Keinton Mandeville Parish Council

Minutes of a meeting of the Parish Council Meeting held on

**Tuesday 03 December 2024 at 1930** at Keinton Mandeville Village Hall

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

In attendance: Kaye Elston (Clerk), Somerset Unitary Councillor Stephen Page and three members of the community.

**Public session**

* Mr Newberry advised that he is digging down the lane in relation to the developments they have been granted planning permission for and this could be challenging for some dog walkers. Mr Newberry advised that he will put top soil down in the spring.
* Member of the public asked who has responsibility for the maintenance of pavements – councillors advised that Highways have responsibility. Councillors were advised that someone has fallen over the branch sticking up on the pavement outside The Firs on Queen Street. Their injury was so serious so that there needed to be hospital treatment. Parish Council agreed to take photographs of the pavement and report to Somerset Council.
* Planning applications and impact on the school – Mr Von Bergen advised that the school are submitting a paper that challenges the LVA planning application which states that the school has capacity to expand. The school is at capacity in terms of the land it sits on.

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| **24/25/174** | **Apologies.**   * Mr T Ryder and Mr K Sturgess. These were accepted. | |
| **24/25/175** | **Declarations of interest**   * Mrs D Von Bergen declared an interest in agenda item 6 Planning. | |
| **24/25/176** | **Minutes of the last meeting held 05.11.2024**   * These were agreed and signed by the Chair.   ***Proposed: Mrs C Calcutt***  ***Seconded: Mr C Lane***  ***All councillors present in agreement*** | |
| **24/25/177** | **Actions and Matters arising**   * Clerk went through the actions at the end of the minutes will be updated through the agenda at this meeting. | |
| **24/25/178** | **Report from Somerset Unitary Councillor – Stephen Page**   * Area South Planning meeting took place on 26.11.2024 and planning application 20/03613/FUL was discussed. Parish Council spoke and members of the community.   The lack of a Somerset Five Year Plan makes it challenging for applications to be reviewed. There are two legal points that the committee have asked for more information on before they can make a decision and therefore the case has been deferred to another committee meeting date in the future. An application can only be discussed as a stand alone application and does not take into consider contextual matters of planning applications that have been granted in the same parish recently. Comment made that Councillor Sue Osborne on the committee asked a question about why Keinton Mandeville with a small precept would commission a traffic survey unless they were concerned about the impact of another development.   * Section 106 funding from Lakeside development – Councillor Page has followed this up and is awaiting a response from the Chief Executive. Gallion reported that they are awaiting the sale of the last house of the development before they will pay the s106. Member of the public advised that the last three houses and the Hub were a separate application and therefore not part of the s106 funding. * Avalon and Poulton Local Community Network highways working group – Councillor Page advised he attended the meeting last week and one of the discussions was around the maintenance and improvement of drainage in the towns and villages. Parish councils can buy in services to clear their drains at a cost of approximately £800 per day. The next meeting in January will be online and Councillor Page urged parish councillors to join. * Devolution – the initial focus will be on larger towns like Yeovil, Bridgwater, Taunton and Chard and then parish councils will be the next focus. Asking councils to consider if they will have enough funds if Somerset Council remove some of their services, when setting their precept. | |
| **24/25/179** | **Planning**   * **20/03613/FUL at Land OS 8325 Off Queen Street, Keinton Mandeville, Somerton** – the erection of 30 No. dwellings (Use Class C3) with associated access, parking and landscaping. This has been put before the Area South Planning Committee on 26.11.2024. Mr T Ireland spoke on behalf of the parish council and then there were other speakers from the village. The decision was made by the committee to defer the decision as there were two legal points that required further clarification to enable a decision to be made. Parish Council will be notified when a new date has been confirmed for the Area South Planning Committee to continue to discuss and make a decision. | |
| **24/25/180** | **Determination of Planning.** The following notice was received:   * **24/02115/REM Land at Orchard View, Chistles Lane, Keinton Mandeville, Somerton TA11 6ES** – Reserved Matters application for the approval of access, scale, layout, appearance and landscaping of the development (plot 2 only) following outline approval 20/02843/OUT: Outline application for the erection of 2 residential dwellings, all Matters Reserve. **Approved with conditions**. * **24/02467/HOU The Tithe Barn, Queen Street, Keinton Mandeville, Somerton TA11 6EG** – Add 24 solar panels to the roof of the garage (12 each side). **Permitted with conditions**. | |
| **24/25/181** | **Other planning matters.**   * Draft Neighbourhood Plan update – Mr H Von Bergen advised there was little to report. * Policies for Neighbourhood Plan – Mr Ryder has circulated the policies to councillors who were in agreement to adopt them.   ***Propose: Mrs C Calcutt***  ***Seconded: Mr K White***  ***All councillors present in agreement***   * DEFRA letter re affordable housing – the scheme is for affordable housing and will potentially be on land that developers are not interested in. The parish council are unsure at this time if affordable housing is required in Keinton Mandeville as a Housing Needs Assessment has not yet been completed. There is one in progress as part of the Neighbourhood Plan process. Once this has been completed the parish will consider if they need to access the services of the project being facilitated by DEFRA. Clerk to advise.   **ACTION: Clerk**   * Somerset Validation Consultation survey potential response – this is a survey for comment in relation to the current planning process for Somerset Council. Councillors have reviewed the survey and feel it is not relevant for them to complete.` | |
| **24/25/182** | **Environment Champion**   * Church Eco Award – the bronze award has been achieved and will work towards the silver next year. | |
