Keinton Mandeville Parish Council

Minutes of a meeting of the Parish Council Meeting held on

**Tuesday 01 October 2024 at 1930** at Keinton Mandeville Village Hall

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

In attendance: Kaye Elston (Clerk), County Councillor Stephen Page and five members of the community.

**Public session**

* Councillor Stephen Page gave a summary which is listed at Minute 24/25/123.
* Gallion Homes – in response to pavements not being fully surfaced at Lakefield until the last house (which is the building that was converted from the Hub) has sold, a member of the public challenged this as the converted Hub was not part of the original housing stock.
* Gallion Homes insurance for the Lakeview development to cover any future financial concerns for Gallion – member of the public said he understood that Gallion had not taken out this insurance. A further explanation was given by another member of the public which advised that Gallion Homes had taken out the insurance but after seven months had to request a refund of the premium as Somerset Council legal team did not approve of the insurance cover. Gallion Homes are currently seeking another insurance bond. Councillor Page advised he would follow this up.

**ACTION:**  **Councillor Page**

* Cottons Orchard pavement – this has not been completed. It was agreed to report through ‘fix my street’ which is the Somerset Council reporting system.
* Solar panel installation and network power – member of the public advised that he has recently had his solar panels checked and was advised the voltage coming into the house is higher than expected and potentially could cause burnout. Member of the public was advised this can be an issue when new developments are put into an area as energy providers boost the energy into the area and then do not control the higher voltage. Keinton Mandeville has two substations. The SHOCK group are looking into this concern to try and establish the facts.
* Resident has reported seeing vermin at the back of their property which joins onto open land, and they feel it is because the land behind them is not tended to. The person wishes to remain anonymous. Advise given was that the person needs to contact Environmental Control and advise them of the problem.

