the trees around the Solar Farm. 21 of the trees have died and a promised copse at the east of the site has not been planted. Clerk to raise the concern with Wasing Estate.	Clerk/JH	Ongoing	Clerk has contacted Wise Energy who now run the Solar Farm site and they have provided plans for the replanting of hedges/trees to be carried out this winter. Wise Energy have given an estimated date for completion as end of January 2020.

03/12/2019	144/19	NALC consultation on strengthening police powers to deal with unauthorised encampments.	PM/Clerk	Completed	Response drafted by PM and Clerk sent to NALC
05/11/2019	135.2	There is a booklet called 'Are you ready ?' with advice for households on how to plan for and deal with emergencies. Clerk to add a link to the booklet to the Parish Council website.	Clerk	Completed	Clerk added a link on the Emergency Contacts page of the website.
05/11/2019	130.3	Mr. Dolphin agreed to check the grit bins in the village and let the Clerk know if they need refilling. Clerk to check bin in Hyde End Lane. It was reported that the hedge needs to be cut over the grit bin which is located by the monument.	Clerk/JD	Completed	Grit bins have been refilled.
01/10/2019	124.2/19	Mr. Dolphin asked whether a page could be added to the Parish Council website to list local businesses. Clerk to investigate the legalities of this and find out whether other Parish Councils provide this information on their website.	Clerk	Completed	Clerk has found that some parish/town councils do provide this service. HALC have advised that there is nothing preventing a parish council from doing this but advised that it might be better to link to an existing directory. The PC would be responsible for ensuring the quality and accuracy of the data in the directory and ensuring it meets GDPR requirements. The decision was made at the November meeting not to pursue this any further.
01/10/2019	124.1/19	Hedges along the footpath from Bannister Place to the school are overgrown. This is not an official footpath but Mr. Dolphin will report the West Berkshire Council in the first instance.	JD	Completed	West Berkshire have responded to say that the path is not an adopted public highway and they cannot therefore request for the hedges to be cut back.
04/06/2019	74/19	VE day 75 celebrations	JH	Completed	JH has reported back to council.
05/02/2019	12/19	Drain outside pub needs to be cleared and gulleys along Wasing Road	Clerk/JH	Completed	West Berkshire Council have fixed and drain appears to be working.
04/06/2019	77.2/19	Concern about garden waste refuse collectors leaving bins at the end of Church Road instead of returning them to outside residents' homes.	JH	Completed	JH has contacted West Berkshire Council twice and they have spoken to their contractors. If the issue of bins not being returned happens again residents should report this directly to West Berkshire Council.
04/06/2019	77.3/19	Concern raised about a new gateway which has been installed on to the Brimpton Common byway by the Wasing Estate.	Clerk/JH	Completed	West Berkshire planning department have been out to site but the outcome of this visit is unknown. Wasing maintain that no planning permission was needed for a gateway on to their own land. Still ongoing but not a parish council matter so set to completed.
4/6/2019	69.2/19	69.2 School Railings. The School governors are due to meet on 18th July and Mr. Hicks will ask for an update on the replacement railings at this meeting.	JH	Completed	School railings have now been replaced and road markings repainted.
06/08/2019	95.3/19	Thames Water recently dug up the triangle of land at the junction of Station Road and Wasing Road but have not reinstated it to a good standard. The finger post has also been removed. Clerk to report to West Berkshire Council.	Clerk	Completed	Clerk raised case with West Berks ref: 175111. Triangle of land has been improved and finger post returned.
07/05/2019	56/19	Tree fallen down on footpath 6.	Clerk	Completed	Tree has been cleared from the footpath
07/05/2019	59/19	Clerk to ensure that policies are updated and up to date versions uploaded to the website	Clerk	Completed	Standing orders and financial regulations have been updated.

