Keinton Mandeville Parish Council

Minutes of a meeting of the Annual Parish Council meeting and the ordinary Parish Council Meeting held on

**Tuesday 02 July 2024 at 1930** at Keinton Mandeville Village Hall

Present: Mr T Ireland, Mr T Ryder, Mrs D Von Bergen, Mr K Sturgess Mrs C Calcutt and Mr K White.

In attendance: Kaye Elston (Clerk) and County Councillor Stephen Page and 21 members of the public.

**Public session**

* Member of the public presented an old photograph of Queen Street which was passed around.
* Member of the public asked if the white stones placed outside one the houses on Queen Street was permissible. Parish council responded by advising that they had already reviewed the situation and the ground on which the stones were placed are part of the property and therefore they can place what they want on their property. There is an understanding that it could potentially be dangerous if a cyclist hit them but this liability lies with the house owner.
* Planning application 24/00983/FUL – several members of the public had presented themselves at the meeting to present their comments on the application.

Housing application that does not support the mixed housing need in the village.

Land owner and land agent do not have a good track record of working with the Countryside Act as the member of the public alleged they have destroyed the habitat.

The developer has advised they will capture the slow worms and then put them in the backfield but potentially the plans show that field being a soakaway.

Reports of the habitat potentially are not accurate as they were carried out after the building work had commenced and therefore much of the habitat had already gone. Need to consider completing a new one to provide a more accurate account.

This development of four bedroom bungalows does not provide appropriate accommodation for residents who are trying to get onto the property ladder or those trying to downsize and stay in the village.

More traffic will be accessing the development onto Castle Street.

Previous application for 12 bungalows was refused and then the application for 7 was agreed and they have been built. This application for 5 bungalows if agreed take the developer back to their original required number of 12.

Residents who are living in the 7 bungalows already built advised that the site has not yet been completed as the roads and pavements have not been completed and therefore not adopted.

Ecology Report technically ran out in April 2023 and therefore another one should be commissioned.

|  |  |
| --- | --- |
| **24/25/065** | **Apologies.**  Mr C Lane and these were accepted. |
| **24/25/066** | **Declarations of interest*** Mr T Ireland declared an interest in planning application 24/00983/FULL and will exclude himself from the parish council decision on how to response.
 |
| **24/25/067** | **Minutes of the last meeting held 04.06.2024*** These were agreed and signed by the Chair.
 |
| **24/25/068** | **Actions and Matters arising*** Clerk went through the actions at the end of the minutes.
* Website review – councillors were in agreement to subscribe to Parish Online as this is a good resource even if they are not utilised in the future for the website. Parish Online are recommended by the National Association of Local Councils as a good provider of a website and emails (gov.com).

***Proposed: Mr T Ryder******Seconded: Mr K Sturgess******All councillors present in agreement***Clerk to set up subscription. **ACTION: Clerk** |
| **24/25/069** | **Report from Somerset Councillor – Stephen Page*** Refuse collection and waste bins for the Methodist Church – these have now arrived and being used by the church.
* Somerset Council have held a full special council meeting – a good piece of news is that Jaguar Landrover are investing in a factory to build electric car batteries on the edge of Bridgwater. This will bring over 4000 permanent jobs to the area.
* Section 106 monies – still chasing.
* Mr Ireland thanked Mr Paige for facilitating a proxy vote for a member of the community who was struggling to get this arranged direct with Somerset Council.
 |
| **24/25/70** | **Planning*** **24/00983/FUL Cottons Orchard, Castle Street, Keinton Mandeville, Somerton TA11 6FU** – Erection of five single storey dwellings.