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| **24/25/119** | **Apologies.**   * None as all councillors were present | |
| **24/25/120** | **Declarations of interest**   * There were none. | |
| **24/25/121** | **Minutes of the last meeting held 03.09.2024**   * These were agreed and signed by the Chair. | |
| **24/25/122** | **Actions and Matters arising**   * Clerk went through the actions at the end of the minutes. | |
| **24/25/123** | **Report from Somerset Councillor – Stephen Page**   * Update on Somerset Council finances – 2023/24 budget has been signed off, but the 2024/5 budget will be challenging. There has been £40 million of savings but this has come at a cost to some services. Adult and Children social care remains in place as a statutory service, but these are continuously increasing. * Devolution to parish councils confirmed which services are no longer provided by Somerset Council. This was challenged by the parish council as notification has been provided of the opportunities that parish councils may wish to take over but there has not been a further communication which confirmed which services would be removed. Councillor Page agreed to investigate into this further.   **ACTION: Councillor Page**   * Area South Planning Board – Councillor Page advised he will now be sitting on this board. * Local Community Network (LCN) – Councillor Page advised he will become Vice-chair on this group and the next meeting will be on 16 October at 1900 at Shapwick Cricket Pavillion. An invite should be received by parish councils in the near future. * Lakefield – completion of road surfacing. Gallion Homes have advised these will be progressed once they have sold the last house on the development. * Section 106 funding for Lakeview – Councillor Page has been chasing this within Somerset Council and the last message indicated that an enforcement order would be brought into place if the funding was not paid. There is no further progress on this to report and this is partly due to resources as there is only a 0.5 enforcement officer who is working across many cases but there were plans to hold a meeting with Gallion. There is £60 000 still unpaid. | |
| **24/25/124** | **Planning**   * **24/02018/HOU Ticknell and Jasmine Cottage, High Street, Keinton Mandeville, Somerton TA11 6DZ** – Two storey side extension, rear dormer roof extension to two terraced properties, dropped kerb for widened existing access and demolition of existing garage. **No Objection**. | |
| **24/25/125** | **Determination of Planning. T**he following notice was received:   * **24/00027/REF Bekynton, High Street, Keinton Mandeville, Somerton TA11 6DZ** – Site a 20 foot metal shipping container to front of the property, propose to timber clad the sides and doors of the container. **Allowed appeal with conditions**. Keinton Mandeville had not raised any objection to this application. | |
| **24/25/126** | **Other planning matters.**   * Draft Neighbourhood Plan – this has been circulated to councillors who commented that it was a really good piece of work and thanked Mr Ryder for all his efforts.   Mr Ryder confirmed that it has now been passed onto the parish council commissioned consultant and also the consultant contact within Somerset Council. They have both been asked to comment. The introduction will be written within the next few weeks. | |
| **24/25/127** | **Environment Champion**   * Revisiting Autumn phase of planting. * Tree catalogue almost complete. | |
| **24/25/128** | **Finance and Payments (RFO – Clerk)**  Resolved: It was proposed and unanimously agreed to approve the following payments  201349 HMRC Cumberland (PAYE)  201350 Chris Lane (engraving)  201351 Kaye Elston (clerk salary)  201352 Kaye Elston (clerk expenses)  201353 PFK Littlejohn LLF (audit fee)  201354 Lycetts (insurance)  201355 Ian Matthews (grass cutting)  201356 HMRC Cumberland (PAYE)  201357 Kaye Elston (Arnold Baker) | £123.60  £10.50  £185.05  £7.30  £252.00  £288.98  £198.00  £123.20  £169.00 |
| **24/25/129** | Receipts   * Premium Business Account 1 – interest * Premium Business Account 2 - interest | £239.09  £19.57 |
| **24/25/130** | **Review of Accounts.**  The balance on the bank accounts as follows:  Community Account £1000  Business Premium £60 595.39  Business Premium £5253.61  Spreadsheet ledger and bank statement balances sent to councillors prior to the meeting. | |
| **24/25/131** | **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 – final report has been returned and one comment that the asset figure was transferred over incorrectly from 2023 to 2024. Clerk advised this at the last meeting. Audit report has been circulated to councillors. * Financial Regulations review – clerk has drafted using the new template from the National Association of Local Councils but there are several parts that still need some tweaking and further discussion with councillors. Clerk due to attend Procurement training before finalising the draft. * Arnold Baker reference for parish councils – clerk has ordered new 13th edition and presented invoice for payment in the sum of £169. * New website information - the trial with Parish Online comes to a close at the end of October and then an invoice will be sent to the parish council in the sum of £86.40 (£72 net). Once the has been paid then the process to instruct a new website can commence. Mr Ryder has been onto the Parish Online website and advised it provides useful information in general and also to support the Neighbourhood Plan. * Guarantee for new mower – clerk advised this has been sent for registration. * Insurance renewal for Ian Matthews to cover public liability – the renewal document has come through and the fee is £288.98 which the parish council agreed to pay.   **Proposed: Mr T Ireland**  **Seconded: Mr K White**  **All councillors in agreement#**  Clerk to circulate the documents. | |