05/03/2019	32.4/19	40mph reminder roundel on Brimpton Road fallen off	Clerk	Completed	40mph roundel has now been replaced.
05/03/2019	32.3/19	Dog fouling	Clerk/JH	Completed	Raise awareness via email and facebook. Put up signs on churchyard footpath. Clerk has put signs up at the start of the footpath into the fields
05/02/2019	125/18.1	Clerk to chase West Berkshire for an update on the installation of road signs in Blacknest Lane.	Clerk	Completed	Signs now in place
	18/19	Purchase of memorial bench	Clerk	Completed	Bench now installed. PC to put on asset register and insure
30/10/2018	19/19	Purchase of a wifi enabled projector	clerk/pb	Completed	Equipment ordered and given to Phil/John for installation
04/09/2018	132/18	Investigate installation of mirror at end of Enborne Way	DB	Completed	Cllr Boeck has confirmed that WBC do not support the installation of mirrors
	100/18.4	Replacement of school railings to improve visibility	JH	Completed	AWE have approved a grant of £2000 to the school for them to complete the work to the railings and road markings.
04/09/2018	100/18.5	Overgrown shrubs outside postoffice	Clerk/JH	Completed	A resident has cut back the shrubs so no longer an issue
08/01/2019	12/19.0	Ask Planning enforcement about the crossing at the Grundon site	Clerk/DB	Completed	The road has been reinstated
2/7/2019	83.3/19	Mrs Cowdery raised a concern that although there is a dropped kerb at the end of Enborne Way there is no corresponding dropped kerb at the other side of Brimpton Lane. It would therefore be very difficult to cross the road with a wheel chair or pram. Clerk to raise a case with West Berkshire Highways department.	Clerk	Completed	Clerk raised an enquiry with West Berkshire and they responded saying that the existence of a telecommunications chamber in the footway along Brimpton Lane prevents a dropped kerb being installed opposite the existing dropped kerbs to the north of Enborne Way. They also believe it would be more dangerous for pedestrians if the kerb was dropped.
06/08/2019	95.2/19	Gigaclear installation of cables in Church Lane and Hatch Lane	JH	Completed	Gigaclear have indicated that they will not be installing cables in Hatch Lane.
06/08/2019	95/19	Footpath 15 which is on the Fuel Allotment is blocked by a fallen tree and overhanging branches but this has not been cleared.	Clerk	Completed	Clerk has raised twice with West Berks due to safety concerns. Ref: 174891 and 175165. Update on 1st Aug was that they would inspect and deal with within 3 weeks. Has now been done.
07/05/2019	43/19	Some road signs in the parish are obscured by overgrown hedges/shrubs.	JH	Completed	Clerk has raised cases including for the Blacknest Lane sign. It appears that some of the signs have been cleared but not sure if this was done by residents or West Berks.

Parish Plan Recommendations

Timescale	Action No.	Parish Plan Section	Recommendation	Priority in Plan	Action Leader	Latest update
Immediate within 3 months	3	Household	Lobby WBC and Gigaclear to ensure project is successfully completed	High	JD	ongoing
Immediate within 3 months	14	Building	Request WBC to pay more attention to enforcing planning conditions	Low	MC	Ongoing. MC has provided information on the planning enforcement team at West Berkshire Council and how they work.
Immediate within 3 months	18	Landscape (Listed as crime by Steering Group!)	Report to WBC the need for further training for refuse collectors re litter dropped from recycling boxes	Medium	JH	JH spoke with WBC. Any future issues should be reported by residents directly to WBC
Immediate within 3 months	20	Crime	Advertise MOD Police Project Servator on PC website	Medium	Clerk	On website under local info/emergency contacts/police.
Immediate within 3 months	26	Communications	Provide link to Parish Magazine digital copy from PC website	Low	Clerk	Completed. Link can be found under Local Info/Church Newsletter
Immediate within 3 months	29	Local Government	Provide short biographies of parish councillors & WBC councillor on website	Medium	Clerk	Almost complete. Just waiting for biography from Cllr Boeck
Immediate within 3 months	30	Local Government	Discuss with WBC how recycling opportunities can be extended	Medium	JH	JH has had a response from WBC regarding the current status of recycling in the district. Clerk has put some of this information on the website under Local Info/Recycling.
Immediate within 3 months	34	Landscape	Publish existing rights of way on PC website	High	Clerk	Completed. On website under Village Info/Village Map and also under local info/footpaths
Medium (3mths-1year)	1	Household	Publicise bulk buying oil schemes via PC website	Medium	Clerk	There is some good general advice given by ACRE (Action with Communities in Rural England) about oil buying schemes and Connecting Communities Berkshire (CCB) run a scheme that covers Brimpton. Clerk would propose putting general advice on the website rather than publicising any specific scheme.
Medium (3mths-1year)	2	Household	Investigate ways to improve mobile reception in the parish	High	PB	
Medium (3mths-1year)	9	Transport	Carry out more in-depth survey of speeding in the parish and discuss results with WBC	High	JD	SID monitoring was carried out in October. Next step to monitor 40mph zones
Medium (3mths-1year)	10	Transport	Review with WBC what can be done to make junctions safer	High	JD	