Parish council had already heard the views of the public during the public session. The parish council discussed and were in agreement to object to the application on the following grounds:* Inappropriate housing - 4 bedroom bungalows and not what is needed for housing supply in KM Environmental issues
* Flooding already in the area and this development will increase the risk
* Ecological survey - the parish council would like a new or additional ecological survey to take into account the fact the site is re-wilded.
* Traffic and safety issues - the entrance/exit out of the site would complicate the position of the current bus stop
* Proposes 5 bungalows with only 12 occupants - do not feel that this is an accurate count of the number of people with cars that will be resident
* Sustainability - these proposed bungalows residents would need a car as the public transport in place would not support them working outside of the village
* Concerns for future development of more bungalows - original application was for 12 bungalows which was refused so it would appear they have now been completed in two stages - 7 and then 5. This could potentially predict further applications and they would go onto ground where there are oak trees that have a preservation order
* There is a lack of detail on the plans alongside mistakes which would indicate a lack of preparation and planning, which are as follows:

The layout maps (both existing and proposed) omit a public footpath that runs across the site and the proposed layout would block this Protected Right of Way with planted 'screening'.Incorrect spelling of Keinton Mandeville on a number of document titles and in the documentsDesign and Access Statement there is a listing of a village post office and there is NOT one in Keinton Mandeville***Proposed: Mrs C Calcutt******Seconded: Mr K White******All councillors present in agreement*****ACTION: Clerk to submit objections to Somerset Council*** **24/01343/S73A Trinity Barn, Coombe Hill Lane, Keinton Mandeville, Somerton TA11 6DG** – S73A Application to vary condition 02 (approved plans, fencing materials) and removal of condition 06 (occupancy) relating to planning consent 15/02014/FUL (Change of use of attached agricultural barn, alternations and extension to form single 2 bedroom annexe for use as a holiday let). **No Objection**
 |
| **24/25/071** | **Determination of Planning. T**he following notice was received: * **24/01177/HOU Englefield Terrace, Flagstone Cottage, Church Street, Keinton Mandeville, Somerton TA11 6ER –** Proposed replacement single storey rear extension to dwelling. **Permitted with conditions**.
* **24/00908 PAMB Land OS 2900 And 2478 Part Combe Lane, Keinton Mandeville, Somerton TA11 7AY** – Prior notice for change of use of agricultural buildings to 2no, dwelling houses. **Refused**.
* **24/00411/HOU Bekynton, High Street, Keinton Mandeville, Somerton TA11 6DZ** – To site a 20 foot mental shipping storage container to front of property, propose to timber clad the sides and door of the container. **Refused**.
 |
| **24/25/072** | **Other planning matters.** * Neighbourhood Plan update – a volunteer chair has come forward, Hugh Von Bergen and another couple of volunteers which will enable the plan to progress and go forward. Mr Ryder is getting documents ready to go on the website.
* Clerk advised that there is potentially grant funding opening up again for Neighbourhood Plans and will forward the details to Mr Ryder and Mr Von Bergen.

 **ACTION: Clerk** |
| **0** | **Environment Champion*** Environment Day in June was a success although there was a lower turnout of people than anticipated. The event made £200 profit.
* Wild Garden of the Year Award was won by Sandra Cook.
* Adopt a tree app – hoping to launch this scheme soon.
 |
| **24/25/075** | **Finance and Payments (RFO – Clerk)**Resolved: It was proposed and unanimously agreed to approve the following payments201330 Kaye Elston (clerk salary)201331 HMRC (PAYE) | £185.05£123.20 |
| **24/25/076** | Receipts* There were none.
 |  |
| **24/25/077** | **Review of Accounts.** The balance on the bank accounts as follows: Community Account £1000Business Premium £64 753.85Business Premium £5234.04 |
| **24/25/078** | **Other finance matters** * Planned spending for reserves – this is still to be determined when the results of the traffic survey have been completed and there has been consultation with highways at the local authority.
* AGAR External audit – clerk confirmed that the audit document has been submitted within the deadline required of 30.06.2024.
* Quote for Coombe Hill footpath in the sum of £920 plus VAT – councillors agreed to commission this piece of work.

