

## Cotherstone Parish Council – Action Log updated 2 January 2019

Parish Council meeting date	Issue	Detail	Latest action	Latest action date	Next action due	Next action by
July 2018	Website charges	Uncertainty about what the annual fee for hosting and maintenance covers	Clerk requested that 'admin' status be transferred to Clerk, and meeting arranged with Mark Armstrong to hand over maintenance/housekeeping.	5/10		
September 2018	Bus Shelter	Repainting needed inside and outside	Clerk checking on what is covered in quotations received. <b>Adam Wheeler appointed and will complete work when weather permits.</b>			
	New noticeboard at east of village	Clerk to obtain prices/designs for recycled plastic noticeboard	Clr Quick preparing design and materials cost for softwood-framed 6xA4s noticeboard for location in cemetery land			For discussion at meeting 9 January
October 2018	Land Registry contact details for PC	Incorrect details on file at Land Registry	3/11 Clerk submitted forms to Land Registry for change of contact details on three parcels of land. <b>10/12 Forms resubmitted with solicitor-verified identification details</b>			
October 2018	Pothole	Opposite Glenair DL12 9QW	11/10 Clerk logged on CRM Case Ref.31460482. 16/10 Email notice that job has been added to DCC work programme.			
November 2018	Cemetery rules	Query over requirement for undertaker to return to check grave mounds	<b>Clerk contacted Institute of Cemetery and Crematorium Management technical and member services officer who forwarded template Cemetery Rules and Regulations.</b> <b>2/1/19 Clerk forwarded template rules to all councillors.</b>			For discussion at meeting 9 January
November 2018	Tree inspections	Query raised over liability for tree safety and inspection regime	<b>Clerk contacted PC's insurer and received 6-page guidance note.</b> <b>2/1/19 Guidance note forwarded to all councillors.</b>			For discussion at meeting 13 February