Medium (3mths-1year)	11	Transport	Investigate ways in which the PC can work with WBC and landowners to keep hedges, verges, ditches and road surfaces in good order	Medium	PM	Mr. Main has contacted West Berkshire Council about ways to work with them and landowners to keep hedges, verges etc. in good order. West Berkshire Council have advised that the best way to track issues is to report them via their online reporting tool. This is already done but could be more widely publicised in the parish.
Medium (3mths-1year)	33	Landscape	Publicise existing Mount Charity Permits via PC website	High	Clerk	Link to Wasing website with details about Mount Charity Permits put on PC website but no information about where the permitted paths are.
Long Term (more than 1 year)	5	Education	Investigate other transport options to and from secondary schools	Medium	MC	MC has investigated options and sent report to councillors. Clerk has put information about the bus to the Kennet School on the website. JH to also advertise the spaces on the bus via the parish mailing list
Long Term (more than 1 year)	7	Church	Investigate land for parking to encourage wider use of Church and school in conjunction with Village Hall	Medium	JD	
Long Term (more than 1 year)	8	Transport	Explore other transport options for the parish by asking WBC to convene a meeting with all transport providers	Medium	PB	
Long Term (more than 1 year)	12	Building	Support proposals (subject to compliance with planning regulations and the Village Design Statement) to build up to 10 small private houses over 10 years, affordable to first time buyers and people wishing to downsize, primarily through infilling.	Medium	MC	
Long Term (more than 1 year)	13	Building	Review settlement boundary	Medium	CB	Mr. Brims has provided a report on reviewing the settlement boundary. A further progress report will be provided once more information has been received from West Berkshire Council on the timing of the review process.
Long Term (more than 1 year)	32	Landscape	Review public rights of way in the parish and look to expand network of footpaths and cycle paths via discussions with local major landowners	High	PM	
Ongoing	4	Personal	Discuss with parishioners what would make people feel more part of the community	Low	JH	
Ongoing	15	Health	Promote Good Neighbour scheme	Low	JH	
Ongoing	16	Crime	Encourage residents to be more vigilant towards fly tipping and litter	High	JH	
Ongoing	17	Crime	Campaign to make residents more mindful of noise (Link to WBC website)	Medium	Clerk	A link has been added to the PC website under local info to link to the WBC page on noise. Complete
Ongoing	19	Crime	Continue with community litter picking events	Medium	JH	

Ongoing	25	Communications	Encourage parishioners to sign up for Update email on PC website and Facebook page	Low	Clerk	ongoing
Ongoing	27	Communications	More publicity of PC website and Facebook page	Medium	Clerk	ongoing
Ongoing	28	Local Government	Develop closer working relationship with District Councillor	Medium	JH	
Ongoing	35	Landscape	Continue to oppose gravel extraction plans	High	JH	
No Action	6	Church	PCC to investigate other uses for the Church and promote events.	Refer to PCC	None	
No Action	21	Crime	Pursue Neighbourhood Watch in village and Hyde End	Refer to NW	None	
No Action	22	Facilities	Investigate feasibility of ideas for Village Hall	Refer to VHC	None	
No Action	23	Facilities	Review suggestions for Recreation Ground	Refer to RGT	None	
No Action	24	Facilities	Encourage better promotion of events held at the Village Hall	Refer to VHC	None	
No Action	31	Landscape	Organise a local workforce.	Low	None	