| **24/25/183** | **Finance and Payments (RFO – Clerk)**  Resolved: It was proposed and unanimously agreed to approve the following payments  201368 Kaye Elston (clerk salary)  201369 Local Authority Technology CIC  201370 HMRC (PAYE)  201371 Kaye Elston (clerk expenses)  201372 Royal British Legion (donation) | £184.65  £420.00  £123.60  £5.10  £75.00 |
| **24/25/184** | Receipts   * There were none |  |
| **24/25/185** | **Review of Accounts.**  The balance on the bank accounts as follows:  Community Account £1000  Business Premium £56 239.51  Business Premium £5253.61  Spreadsheet ledger and bank statement balances sent to councillors prior to the meeting. Request that the date of the cheques not presented are added to the details on future spreadsheets. | |
| **24/25/186** | **Other finance matters**   * Budget forecast – Finance committee met and talked through the proposed budget which Mr K White talked through. Each year the council has not spent all it’s precept and therefore it is challenging to think about increasing the 2025/26 request by more than the cost of inflation. The final decision will be made at the January 2025 meeting. * Financial Regulations review – clerk has now completed her Procurement training and will make the final amendments to the financial regulations for the next meeting.   **ACTION: Clerk**   * New website update – the domain name and councillors email addresses have been confirmed with Parish Online and they have begun to build the website. There is an additional £100 that can be claimed back from the government which the clerk has done and will come as a credit from Parish Online in the future. An invoice has arrived for the building of the new website in the sum of £420 which councillors had previously agreed to pay. * Operation Tribute – there is a Commonwealth War Memorial being put in place in Taunton and parish councils have been asked if they would like to put a plaque onto the memorial for a charge dependant upon size. Councillors decided not to take up this offer as they were unsure how many of the residents would have the benefit of seeing it in Taunton. * Somerset Rivers Authority Launch of Community Flood Action Fund – fund is available if the parish council want to apply for any project. * Workplace pension re-enrolment by 03.09.2025 – clerk advised that as an employer Keinton Mandeville can set up a pension scheme for the clerk if they require it. Clerk has confirmed that she does not require a pension scheme but also has to log into the government site to confirm this.   **ACTION: Clerk** | |
| **24/25/187** | **Grant requests.** Receive the following grant requests:   * Royal British Legion – each year the parish council make a donation and were in agreement to donate £75.   ***Proposed: Mr T Ireland***  ***Seconded: Mrs D Von Bergen***  ***All councillors present in agreement*** | |
| **24/25/188** | **Feedback re Traffic Survey update**   * Awaiting quotes from county surveyor on the costs for the proposed traffic calming methods. | |
| **24/25/189** | **Highways.** Consider the following and agree any actions arising:   * Reports of issues in the village – the pavement outside the village shop is becoming a trip hazard again and needs to be reported to Highways. Mrs Calcutt will take a photograph and the clerk will submit to Highways.   **ACTION: Mrs Calcutt and Clerk**   * Request for Avalon and Poldens LCN Highways Working Group feedback – see public session above. * A303 Pill Bridge Lane Bridge survey works – notification received that a survey being undertaken by National Highways will result in a number of nighttime closures on the A303 during December and January. Dates to be clarified nearer the time. * Drains and gullies that need to be cleared identification – Mr Lane and Mr Ryder are meeting with Kier who are contracted to Somerset Council to identified what work needs to be carried out in Keinton Mandeville on 5 December 2024. * Avon and Somerset Police advice and guidance for events and remembrance information – circulated to councillors. * Bracken, High Street, Keinton Mandeville, overgrown hedge – this was reported to Fixmystreet. This has not been cut back yet but the house in Queen Street and the pink house on Castle Street have now cut back their hedges. * Grit bins – the old grit needs to be take out of the grit bin outside of the school. Mr Ireland will ask Dave Ruddle if he knows someone who will remove the old grit. New grit is being stored ready to put into the grit bin. * Speedwatch – observations continue. There has been reduced volume of traffic going through the village and this maybe due to the A303 now being fully open. * Speed Indicator Device Report – data circulated to councillors prior to the meeting. | |
| **24/25/190** | **Parish Paths.** Update / items to report.   * Gate damaged at Recreation ground going down the hill has now been repaired – there will be no invoice submitted as Dave Ruddle has donated his time. * Footpath by telephone kiosk on Castle Street – no further updates. * Cutting back of pathways update – second contractor has now come back with prices so clerk will chase him.   **ACTION: Clerk**   * Cotton Lane Footpath quotation – one quote has been received in the sum of £4200 and another one needs to be sought as per current financial regulations.   **ACTION: Mr Ireland** | |
| **24/25/191** | **Play Areas.**   * Happy Tracks – a letter has been received requesting permission to do some work in the Flower Meadow and the parish council were in agreement. | |
| **24/25/192** | **Maintenance.**   * Bus shelters – Mr Ireland will ask Dave Ruddle if he is aware of someone that can undertake this work.   **ACTION: Mr Ireland** | |
| **24/25/193** | **Village Hall**   * Lights in the foyer and toilet have been replaced with LED lights | |
| **24/25/194** | **Carols around the Christmas Tree**   * Date Monday 16 December – carol sheet to be finalised by clerk and sent to Mr Ryder.   **ACTION: Clerk** | |
| **24/25/195** | **Councillor Training**   * Clerk has attended Procurement training | |
| **24/25/196** | **Correspondence.** Receive the following correspondence and agree any actions arising:   * Various road closures that have been posted on social media | |
| **24/25/197** | **Correspondence. Circulation** SCC updates, SWP briefings, SSDC updates, SSDC Environment   * CPRE Newsletter | |
| **24/25/198** | **PR.** Items for inclusion in the next edition of the Parish Magazine, for the website and social media sites.   * Feedback from the Area South Planning Committee regarding 20/03613/FUL * Precept setting 2024 and potentially picking up more services from Somerset Council | |
| **24/25/199** | **Future agenda Items**   * Budget monitoring and precept request * Neighbourhood Plan policies | |
| **24/25/200** | **Any other reports**   * None | |
| **24/25/201** | **Date of next meeting:**   * **Tuesday 07 January 2025 at 1930** | |

