

## **Key Task Monitor**

### **August Meeting**

<b>Agenda Item/ Subject</b>	<b>Status</b>
<b>Lighting Car Park</b>	Current insurers and 2 others require car park lighting. Current insurers allowing 3 months for planning permission and works to be completed.
<b>Repairs to drainage car park</b>	Manhole repairs Blocked drains car park NR to get quote
<b>Tarmac repairs to hump in car park</b>	Ibbico have said they will be repairing 15/07/2020
<b>Car Park - Pay and display</b>	Village car park options for pay and display
<b>Church Car Park</b>	Resurfacing the car park by the church
<b>Stansted Airport</b>	Represent community over noise and environmental impact
<b>Village Sign</b>	Concerns over condition and maintenance works
<b>Flooding - Stortford Road</b>	Continued investigation into the flooding Stortford Road.
<b>Covid-19 - shops re-opening</b>	Advice on website for new rules for shop openings. Letter to be distributed.
<b>Play Areas and Paths</b>	Risk Assessments to be done quarterly
<b>Website Maintenance</b>	To agree website maintenance
<b>Village Green Maintenance Contract</b>	To review grass maintenance contract
<b>War Memorial Grant</b>	Grant applied for, extra photographs were requested and sent off 01/06/2020. Grant also requested for box hedging from Cllr Barker.
<b>Playground COVID-19</b>	Clerk attended EALC, did a risk assessment and posters displayed in car park

**Emergency Plan**

Clerk to review Emergency Plan and meet with subcommittee

**Highways - Cox Ley Road**

Cllr Barker to investigate if any remedial works are planned

**PCSO**

Clerk had emailed other parishes if they are interested in sharing the cost of a PCSO

**30mph speed limit within the village Allotment**

NR to compile a letter to Essex Highways To damaged fence

**Pond Lane Signage**

MB sent a draft proposal for the signage. The proposal is that the shop keepers will jointly purchase the signage and at the same time be told that no other A boards or signs will be permitted. The existing published restrictions will be rigorously implemented once the new signage is installed.

**Playground Inspection Report**

JD to make a list of remedial works required and create an action plan to implement

**Crowning Parish owned trees**

2 trees in Cox Ley - agreed July meeting Parish to pay half costs

**Wooden posts on the green**

PW May to quote

**Pond maintenance**

Wildlife subcommittee NR, KF and PB are to look at the schedule of works and specification.

Notes	Level of Importance: Low, Medium, High	Responsibility	Completion date
Insurers AGREED lighting project. Wall may not be parish owned forwarded email to Cllrs from resident	High	PC	Needs to be completed Sept
	Medium	PC	Manhole completed
	Medium	PC	Completed
	Medium	NR ML	
	Medium	NR/ML	
Ongoing	Medium	PC	
Ongoing	High	PC NR / MB	Completed
Due Sept 2020 Agreed Wayne will update website. Contract agreed, receiving quotations Awaiting one more quote and decision	High	PC PC MB/NR/ML/KF / PC PC	Ongoing completed
Monthly risk assessment to be carried out	High		Completed

Clerk asked ML to provide old emergency plan 13/07/20. Clerk revised new Emergency Plan distributed to Sub Committee 03/08/20. Awaiting for plan to be adopted.

JD to formally write to highways regarding the poor condition of the road. Clerk formally written to highways.

Awaiting Parish responses

Awaiting quotation from P W May

Action plan completed awaiting quotes