**Proposed: Mr K Sturgess****Seconded: Mr T Ryder****All councillors present in agreement** **ACTION: Clerk** * Quote for gate post at Village Hall in the sum of £140 plus VAT – councillors agreed to commission this piece of work.

**Proposed: Mrs C Calcutt****Seconded: Mr K White****All councillors present in agreement** **ACTION: Clerk*** Financial Regulations review – clerk has drafted using the new template from the National Association of Local Councils but there are several parts that need discussion and decisions by councillors. Agreed that this would be reviewed initially by the Finance Committee and then brought back to next full council meeting for approval.

 **ACTION: Finance Committee*** Finance Committee meeting – date set for Wednesday 17 July at 1900.
 |
| **24/25/079** | **Grant requests.** Receive the following grant requests:* Methodist Church – letter received thanking the parish council for the donation.
 |
| **24/25/080** | **Feedback re Traffic Survey from Annual Parish Meeting*** Survey – there have been 44 responses so far.
* Requests from community – the main request is to reduce the speed in the village and the main concern is the congestion around the junction in the centre of village by the shop.
* In relation to the congestion at the centre of the village the responses favour buildouts to try and resolve the concerns.
* Survey will be given a deadline of the end of July and then at the next meeting the parish council will prepare to approach Highways at Somerset Council to begin the discussions on the proposed amendments.
 |
| **24/25/081** | **Highways.** Consider the following and agree any actions arising:* Reports of issues in the village – Barton have had their drains cleaned and clerk will ask who provided this service for them as Keinton Mandeville could approach them for a quote.

 **ACTION: Clerk*** Parking on pavements – Councillor Paige from Somerset Council has approached Highways about this matter and there is not a straight forward answer. There is a balance to be found between what is reasonable for the context of the situation and what is not. For example to park on the pavement so as not to restrict the movement of other traffic then this would be considered reasonable and also sometimes it provides additional traffic calming as cars have to slow down at this point. Gary Warren (Traffic Engineering at Somerset Council) has offered the services of the local Traffic Engineer to discuss with the parish council.
* Crashmap – Mr Ryder has spoken to SHOCK about the usefulness of Crashmap and the basic version is £18 but does not feel it provides enough detail. Also it is dependent upon information being input to the system, which does not always happen. Councillors agreed they did not wish to purchase at this time.
* SID data – an android device has been located to pass onto Neil so hopefully data will soon be available again.
* Speedwatch – an increase in the number of vehicles passing through the village but this maybe due to recent diversions. There has been some very dangerous driving observed including a car overtaking a tractor at 66mph.
 |
| **24/25/082** | **Parish Paths.** Update / items to report. * Trimming of the footpaths – unfortunately the previous contacts to follow up did not have public liability insurance and these need to be in place for the parish council to commission their services. There is a new contact which Mr Ireland will follow up this week and hopefully meet on the sites that need strimming the most. The priority areas agreed at the last meeting were the back of the playing field (north of Castle Street playing field), Blind Lane, Row Lane and Babcary Lane. Also some of Cottons Lane . Councillors agreed that if a contractor could be identified then the work would need to be commissioned before the next meeting as the footpaths were challenging to use in some places.

 **ACTION: Mr Ireland*** Path at Sycamore Farm – this is overgrown and has been reported to parish council who will speak to the owner.
 |
| **24/25/083** | **Play Areas.** * Inspection Report – this has been reviewed by Mrs Calcutt and there are just a few minor comments and no pieces of equipment identified as high risk.
* Mower replacement – awaiting invoice from mower supplier for estimated cost of £679 ex VAT which was agreed at the last meeting.
 |
| **24/25/084** | **Maintenance.** * See parish paths above at 24/25/082
 |
| **24/25/085** | **Village Hall Report*** Section 106 funding – applying for funding to install solar panels and replace all the outside lighting. Also looking at grants from other organisations.
 |
| **24/25/086** | **Correspondence.** Receive the following correspondence and agree any actions arising:* None
 |
| **24/25/087** | **Correspondence. Circulation** SCC updates, SWP briefings, SSDC updates, SSDC Environment* Flood Warden newsletter
* Somerset Council circulars
 |
| **24/25/088** | **PR.** Items for inclusion in the next edition of the Parish Magazine, for the website and social media sites.* Promote Slinky Bus to residents
* Mobile phone usage in an emergency when there is a power cut.
* Fix my street app.
 |
| **24/25/089** | **Future agenda Items*** None
 |
| **24/25/090** | **Any other reports** * None
 |
| **24/25/091** | **Date of next meeting:** * **Tuesday 03 September 2024 at 1930**
 |

