

Cotherstone Parish Council – Action Log updated 5 February 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. Adam Wheeler appointed and will complete work when weather permits.			
	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			Deferred until April 2019
November 2018	Cemetery rules	Query over requirement for undertaker to return to check grave mounds	<p>Clerk contacted Institute of Cemetery and Crematorium Management technical and member services officer who forwarded template Cemetery Rules and Regulations.</p> <p>2/1/19 Clerk forwarded template rules to all councillors.</p> <p>9/1/19 Decision to not conduct further review of Rules, beyond clarification of ground levels responsibility in scenario where it is the undertaken, not the PC, who contracts with gravedigger.</p> <p>11/1/19 Clerk received further advice from ICCM: ‘difficult to quantify a reasonable time to revisit ground levels as ground make-up varies so much. Some graves might need only one top-up, others regularly for a period of up to 6 months if not longer. If the Council want to proceed with having such a rule, then it would need to consider the ‘worst case’ for grave levelling and have an agreement in place that the contracted gravedigger will top up as needed up to that worst case time limit. “My advice still remains the same in that I think this is a risky decision for a number of reasons, including that you may not know where the soil/material has been sourced from, and I think that if challenged by a funeral director on why it is their responsibility, that there would be a case to answer. For a small independent firm, they may not have the resources to schedule these works in, however the bereaved grave owner will have paid the Council a fee for the exclusive right of burial and interment and it could be argued that this fee should include the works to maintain the cemetery and graves therein”</p>			For clarification at meeting 13 February

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November 2018	Tree inspections	Query raised over liability for tree safety and inspection regime	<p>Clerk contacted PC's insurer and received 6-page guidance note.</p> <p>2/1/19 Guidance note forwarded to all councillors.</p> <p>9/1/19 Clerk to obtain quotes from All About Trees for a) inspection of trees near Hagg House and b) for complete mapping and preparation of inspection schedule and delivery of said schedule.</p> <p>11/1/19 Clerk requested quotation. 14/1/19 Map requested by All About Trees. 25/1/19 Map provided showing six pieces of Parish Council-owned land and requesting that a parish councillor accompany a site visit to assess or prepare the quotation.</p>			
January 2019	Planning	Councillors and residents concerned with enforcement of DM/15/02914/FPA	<p>11/1/19 Clerk emailed Jill Conroy, the planning officer seeking help.</p> <p>15/1/19 Reply from Jill Conroy – 'planning authority is aware of slight changes to the development which have been approved from various Non-Material amendment and Discharge of Condition applications. With respect to the condition of the approval, the authority is satisfied that all conditions have been duly discharged. Any works carried out which are outwith the development curtilage are not associated with this permission.'</p>		?	
January 2019	Tree work in general and TPOs	Notification of any tree work either to trees with TPO or any tree within the Conservation Area (TCA)	<p>11/1 Clerk asked DCC to advise on setting up alerts for any tree work applications relevant to the parish</p> <p>16/1 Clerk sent 16-pp user guide for Idox Planning System, with instructions for setting alerts. Clerk will now receive email alerts for any new TPO or TCA applications.</p>			None- compete
-	Teesdale Way footpath	Broken down 5-10yd length of fence exposing 60ft drop to river, opposite The Mill on FP76, close to the 'Tomb'	5/2/19 Clerk reported online Ref. 34216779. Case marked as closed later the same day.			