| **24/25/132** | **Grant requests.** Receive the following grant requests:   * Remembrance Sunday – the parish council do not require a wreath this year as they have one from the previous year. Clerk to advise the local contact.   **ACTION: Clerk** | |
| **24/25/133** | **Feedback re Traffic Survey from Annual Parish Meeting**   * The next step identified at the last meeting was to arrange a meeting with Somerset Highways to walk through the proposals of the traffic survey. This has been arranged for 15 October at 1000. Feedback at the next meeting in November. Mr Ryder, Mr Lane and Mr Sturgess will attend. | |
| **24/25/134** | **Highways.** Consider the following and agree any actions arising:   * Gullies and drainage clearance – discussed at the last meeting it was agreed to consider looking at a quote for this work in Keinton Mandeville. The maps have been passed to Mr Lane but feels they need to be updated. Mr Lane has recommended if this work goes ahead then the village is divided into three zones to be able to secure quotes. * SID data – the recent data has been circulated to councillors.   There is an alarming recording of one car going through the village at 80mph at 1800 in the evening. This is concerning as there would have been a significant number of cars and pedestrians around at that time. Previously recordings of these speeds, although really inappropriate have been late at night and therefore a reduced risk of hurting anyone, although still possible.   * Speedwatch – nothing to report | |
| **24/25/135** | **Parish Paths.** Update / items to report.   * Trimming of the footpaths – the contractor that was located has made no further contact and therefore it was agreed to search for another contractor. * Thank you to Rod for cutting the hedge in the lane up to the Village Hall. * Gate damage reported by Mrs Von Bergen – a contractor has been contacted to repair the damage. The gate is on the parish boundary line with Kingweston and it was agreed that the clerk would advise them of the repair as a matter of courtesy.   **ACTION: Clerk**   * Stile by the telephone kiosk – Mr Sturgess has raised that this stile is not suitable for use of less able bodied people and/or people walking their dogs. There will need to be a conversation with the landowner prior to any plans being put into action to ensure the safety of livestock and dogs. Councillors agreed that it needs to be a kissing gate and the first approach will be the Mendip Ramblers as they have replaced some across the area. If they are unable to support this then a quote will be obtained for a replacement.   **ACTION: Clerk** | |
| **24/25/136** | **Play Areas.**   * Equipment safety check – this took place on 19 September and clerk will circulate to Mrs Calcutt and the Village Hall Committee.   **ACTION: Clerk** | |
| **24/25/137** | **Maintenance.**   * Gate by Westfield Farm – the catch on the gate is broken. * Overgrown hedge at a house in the village – Mr Lane has spoken to the residents in the house and asked them if they can cut back the hedge as it is becoming a hazard for pedestrians using the pavement as they have to go into the road. This was approximately six weeks ago and no cutting has taken place yet. It was agreed for the clerk to write to the resident to ask if they could clear the hedge. * Another overgrown hedge has been identified on Queen Street which is impacting the ability to walk on the pavement. Clerk will write to the resident.   **ACTION: Clerk** | |
| **24/25/138** | **Village Hall Report**   * Solar panels – a backup has now been installed. * General maintenance has been completed. | |
| **24/25/139** | **Correspondence.** Receive the following correspondence and agree any actions arising:   * Avalon and Poldens LCN – Mr Ryder attended this meeting. * DEFRA letter – communication received from DEFRA in relation to rural affordable housing. Councillors agreed it contained information that needed further discussion. To be placed on the agenda for the next meeting.   **ACTION: Clerk** | |
| **24/25/140** | **Correspondence. Circulation** SCC updates, SWP briefings, SSDC updates, SSDC Environment   * Road closures * Somerset Council circulars * Online Parish workshops | |
| **24/25/141** | **PR.** Items for inclusion in the next edition of the Parish Magazine, for the website and social media sites.   * General updates from these minutes * Parish Council magazine – draft circulated to councillors prior to the meeting. Agreed it can be released for circulation. | |
| **24/25/142** | **Future agenda Items**   * DEFRA communication | |
| **24/25/143** | **Any other reports**   * None | |
| **24/25/144** | **Date of next meeting:**   * **Tuesday 05 November 2024 at 1930** | |