**Meeting closed at 2138**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **OCTOBER MEETING** |  |  |
| 23/24/159 | Draft agreement for grass contractor | Clerk | **ONGOING** |
|  | **NOVEMBER MEETING** |  |  |
| 23/24/179 | Meeting with Norton St Philip to consider judicial review | Mr T Ireland and Mr T Ryder | **ONGOING** |
|  | **JANUARY MEETING** |  |  |
| 23/24/235 | Signage for telephone kiosk re trail leaflets | Mr T Ryder/Clerk | **ONGOING** |
| 23/24/241 | Contact resident holding the new grit to arrange to refill the grit bin. | Mrs Calcutt | **ONGOING** |
| 23/24/243 | Explore costs of Annual inspection for Happy Tracks | Clerk | **ONGOING** |
|  | **FEBRUARY MEETING** |  |  |
| 23/24/271 | Obtain comparison quotes for a new website and email service. | Clerk | **ONGOING** |
|  | **APRIL MEETING** |  |  |
| 23/24/315 | NHP completed documents to be placed onto website | Mr Ryder and Clerk | **ONGOING** |
| 23/24/320 | Contact Chief Planning Office to request a meeting | Clerk | **CHECK STATUS** |
|  | **JUNE MEETING** |  |  |
| 24/25/055 | Annual inspection – instruct annual inspection and reduce county inspection to three times per year. | Clerk | **ONGOING** |
| 24/25/057 | S106 claim to be submitted to Somerset Council for Village Hall | Mrs C Calcutt | **ONGOING** |
| 24/25/057 | Check new hall bookings have gone across to new system | Clerk | **ONGOING** |
| 24/25/059 | Mrs Calcutt to attend WI 60th celebrations | Mrs Calcutt | **ONGOING** |
|  | **COMPLETED TASKS** |  |  |
|  | **JUNE MEETING** |  |  |
| 24/25/043 | Speak to SHOCK about Chair vacancy for Neighbourhood Plan | Mr T Ryder | **COMPLETED** |
| 24/25/053 | Speak to Chair of SHOCK to ascertain if a sharing of Crashmap would be possible. | Mr T Ryder | **COMPLETED** |
| 24/25/053 | Locate an android device for SID. | Mr K White | **COMPLETED** |
| 24/25/054 | Identify owners of houses near to the shop and advise them that their hedges are spilling onto the pavement and causing an obstruction | Mr C Lane | **COMPLETED** |
| 24/25/054 | Pass details of overgrown paths onto contractor | Clerk | **COMPLETED** |
| 24/25/055 | Obtain a quote for fence and posts at Village Hall | Mr T Ireland | **COMPLETED** |
| 24/25/057 | Contact Happy Tracks and advise that the remaining funds from the youth fund for Happy Tracks could go onto the Scouts | Mrs Calcutt | **COMPLETED** |
| 24/25/058 | Draft information for Parish Magazine re mobile phone usage in powercuts. | Mr C Lane | **COMPLETED** |
| 24/25/059 | Advised Headteacher of Keinton Mandeville School that council in agreement to display advertisements for pre-school. | Clerk | **COMPLETED** |
|  | **APRIL MEETING** |  |  |
| Public session | Request placed in parish magazine for a volunteer to co-ordinate a village calendar | Clerk | **COMPLETED** |
| 23/24/312 | Enquire with Somerset Council how many vacancies KMPC are holding | Clerk | **COMPLETED** |
|  | Advise Somerset Council of newly elected councillor | Clerk | **COMPLETED** |
| 23/24/323 | Contact installer of finger post to check status of work to be completed. | Clerk | **COMPLETED** |
| 23/24/325 | Contact Gallion Homes re pathway from Church Street access to Lakeview | Clerk | **COMPLETED** |
|  | **FEBRUARY MEETING** |  |  |
|  | Ask workman who installed the bollard in Row Lane to look at the potential damage that has been caused | Mr T Ireland | **COMPLETED** |
