

# Keinton Mandeville Parish Council

Dear .....

I hereby give you notice of a meeting of the above-named Parish Council, to be held on

**Tuesday May 10th 2022.** at Keinton Mandeville Village Hall

All members of the council are hereby summoned to attend for the purpose of considering and resolving the business to be transacted at the meeting as set out hereunder:



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Sue Graham, Clerk May 3rd 2022

Public session will take place at 7.30pm, prior to the formal council meeting.

1.0	Election of Chairman			
2.0	Fill vacancies by cooption			
3.0	Receive declarations of acceptance of office.			
4.0	Apologies			
5.0	Declarations. Receive declarations of interests Councillors to complete Declaration of Business Interest forms			
6.0	Election of Vice Chairman			
7.0	Minutes of last meetings: 5 April 2022 Agree the minutes as a true and correct record of the meeting held.			
7.1	Actions and Matters arising			
	Minute	Owner	Due	Update
	4.2 Neighbourhood plan; Include affordable homes policy Project plan for adoption by PC at Future Meeting	TR TR	Ongoing Future Meeting	
	Local Heritage list – send nominations - Tithe Barn, Orchards, Blue Plaque. TR to scrutinise nomination process. Continue to request public input	Clerk	ASAP	
	8.0 Highways. Report damage to Cottons Lane. Awaiting response from Mendip	Clerk	Complete	No response
	8.0 Highways update on fingerpost replacement – clerk to write again to landowner of Merlin House	Clerk	ASAP	No response
	Priority change – await further information.	Clerk	Ongoing	
	Streetlighting Chistles Lane – ask again for this to be addressed	Clerk	ASAP	
	8.1 Quotes to improve bridleways, also Babcary / Blind Lane and path to rear of village hall. c/f to spring Repairs to Babcary / Blind Lane fingerpost.	TI Clerk	April ASAP	Update at next meeting
	9.0 Annual play area inspection report – project plan. Obtain quotes and apply for s106 funding	Clerk	Ongoing	
Playing field land registry Request quote from Holly and Steer	TI to chase	ASAP		
14.1 Nalc correspondence: Clerk to respond	Clerk	ASAP		
14.1 Jubilee Parish Profiles – refer correspondence to primary school	Clerk	ASAP		
Remembrance soldier order from RBL	Clerk	November 2022		
8.0	Parish Representatives <ul style="list-style-type: none"><li>• Playing field committee</li><li>• Village hall committee</li><li>• Happy tracks and skate park</li><li>• Finance committee (2/3)</li></ul>			

	<ul style="list-style-type: none"> <li>• <b>Planning</b></li> <li>• <b>Councillor to check risk assessments, deeds, physical check of assets</b></li> <li>• <b>Appeals Board (3)</b></li> <li>• <b>Youth representative</b></li> <li>• <b>Grievance board (3)</b></li> <li>• <b>Highways and Parish Paths</b></li> </ul>	
<b>9.0</b>	<b>Planning.</b> Consider the following applications and make recommendations to the planning officer:	
<b>9.1</b>	<b>Determination of Planning. Receive the following notices:</b> 22/00209/HOU Application permitted with conditions <a href="#">Proposed Rear Extension - Roseland Castle Street Keinton Mandeville Somerton TA11 6DX</a>	
<b>9.2</b>	<b>Other planning matters.</b> Neighbourhood Plan – project plan and update	
<b>10.0</b>	<b>Environment Champion Update.</b>	
<b>11.0</b>	<b>Finance and Payments (RFO – Clerk)</b> <b>Payments</b> Salaries April 2022 NEST Pensions Direct Debit HMRC Reimburse clerk, postage and stationery items Reimburse Clerk Annual Parish Meeting refreshments Maintenance SALC: Training SSDC Parish Ranger Reimburse C Lane Defibrillator Cable Internal Auditor Voucher Village Hall Committee – opening up safely and reconnecting communities fund grant payment from SALC	£289.25 £21.94 £5.80 £28.30 £22.47 £72.00 £25.00 186.48 £47.98 £100.00 £2500
<b>11.1</b>	<b>Receipts.</b> SALC: Opening up safely and reconnecting communities fund grant payment (for village hall) CIL 19/03139/FUL	£2500.00 £1661.68
<b>11.2</b>	<b>Review of Accounts.</b> Presentation of summary of accounts, bank reconciliation and budget to be considered, agreed, and signed by Councillors Agree amended budget / reserves	
<b>11.3</b>	<b>Other finance matters</b> Appoint new signatory <b>Audit 2021-22.</b> 11.3.1 Receive internal auditor reports and agree any actions arising 11.3.2 Review effectiveness of the system of internal control 11.3.3 Consider and agree the Annual Governance Statement 2021-22 11.3.4 Consider and approve accounting statements 2021-22 11.3.5 Agree arrangements for the exercise of public rights 2021-22 11.3.6 Asset register check	
<b>11.4</b>	<b>Grant requests.</b> Receive the following grant requests KM School: Platinum Jubilee event request	
<b>12.0</b>	<b>Highways.</b> Update / Items to report Future management of SID – agree arrangements SID positioning during Castle Street road closure Community Speedwatch Report.	
<b>12.1</b>	<b>Parish Paths.</b> Update / items to report.	
<b>13.0</b>	<b>Play Areas.</b> Playing field registration with Land Registry <b>Happy Tracks / Skatepark</b> Receive inspection report. Consider quote to remove and reinstall wooden slide posts Annual play area inspection report – project plan, replacement equipment S106 funding application update.	
<b>14.0</b>	<b>Maintenance.</b> Consider and agree requirements	

<b>15.0</b>	<b>Broadband Provision in Keinton Mandeville – update</b>
<b>16.0</b>	<b>Village Hall Report</b>
<b>18.0</b>	<b>Correspondence.</b> Receive the following correspondence and agree any actions arising: From SCC- Consider adopting Local Government Association Model Code of Conduct
<b>18.1</b>	<b>Correspondence. Circulation</b> SCC updates, SWP briefings, SSDC updates, SSDC Environment webinar, Crime Report, Neighbourhood Police Newsletter, Somerset Day, Wilding Churchyards project, CPRE campaigns update, Affordable Housing planning issue: Nether Stowey Parish Council, et Sussed environment newsletter
<b>19.0</b>	<b>PR.</b> Items for inclusion in the next edition of the Parish Magazine, for the website and social media sites.
<b>20.0</b>	<b>Future agenda Items</b>
<b>21.0</b>	<b>Any other reports</b>
<b>23.0</b>	<b>Date of next meeting</b>