**Meeting closed at 2140**

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|  | **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** |  |  |
| 23/24/241 | 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** |
|  | **APRIL MEETING** |  |  |
| 23/24/315 | NHP completed documents to be placed onto website | Mr Ryder and Clerk | **ONGOING** |
|  | **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** |
|  | **SEPTEMBER MEETING** |  |  |
| 24/25/105 | Clerk to order Arnold Baker Local Council Administration book | Clerk | **ONGOING** |
| 24/25/108 | Identify drain clearance required to be able to obtain a quote | Mr C Lane | **ONGOING** |
|  | **OCTOBER MEETING** |  |  |
| 24/25/132 | Advise local British Legion contact that KMPC do not need a wreath this year | Clerk |  |
| 24/25/135 | Advise Kingweston Parish Council about the damaged gate and that KMPC are having it repaired | Clerk |  |
| 24/25/135 | Stile by telephone kiosk in Castle Street – ask Mendip Ramblers if they are able to support repairing this | Clerk |  |
| 24/25/136 | Circulate Play Inspection Report to Mrs Calcutt and KMVH Committee | Clerk | **COMPLETED** |
| 24/25/137 | Letters to households whose hedges are overgrown onto the pavement | Clerk |  |
| 24/25/139 | DEFRA Letter re rural affordable housing to be placed on November agenda | Clerk | **COMPLETED** |
|  | **COMPLETED TASKS** |  |  |
|  | **SEPTEMBER MEETING** |  |  |
| 24/25/107 | Meeting to be arranged with Somerset Highways in relation to Traffic Survey | Mr T Ryder | **COMPLETED** |
| 24/25/108 | Report drain damage on High Street via Somerset Council app | Mrs C Calcutt | **COMPLETED** |
| 24/25/108 | Find out what point car is recorded speeding by SID | Mrs C Calcutt | **COMPLETED** |
|  | **JUNE MEETING** |  |  |
| 24/25/043 | Speak to SHOCK about Chair vacancy for Neighbourhood Plan | Mr T Ryder | **COMPLETED** |
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| 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** |
| 24/25/057 | Check parish council meetings have been transferred over onto new village hall booking system | Clerk | **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** |
| 24/25/059 | Attend WI 60th anniversary celebration | Mrs C Calcutt | **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** |
| 23/24/320 | Contact Planning Officer for Keinton Mandeville to arrange a meeting | 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** |
| 23/24/271 | Obtain comparison quotes for website | Clerk | **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** |

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|  | **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** |
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| 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 |  |  |  |
| JAN  6.0 | Letter to Village Hall to ask permission to plant trees | Clerk | **COMPLETED** |
| JAN  7.3 | Finalise draft of clerks contract | Clerk | **COMPLETED** |
| JAN  7.3 | Thank you letter to be sent for Christmas Tree Carol Service | Clerk | **COMPLETED** |
| JAN  7.3 | Stone Shield – commission work | Clerk | **COMPLETED** |
| JAN  7.4 | Check public liability insurance for Tabletop Games sessions | Clerk | **COMPLETED** |
| JAN  8.0 | Response to resident regarding ‘step through footpath query | Clerk | **COMPLETED** |
| JAN  8.0 | Gigaclear dates on Facebook for works to be carried out | Clerk/TR | **COMPLETED** |
| JAN  8.0 | Highways Report commissioned | Clerk | **COMPLETED** |
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| DEC  6.0 | Details of Retrofit scheme to be put into parish magazine in December/January | Clerk | **COMPLETED** |
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| NOV  11.0 | 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 | TR  TR | Ongoing  Future Meeting |
| Oct Min | Replacement gate on Church St / Lakeview footpath - instruct Dave Ruddle  Quote to remove conifers on footpath behind phonebox – instruct Somerset Tree surgeons and Landscapers | Clerk  Clerk | 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** |
| Nov  1.0 | Councillor resignation by Mr G Jennings to be advised to Democratic Services at Somerset County Council  Three councillor vacancies notified to Democratic Services as SCC and adverts put in place to fill those vacancies | Clerk  Clerk | **COMPLETED**  **COMPLETED** |
| Nov  8.0 | Order Defib pads | Clerk | **COMPLETED** |
| Nov  6.0 | Climate Conference Feedback 05.11.2022 | TR | **Placed on Dec agenda** |
| Nov  8.0 | Request from Lydford Parish Council to have on loan SID – feedback that KMPC are unable to grant this request  Highways Quotes Draft Plan amendments | Clerk  TR | **COMPLETED**  **COMPLETED** |
| Nov  10.0 | 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** |
| Dec  5.2 | 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** |
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