| 23/24/256 | Contract Ranger to ask if he can repair wooden fingerpost | Clerk | **COMPLETED** |
| 23/24/256 | Collate information for a public consultation on the recommendations from the Traffic Report | Mr T Ryder | **COMPLETED** |
| 23/24/256 | Traffic Report to be sent to Sarah Dyke (MP) when draft is finalised | Clerk | **COMPLETED** |
| 23/24/267 | Contact PSA and recommend they claim funding for book corners through s106 funding. Send relevant information | Clerk | **COMPLETED** |
| 23/24/267 | Grant to Keinton Mandeville and Kingweston PCC cheque to be sent with a letter. | Clerk | **COMPLETED** |
| 23/24/269 | Kissing Gate confirmation to use traditional sleepers to be communicated to the contractor. | Mr K Sturgess | **COMPLETED** |
| 23/24/273 | Send s106 application form and information to the KMVH committee | Clerk | **COMPLETED** |
| 23/24/276 | Communicate road closures for flood alleviation work | Clerk | **COMPLETED** |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **JANUARY MEETING** |  |  |
| 23/24/232 | Submit planning comments for 23/03086 Castle Nursing Home | Clerk | **COMPLETED** |
| 23/24/235 | Confirm total of Environment Group funding being held by parish council until they had a bank account | Clerk | **COMPLETED** |
| 23/24/235 | Order signage for telephone kiosk | Clerk/Mr T Ryder | **COMPLETED** |
| 23/24/239 | Submit precept request for 2024/25 | Clerk | **COMPLETED** |
|  |  |  |  |
| 223/24/242 | Finger post installation chase installer for an update | Clerk | **COMPLETED** |
| 23/24/242 | Contact resident in Cotton Lane to ask them to maintain their path which his part of public footpath | Clerk/Mr Ireland | **COMPLETED** |
| 23/24/248 | Grass cutting invoices to be passed from KMVH to the parish council | Mrs Calcutt | **COMPLETED** |
|  | **DECEMBER MEETING** |  |  |
| 23/24/206 | Discussion outcome in relation to concerns raised about Hub concerns at Lake View, to be feedback to community member | Clerk | **COMPLETED** |
| 23/24/211 | Newcombe Farm Kissing Gate – instruct the contractor to complete the work | Clerk | **COMPLETED** |
| 23/24/211 | Newcombe Farm Kissing Gate – ask The Charltons Parish Council if they would like to contribute to cost | Clerk | **COMPLETED** |
| 23/24/212 | Complete application forms for three grants to s106 funding | Clerk | **SENT TO APPLICANTS** |
| 23/24/213 | Source a map of the village drains and sources quotes for costs to clear them | Clerk and Mr House | **COMPLETED** |
|  | Contact contractor regarding work on the hedge on the lane up to the Village Hall | Mrs C Calcutt | **COMPLETED** |
|  | **NOVEMBER MEETING** |  |  |
| Public section | Potential landscaping for flower meadow at Happy Tracks – check if permission needs to be sought | Clerk | **COMPLETED** |
| 23/24/176 | Freedom of Information request to be submitted for s106 funding if next email is not responded to within a reasonable timeframe. | Clerk | **COMPLETED** |
| 23/24/176 | Publish winners of garden competition in the parish magazine | Clerk | **COMPLETED** |
| 23/24/185 | Grant request for container – ask for three quote from Playing Field Committee | Clerk | **COMPLETED** |
| 23/24/185 | Grant request from PSA for storage sheds – request three quotes | Clerk | **COMPLETED** |
| 23/24/185 | Order signage for Speedwatch | Clerk | **COMPLETED** |
