

COPYTHORNE PARISH COUNCIL MEETING – TUESDAY JULY 14TH 2020

Item 8 – Matters arising from minutes of meeting of Copythorne PC held on June 9th 2020

101/20 To Approve the Minutes and agreed actions of the Meeting of May 12th 2020

ACTION – Clerk to ensure that the minutes are signed by the Chairman

The minutes have been signed by the Chairman

103/20 Lengthsman Scheme – To discuss & approve proposed tasks for June 2020

ACTION – Clerk to instruct Lengthsman

The Clerk has instructed the Lengthsman and is awaiting dates for the works to be undertaken

ACTION – Members to supply Clerk with details of those metal barriers not listed to enable a complete list to be compiled

The Clerk has received no details of additional barriers from members

104/20 To receive an update on progress of Parish Design Statement (PDS)

ACTION – Cllr. Chillcott asked all members to provide him and the Clerk with their thoughts/comments on his work so far

I have only received one e-mail (from Cllr. Goodwin) which was copied to all members.

106/20 To receive and approve a report on a Document Retention Policy for the Council

ACTION – Clerk to arrange for the policy document to be added to “Transparency” section of Council website.

The policy document has been added to the Council website

108/20 To receive and agree the Bank Reconciliation for May 31st 2020

ACTION – Clerk to ensure that the reconciliation is signed by Cllr. Chillcott

Cllr. Chillcott has signed the reconciliation

109/20 To receive and agree the monthly payment schedule for June 2020

ACTION – Clerk to ensure that the schedule and Electronic Payments instructions are signed by Cllrs. Lucas and Rhodes.

Cllrs. Lucas and Rhodes have signed and returned the schedule and Electronic Payment Instructions.

112/20 Councillors Reports

ACTION – Clerk to supply Website provider with meeting dates for the remainder of 2020.

Dates have been added to the website

ACTION – Clerk to report broken street name sign via the NFDC Streetscene reporting website.

The Clerk has reported the broken street name sign and NFDC have the replacement in hand

Cllr. Hawks reported that the garden waste fly-tipping at a property near her was still happening.

ACTION – Clerk to discuss issue with NFDC and directly with Dist. Cllr Andrews

The issue has been reported and NFDC Enforcement have given guidance to the resident concerned