**Meeting closed at 2130**

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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** |
|  | **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** |
|  | **SEPTEMBER MEETING** |  |  |
| 24/25/108 | Identify drain clearance required to be able to obtain a quote | Mr C Lane | **ONGOING** |
|  | **DECEMBER 2024 MEETING** |  |  |
| 24/25/181 | DEFRA contact – advise do not require support at this time | Clerk | **COMPLETED** |
| 24/25/186 | Financial Regulations updated and placed on January agenda | Clerk |  |
| 24/25/186 | Workplace Pension – send update to Pensions that clerk does not require a pension fund | Clerk |  |
| 24/25/189 | Reporting of pavement outside of the shop to Somerset Council | Mrs C Calcutt and Clerk | **COMPLETED** |
| 24/25/190 | Potential contractor for paths – chase regarding quote | Clerk |  |
| 24/25/190 | Cotton Lane footpath quote – second one | Mr T Ireland |  |
| 24/25/192 | Bus Shelters – check with local contractors if he can clean these | Mr T Ireland |  |
| 24/25/194 | Carol sheet – confirmation of requests sent to Mr T Ryder | Clerk | **COMPLETED** |
|  | **COMPLETED TASKS** |  |  |
|  | **NOVEMBER 2024** |  |  |
| **24/25/149** | Collate and submit comments for Local Plan by 30.11.2024.  No comments received | Clerk | **NO LONGER REQUIRED** |
| **24/25/152** | Polices for Neighbourhood Plan to be circulated to councillors and placed on December agenda | Clerk | **COMPLETED** |
| **24/25/159** | Costings to be requested from Somerset Council for the proposed road changes in response to the traffic survey | Mr T Ryder | **COMPLETED** |
| **24/25/160** | Clerk to contact Kier to arrange a time for an assessment of the drains and gullies | Clerk | **COMPLETED** |
| **24/25/163** | Seek quotes for Cotton Lane and bus shelters | Mr T Ireland | **COMPLETED** |
| **24/25/166** | Confirm Christmas Tree date with vicar and request carols from organisations | Clerk | **COMPLETED** |
|  | OCTOBER 2024 |  |  |
| **24/25/132** | Advise local British Legion contact that KMPC do not need a wreath this year | Clerk | **COMPLETED** |
| **24/25/135** | Advise Kingweston Parish Council about the damaged gate and that KMPC are having it repaired | Clerk | **COMPLETED** |
| **24/25/135** | Stile by telephone kiosk in Castle Street – ask Mendip Ramblers if they are able to support repairing this | Clerk | **COMPLETED** |
| **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 | **COMPLETED** |
| **24/25/139** | DEFRA Letter re rural affordable housing to be placed on November agenda | Clerk | **COMPLETED** |
|  | **SEPTEMBER MEETING** |  |  |
| 24/25/105 | Clerk to order Arnold Baker Local Council Administration book | Clerk | **COMPLETED** |
| 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** |
| 24/25/057 | S106 claim to be submitted to Somerset Council for Village Hall | Mrs C 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** |
| 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** |
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| 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** |
| 23/24/241 | Contact resident holding the new grit to arrange to refill the grit bin. | Mrs Calcutt | **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** |
| 23/24/243 | Explore costs of Annual inspection for Happy Tracks | Clerk | **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** |
|  |  |  |  |
| DEC  6.0 | Details of Retrofit scheme to be put into parish magazine in December/January | Clerk | **COMPLETED** |
|  |  |  |  |
| 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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