| 23/24/185 | Confirm that grant for Tabletop games club has been approved | Clerk | **COMPLETED** |
| 23/24/187 | Talk to land owners for the stiles at Newcombe Farm and request Ranger to cut back vegetation | Clerk/Mr T Ireland | **COMPLETED** |
| 23/24/187 | Report to Somerset Council the safety concerns on path near Box Cottage | Mrs C Calcutt | **COMPLETED** |
|  | **OCTOBER MEETING** |  |  |
| 23/24/148 | Vote of no confidence in Somerset Council planning application process for 19/02211/OUT | Clerk | **COMPLETED** |
| 23/24/156 | S106 funding – ask Somerset Council if the funding has been paid by developer and if no response then put in a Freedom of Information request | Clerk | **COMPLETED** |
| 23/24/159 | Request to Ranger to tidy grass and weeds in skate park and to try and fit a slower closer to gate in Happy Tracks | Clerk  | **COMPLETED** |
| 23/24/152 | Establish ownership of telephone box on Castle Street | Clerk | **COMPLETED** |
| 23/24/159 | Clerk to request if Ranger can complete the tasks identified by the inspection | Clerk | **COMPLETED** |
| 23/24/165 | Draft Newsletter to be prepared by January 2024 | Mr T Ryder | **COMPLETED** |
|  | **SEPTEMBER MEETING** |  |  |
| Public session | Concerns over wifi signal in the village when landlines are removed. Agreement to seek further advice. | Mr T Ireland | **COMPLETED** |
| 23/24/125 | Chase Somerset Council regarding s106 funding | Clerk | **COMPLETED** |
| 23/24/131 | Chase for an update on fingerpost installation | Clerk | **COMPLETED** |
| 23/24/131 | Commission traffic survey additional video footage | Clerk | **COMPLETED** |
|  | **AUGUST MEETING** |  |  |
| 23/24/098 | School planning application comments to be passed to Somerset Council planning by 02.08.2023 | Clerk | **COMPLETED** |
| 23/24/100 | Circulate NHP map of potential development areas | Mr T Ryder | **COMPLETED** |
| 23/24/105 | Send cheque to Methodist Church and confirm that this is not a guaranteed annual grant. | Clerk | **COMPLETED** |
| 23/24/105 | Advise school re grant for water butts  | Clerk | **COMPLETED** |
| 23/24/106 | Traffic survey – remind consultant that the video footage also needs to arranged and costed | Mr T Ryder | **COMPLETED** |
| 23/24/107 | Clerk to advise Parish Ranger of the paths that need strimming | Clerk | **COMPLETED** |
| 23/24/109 | Engrave cup for winners of Garden Competition | Mr C Lane | **COMPLETED** |
|  | **JULY MEETING** |  |  |
| Public session | Advise Somerset Council that dog waste bins are overflowing | Clerk | **COMPLETED** |
| 23/24/074 | NHP Consultancy Document for councillors to review by the next meeting | Councillors | **COMPLETED** |
| 23/24/079 | Request form to access s106 monies for KMVH from Somerset Council | Clerk | **COMPLETED** |
| 23/24/079 | Support to identify organisations that will provide grants for solar panels. | Mr White/Mrs Calcutt | **COMPLETED** |
| 23/24/079 | Purchase Next voucher for internal auditor | Clerk | **COMPLETED** |
| 23/24/080 | Confirm public liability insurance for the Big Breakfast – grant from parish council or run as parish council event. | Mr Lane | **COMPLETED** |
| 23/24/081 | Request timeframe for final report from Traffic Survey consultant | Mr Ryder | **COMPLETED** |
| 23/24/081 | Contact school to request if there can be a parking reminder to parents in the next newsletter | Clerk | **COMPLETED** |
