

## THORNER PARISH COUNCIL

### ACTION PLAN 2023- 24

<u>Item</u>	<u>Action Required/Comments</u>	<u>Action Date</u>	<u>Participants</u>	<u>Action taken/ Date Completed</u>
Newsletter production	Arrange production procedure and dates for issue.	April	Further discussion with Councillor R.Brittain	Procedure confirmed at May meeting. Final proof conducted by email confirmation not via Council meeting. Next issue August. Cease local business advertising. Change Police contact details. Delivery taken by Cllr.R.Brittain.
Tree removal or removal of roots from footpath at Millennium Green	To arrange site meeting to discuss/confirm action to be taken. Then seek quotes for removal and submission of planning application in Conservation area.	May	Maintenance WP and the Clerk.	Three enquiries made to tree surgeons. Strom Tree Care appointed. Following removal; 1. replacement tree to be arranged. 2. Repair to footpath progressed. Tree removal in November.
Flagpole	Arrange Service	June	Cllr A.Scott	Cllrs A.Scott and T.Mycock to carry out inspection. Request for service made by Cllr A,Scott
Dog Waste Bin dispensers	Re-order of waste bags	June	Cllr A.Scott to place order and store at the Sub Station	Cllr R.Brittain will assist in replenishing the dispensers.

				Cllr A.Scott to provide information on where the dispensers are and provide a key to open them. Cllr R,Brittain provided with keys for Sub Station.
Web site	To cease present arrangement for hosting of the site and seek a contractual arrangement	June	Clerk to make enquiries with website providers	Proposals issued to Councillors. Decision made to appoint Vision ICT. Clerk to progress and undertake training for use.
Playground	Replace zip wire. Obtain usage sign	June	Clerk to make enquiries.	Playground companies contacted and site visits arranged and requirements confirmed. Quote received from Macventure. Other contractors recommend removal.
Replace or repair of benches	Milner Lane -  Boules Court -	July	Arrange with Ward Cllr Sam Firth  Cllr A.Scott	New Steps required. Ward Cllr Sam Firth informed and pictures sent.  Replacement picnic bench for Boules
Grass Cutting on Millennium Green	Formalise the cutting to be done by a single contractor	July	Cllr Llewelyn to advise	See Action note grass cutting contract
Millennium Green	Wildflower beds	August	Ownership and responsibility to be confirmed	Ownership confirmed as Leeds CC.
Sub Station	Replace locks.	August	Clerk to arrange.	Action completed.

Electric meter on Millenium Green	Replace lock and clasp	August	Clerk to arrange	Following inspection replacement of lock only required.
Access to the water supply on the gardens	Consider how access can be restricted to the mains supply	August	Clerk/Chairman and contractor	Inspection undertaken with contractor present. Agreement reached on how access cover will be changed.
Ramsey's Fold	Bench provision. Cut back trees Hedging along fence AS plans	September		
Village Signs	Type required. School liaison	September	Cllr Llewellyn to progress	
Grass Cutting Contract	Review of existing contract	September	Parish Council and appointed contractor	Discussion group meeting held and changes identified a new schedule produced.
Damage to play equipment.	Seek quote for repair	September	Clerk to arrange	Appointments with contractors arranged. Repairs completed.
Remembrance Day Parade	Arrangements for this year's event. Who is organising the parade. Contacting the Police to confirm the event. Contacting Leeds CC Safety Advisory Group for the TTRO	October	Parish Council and representatives of the Royal British Legion Thorne and Scarcroft branch	No requirement for a traffic management company. Police contacted and their attendance confirmed. RBL to liaise with Leeds CC SAG but unable to progress, Clerk to complete.
Replacement of damaged noticeboard on Boules Shelter	Contact Mexborough Estates to establish ownership/responsibility	November	Clerk to enquire. Quote received for £1500. Mexborough Estate	Mexborough Estate do not own the noticeboard, permission to replace is given

			contacted re ownership and/or permission to replace.	subject to it being 'like for like'.
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