

**Full Council Meetings Action Log  
2023/2024**

| <b>Action No.</b> | <b>Minute No.</b> | <b>Date of Meeting</b> | <b>Minute Action</b>  | <b>Allocated to</b>                             | <b>To Do</b>   | <b>Date completed</b> |
|-------------------|-------------------|------------------------|---|---|--|-----------------------|
| A3                | 127/24            | 13th February 2024     | Contact Southern Water regarding sewer plan for the village/The Parsonage | Cllr Summersgill & Clerk                        | Cllr Summersgill to assist clerk with drafting letter. Letter sent 11th March 2024. Cllr Summersgill taken a copy to SW meeting (10/7/24)<br>MS liaising with other SW contacts (Aug 2024) |                       |
| A4                | 127/24            |                        | Review library status   | Cllrs Adam and Boswell and <del>Robertson</del> | To meet to discuss   |                       |
| A18               | 138/24            |                        | Risk Assessments - review format  | Clerk   | To update prior to next review in January 2025   |                       |
| A19               | 141/24            | 12th March 2024        | Review Cloudy IT annual support 2025/26                                   | Clerk/Finance                                   | prior to 25/26 budget meeting  |                       |
| A25               | 150/24            | 9th April 2024         | Review format of APM  | Clerk/Cllrs                                     | Review in January 2025   |                       |
| A27               | 153/24            |                        | Review faint yellow lines in village                                      | Cllrs   | To report to the Clerk   |                       |

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|------------|------------|--------------------|---|---|--|----------------|
| A33        | 014/24     | 7th May 2024       | Arrange Sub-Group meetings for ACV, Byelaws and Resilience Planning               | Clerk   | Emailed Cllrs 9/5/24 for dates: Byelaws 13/7/24 at 9am. Resilience Planning 10/2/25 ACV to be arranged                         |                |
| A37        | 024/24     | 9th July 2024      | Cllrs and office staff to undertake Carbon Literacy Training                      | All   | Look at SLCC training  |                |
| A71        | 076/24     | 12th November 2024 | Cllr Rabot to liaise with Police regarding future police surgeries in the village | Adrian  |  |                |
| A79        | 088/24     | 10th December 2024 | Flooding under Pattenden Lane railway bridge                                      | Ali   | Raise with Kent Highways / Network Rail at next meeting  |                |
| A85        | 092/24     |                    | Fingerpost repair   | Kate/Ali  | Contact contractor to confirm acceptance of quote for works - cast iron not to be used - Cllrs discussing alternatives 11/2/25 |                |
| A86        | 092/24     |                    | Meeting with South Eastern  | Ali/Richard   | Confirm Richard will attend F2F meeting - ? Microsoft Teams availability<br>Member of staff left - rearrange for March         |                |
| A92        | 102/25     | 14th January 2025  | Highways consultation   | Cllr Newton - Accessibility<br>Cllr Tippen - Highway Maint.<br>Cllr Adam - Public Transport<br>Cllr Summersgill - Road Safety<br>Cllr Rabot - Walking/Cycling | Response required by 28/2/25   |                |
| A95        | 105/25     |                    | Report fading white lines to Kent Highways  | Ali   | Maidstone Road; Chantry Road junctions / Zebra crossing reported.<br>View other areas (utility work) where lines are faded     |                |