| 23/24/082 | Draft Heritage Trail leaflet to be sent out to councillors | Mr T Ryder | **COMPLETED** |
| 23/24/082 | Instruct Ranger to cut pathways near Firs Cottage and Cottons Lane | Clerk | **COMPLETED** |
| 23/24/083 | Approach grass cutting contractor | Mr T Ireland | **COMPLETED** |
| 23/24/084 | Locate prizes for Garden Competition | Clerk | **COMPLETED** |
| 23/24/085 | Ask Ranger if he put up the Library sign in the telephone kiosk | Clerk | **COMPLETED** |
|  | **JUNE MEETING** |  |  |
| 23/24/050 | Instruct D Ruddle to complete the jobs on his quote | Clerk | **COMPLETED** |
| 23/24/050 | Order wooden train for Happy Tracks | Clerk | **COMPLETED** |
| 23/24/052 | Traffic Survey draft report – comments feedback to company | TR | **COMPLETED** |
| 23/24/052 | Grass cutting – approach Ian | TI | **COMPLETED** |
|  | **MAY MEETING** |  |  |
| 23/24/018 | Request quote for Church Lane and Row Land from D Ruddle | TI | **COMPLETED** |
| 23/24/022 | Preparation for internal audit and submission | Clerk | **COMPLETED** |
| 23/24/022 | Purchase signage for telephone kiosk | Clerk | **COMPLETED** |
| 23/24/024 | Contact Somerset Highways for curb stones outside Hollies | Clerk | **COMPLETED** |
| 23/24/024 | Vehicles on path near Irving Road – speak to owners for more information | TI | **COMPLETED** |
| 23/24/29 | Check status of nominations for Service to the Community Award | Clerk | **COMPLETED** |
| APR 17 | Request reports from organisations for Annual Parish Meeting | Clerk | **COMPLETED** |
| APR 9.0 | Request bin survey with Somerset Council | Clerk | **COMPLETED** |
|  | Request to Avon and Somerset Police for speed camera | Clerk | **COMPLETED** |
| APR 5.2 | Identify Neighbourhood Plan contact at County Hall | Clerk | **COMPLETED** |
| APR 5.2 | Review Neighbourhood Plan summary prior to next meeting 02.05.2023 | All councillors | **COMPLETED** |
| MAR 04 | Advice for planning applications in parish magazine | Clerk | **COMPLETED** |
| MAR 01 | Write a letter to Hayley Warren to thank her for your time on the parish council | Clerk | **COMPLETED** |
| FEB 13 | Samples of CCTC policies to be send to KMVH parish councillors | Clerk | **COMPLETED** |
| FEB 03 | Quotes to be sought for solar panels | TI | **COMPLETED** |
| FEB 8.0 | Grit bin notification in parish magazine | Clerk | **COMPLETED** |
| FEB 8.0 | Clerk to remind SCC that pavement still needs to be repaired in April | Clerk | **COMPLETED** |
| FEB 7.3 | Coronation Mugs – check with the school how many are required and then respond to Barton St David to place order  | Clerk | **COMPLETED** |
| FEB 7.3 | Speak to shop owner re Christmas Tree | TI | **COMPLETED** |
| FEB 6.0 | Speak to Happy Tracks re bark | Clerk | **COMPLETED** |
| FEB 5.2 | Invoice traffic survey for £1000 using NHP funding | Clerk | **COMPLETED** |
| FEB 5.2 | Create NHP page on website | Clerk | **COMPLETED** |
| JAN 5.2 |  |  |  |
| JAN6.0 | Letter to Village Hall to ask permission to plant trees | Clerk | **COMPLETED** |
| JAN7.3 | Finalise draft of clerks contract | Clerk | **COMPLETED** |
| JAN7.3 | Thank you letter to be sent for Christmas Tree Carol Service | Clerk | **COMPLETED** |
| JAN7.3 | Stone Shield – commission work | Clerk | **COMPLETED** |
| JAN7.4 | Check public liability insurance for Tabletop Games sessions | Clerk | **COMPLETED** |
| JAN8.0 | Response to resident regarding ‘step through footpath query | Clerk | **COMPLETED** |
| JAN8.0 | Gigaclear dates on Facebook for works to be carried out | Clerk/TR | **COMPLETED** |
| JAN8.0 | Highways Report commissioned | Clerk | **COMPLETED** |
|  |  |  |  |
| DEC6.0 | Details of Retrofit scheme to be put into parish magazine in December/January | Clerk | **COMPLETED** |
|  |  |  |  |
| NOV11.0 | Dog waste bins – chase SSDC to ensure they are emptied regularly | Clerk | **COMPLETED** |
| NOV 8.0 | Quotes for arm for fingerpost Barton Road – instruct Bristol Foundries. Instruct Highways Consultant | Clerk | **Completed** |
|  | Remembrance soldier order from RBL | Clerk  | November 2022 |
|  | 4.2 Neighbourhood plan; Include affordable homes policy. Project plan for adoption by PC at Future Meeting once grant funding approved. Further update due at October meeting | TRTR | OngoingFuture Meeting |
| Oct Min  | Replacement gate on Church St / Lakeview footpath - instruct Dave RuddleQuote to remove conifers on footpath behind phonebox – instruct Somerset Tree surgeons and Landscapers | ClerkClerk | Dave has been instructed**COMPLETED AND INVOICE RECEIVED FOR DEC MEETING** |
| Oct Min | Playing field land registry. Charles Fleming instructed. Clerk to chase | Clerk | **COMPLETED** |
| Nov1.0 | Councillor resignation by Mr G Jennings to be advised to Democratic Services at Somerset County CouncilThree councillor vacancies notified to Democratic Services as SCC and adverts put in place to fill those vacancies | ClerkClerk | **COMPLETED****COMPLETED** |
| Nov8.0 | Order Defib pads | Clerk | **COMPLETED** |
| Nov6.0 | Climate Conference Feedback 05.11.2022 | TR | **Placed on Dec agenda** |
| Nov8.0 | Request from Lydford Parish Council to have on loan SID – feedback that KMPC are unable to grant this requestHighways Quotes Draft Plan amendments | ClerkTR | **COMPLETED****COMPLETED** |
| Nov10.0 | New equipment to be installed and inspected at Happy Tracks | Clerk | **COMPLETED** |
| 13.0 | Warm Space request feedback to SCC | Clerk | **COMPLETED** |
| 16.0 | Organise wreath for Friday 11 November | Clerk | **COMPLETED** |
| 17.0 | Request to have minutes of Local Community Network meetings when they take place | Clerk | **COMPLETED** |
| 18.0 | Contract for new clerk – draft to be sent to Chair and Chair of Finance | Clerk |  |
| 19.0 | Email Councillor Ruddle to establish what maintenance costs should the parish council prepare themselves for as SCC budget is very challenging | Clerk | **COMPLETED** |
| 20.0 | Payment for funeral bier to be paid into bank account | Clerk | **COMPLETED** |
| Dec5.2 | Chase Mr Hanson for land evaluation assessment one more time |  | **REMOVED** |
| 5.2 | Bank statement change of address – redo authorisation | Clerk | **COMPLETED** |
| 6.00 | Approach Village Hall about potential to provide grant for solar panels | TI | **COMPLETED** |
|  | Approach Village Hall about potential to provide grant for CCTV | TI | **COMPLETED** |
|  | Letter to be sent to Mr Williams to thank him for your work for the parish council |  |  |
| 7.3 | Source an external company to process payroll | Clerk | **COMPLETED** |
| 12.0 | Cost of replacement batteries and pads added to budget for 2023/24 | Clerk | **COMPLETED** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |