

Keinton Mandeville Parish Council

Minutes of a meeting of the Parish Council Meeting held on
Tuesday 02 September 2025 at 1930 at Keinton Mandeville Village Hall

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

In attendance: Kaye Elston (Clerk), Councillor Stephen Page, Councillor Mike Rigby Lead member for planning at Somerset Council), Richard Wilkins (Lead member for transport at Somerset Council), Councillor Tim Kerley (from 1950) and 13 members of the community.

Item 1 25/26/110	Apologies for absence. <ul style="list-style-type: none"> Mr C Lane
Item 2 25/26/111	<p>Public Session – exploration of next steps following approval of 22/01720/OUT Land South of B3153 including any follow up from public meeting on 05.08.2025</p> <ul style="list-style-type: none"> Councillor Mike Rigby spoke and advised that there are many national factors affecting planning across the country. Nationally there is a shortage of planning officers which is also impacting the planning department in Somerset. Currently there are 1500 outstanding applications and hence the recent decision to reduce the number of contacts made with applicants through the process unless there was a need to relay important information. Planning Policy operates under the National Planning Policy Framework (NPPF) and currently there are 18 000 homes that have not been built that have planning permission approved. The government have a large quota of houses they want to build on top of the approved applications already granted. In Somerset the council have 18 months to find space for 59 000 houses, which need to be built within 15 years, and will be worked through the 5 year Housing Supply Plan which will be drawn up by 2026. Unfortunately South Somerset does not have enough to support this supply request that are within approved neighbourhood plans. National drivers will change how things look in Somerset. There are currently 1500 applications going through Somerset but obviously some of these may not be approved. If there is a judicial review and it finds errors on points of law then Somerset Council could go back and redetermine the application. If Somerset Council loose too many planning appeals to decisions then they could loose their power to determine planning and all decisions will go to the Planning Inspectorate. Councillor Richard Wilkins confirmed he had spoken to the Highways officers in relation to this application and he had been advised there are no highways issues with this application. A member of the public requested that Councillor Wilkins review the highways situation outside his house which is close to the site where the application has been approved. Mr Cook from SHOCK spoke in the public space in response to the above and also any additional information following the public meeting that took place on 5 August 2025. An outcome of a judicial review is that the decision by the Planning Committee to approve this application could be quashed. The High Court can only say the decision is wrong based on planning law. A judicial review also builds in time delays and a developer may decide they do not want these time delays and walk away from the development. The final part of the process is the hearing in the High Court and there are many processes that need to take place before there is an agreement from a judge for a case to go to the High Court. The earliest the hearing would be, if one were granted, would be September 2026. Legal advised believe that out of 15 potential arguable points of law put forward there are potentially nine. Mr Cook highlighted some of those points <ul style="list-style-type: none"> Statements from planning activities from previous planning activities potentially demonstrates statements made by Somerset Council planning were inaccurate. Somerset Planners put up a map that only showed part of the village and potentially did not demonstrate the linear settlement of Keinton Mandeville. Every planning decision prior to this one has taken into consideration the linear settlement of the village. <p>Legal advice has been engaged to establish if there is an arguable case for the potential to have a judicial review brought to court by a judge. The vetting process is based upon an arguable case. Before going to a judge to request this permission but a pre-protocol letter can be issued with the hope of preventing the case going into the court legal process. SHOCK and the parish council are currently in discussions for a pre protocol letter to be submitted. For the decision by the Planning Committee to gain legal status then the section 106 agreement has to have been agreed. The proposed date for this to happen is 30.09.2025. At that point there are six weeks in which an application for leave to proceed to a judicial review would need to be submitted. Then follows a six month period to put in a full application to proceed to judicial review.</p>

	<ul style="list-style-type: none"> Mr Hugh Von-Bergen – SHOCK also need to continue to raise funds to enable the opportunity of taking this case to judicial review. The predicted costs are as follows: Stage 1 – pre action Stage 2 - going to the High court to get leave/permission to progress onto High Court for a judicial review. Costs for Stage 1 and 2 predicted to be £18 000 Stage 3 – Going to High Court and the preparation for this. The cost for this predicted to be £42 000 Also need to be aware that if the parish council/SHOCK loose this action then there would be an award of £10 000 costs. Therefore the total costs could be £70 000. <p>Therefore the request for pledges for funding is ongoing and SHOCK can provide the forms that you can submit and then will be held centrally. People need to be aware that all pledges are confidential and SHOCK will hold the money and then transfer over to the parish council as the invoices are presented. Mr White on the parish council will audit the process on behalf of the parish council.</p> <p>If the judicial review is won by Keinton Mandeville then they can be awarded up to £35 000 which will be paid back to people on a pro-rotas basis.</p> <p>Questions from the public regarding this planning application</p> <ul style="list-style-type: none"> Question directed at Councillor Kerley - at the Area South Planning Committee you voted in favour of the above application which is not what the community you serve were in agreement with. Can you explain this? Councillor Kerley said his role is to try and serve the community to ensure that it receives Section 106 funding to support the community. He said 'I felt I was unable to stop something that was going ahead anyway'. He then went on to say he did not feel there was any material reason to turn it down and believes that the inspectorate would have agreed. He also said if this application goes to appeal then the Section 106, even if already agreed, the developer can take some of the commitments they have made from the agreement as otherwise the development is no longer viable for them. Therefore the community will lose some of their community development funding. Question directed at Councillor Rigby – do you know how much Section 106 money is outstanding from developers not yet paid to Somerset Council. Councillor Rigby said he did not hold that detail and a member of the public commented that they would have expected him to have this as he holds the portfolio for planning. Another member of the public commented that they wanted to show their appreciation to the parish council and SHOCK for working so hard on this case for the community. But also asked the Somerset Councillors present tonight to remember that their leadership should show they are committed to the community they serve and also to ensure that when they are making these important decisions they are confident that the information they are being given by Somerset Council employees are factually correct.
Item 3 25/26/112	Public Session <ul style="list-style-type: none"> Member of public asked about the Wildflower Meadow which he believes has become very overgrown. Chair advised this will be covered on the agenda tonight.
Item 4 25/26/113	Declarations of interest <ul style="list-style-type: none"> Mrs Calcutt advised she has an interest in the grant application regarding fencing at the Village Hall as she is on the Village Hall Committee. Mrs Von-Bergen advised she has an interest in the judicial review decisions as her husband is on the SHOCK committee. Mr T Ireland for planning permission granted 20/01017/FUL.
Item 5 25/26/114	Minutes of the last meeting held 01.07.2025 and EOM on 19.08.2025 <ul style="list-style-type: none"> Minutes for 01.07.2025 were agreed to be a true record and were signed by the Chairman. Proposed: Mrs C Calcutt Seconded: Mr T Ryder Agreed by all councillors present. Minutes of EOM will be come to the next meeting in October but the draft version will be posted on the parish council website.
Item 6 25/26/115	Actions and Matters arising <ul style="list-style-type: none"> Completed actions at the end of these minutes Matters arising not covered on the agenda Winners of the Village Garden competition

	Containers – The Barn, Queen Street. Hanging Baskets – 15 Queen Street. Front Garden – Quarry House, 17 Lakeview.
Item 7 25/26/116	<p>Report from Somerset Unitary Councillors – Stephen Page</p> <ul style="list-style-type: none"> Former MP for Frome, David Warburton, has recently passed away and our thoughts are with his family and friends. New college grouping to form University of Somerset between Strode College, Taunton and Bridgwater college. This is with effect from 01.08,2025. Local Community Network – this has now been running for two years and a recent review concluded they are beneficial and there could be some changes as an outcome of the review. Somerset Council have secured 3.8 million pounds from the government to install additional electrical charging points. Yeovil District Hospital maternity unit – there are ongoing concerns which hopefully will be resolved. Section 106 agreement with Gallion Homes for the payment of their outstanding commitment to Somerset Council. The legal agreement has been broken by them and therefore Somerset Council will now seek further legal advice with a view to taking an action to court.
Item 8 25/26/117	<p>Planning applications</p> <ul style="list-style-type: none"> 25/01960/REM Land OS 9987 Queen Street, Keinton Mandeville, Somerton – Reserved Matters Application seeking the approval of appearance, landscaping, layout and scale relating to Outline planning consent 19/02211/OUT, Residential development of 9 dwellings with all matters reserved except access. Councillors do not believe the drainage issue has been addressed or the turning into the site. They also would prefer for the blue lias cladding to be on all four sides of the houses, especially those near neighbouring houses that would otherwise be left looking at the rendered elevations. Some environmental issues have not been addressed as there is no note of solar panels, or other renewable energy generation. There is no reference to who will manage the maintenance of the site. Mr Ireland agreed to talk to the developer to see if he could find out some more detail. The Highways information on the website is blank and the appendices are linked to a development on Barton Road not this application. It is important that the Council condition that the roads be completed and adopted prior to the sale of all of the houses. Somerset Council have failed the residents of Lake View and Cottons Orchard in this respect and should learn from their mistakes. Clerk to submit comments to planning officer. ACTION: Mr T Ireland and Clerk
Item 9 25/26/118	<p>Determination of Planning. The following notice was received:</p> <ul style="list-style-type: none"> 25/01125/FUL Land adjacent to Coombe Hill Farm, Copis Lane, Keinton Mandeville, Somerton TA11 6DG – Erection of 2 No. agricultural storage buildings (part retrospective). Permitted with conditions. 19/03528/FUL The Chestnuts, Queen Street, Keinton Mandeville, Somerton TA11 6EG – Erection of 2 dwellings with associated access and parking, to replace existing dwelling. Permitted with conditions. Councillors still feel access could be an issue. 25/01837/DOC1 Land at Orchard View, Chistles Lane, Keinton Mandeville Somerton – Discharge of Condition No. 9 (Bat Lighting) of planning application 20/02843/OUT. Conditions Discharge. 25/01017/FUL Quarry Land Forming Part of Westfield Farm, Coombe Hill, Keinton Mandeville, Somerton TA11 6DQ – Change of use of former quarry to tourism and the erection of 5 holiday lodges. Refuse. Mr T Ireland left the meeting for this discussion. Councillors were confused by the reasons for refusing and feel that there had not been a visit to site and a map looked at remotely by a planning officer. 21/01762/FUL (revised 20/01609/FUL) – The erection of 7 No. dwellings and associated access parking and landscaping works. Appeal in progress. Councillors expressed their concerns in terms of the incorrect information relating to housing supply and requirements in the village. The planning officer said the survey that confirmed there was a need for 2-3 bedroom homes in the village was now old, but there has been a recent survey completed for the Neighbourhood Plan which provides evidence that this is still the requirement for the village. There will also be problems getting emergency vehicles through the site. Response will need to be sent to the Planning Inspectorate with this additional information and the traffic survey. ACTION: Mr T Ireland, Mrs D Von Bergen and Clerk
Item 10 25/26/119	<p>Other planning matters.</p> <ul style="list-style-type: none"> Neighbourhood Plan – Version 4 is now being sent to the consultant and also to Somerset Council (Jo Wilkins) and the feedback from them should be by the end of September.

	<ul style="list-style-type: none">Land Value Assessment – consultation with other groups has confirmed that other plans did not need one but Jo Wilkins has advised it does. Mr Ryder will follow this up with Somerset Council. ACTION: Mr T RyderEmergency Planning Changes at Somerset Council – they have advised there is a backlog of applications and therefore going forward it may not be possible to grant extensions on dates to submit comments. This will need to be monitored as potentially there will need to be additional meetings put in place to discuss planning applications.	
Item 11 25/26/120	Environment Champion <ul style="list-style-type: none">There are two events coming up: 06.09.2025 Quarry information event and 27.09.2025. These are fundraising events.Projects – relocation of two trees which are close to the MUGA and provisional agreement to cutting the hedge around the community copse.	
Item 12 25/26/121	Finance and Payments (RFO – Clerk) Resolved: It was proposed and unanimously agreed to approve the following payments	
	201425 Khift Ltd (legal fees)	£6330
	201426 PKF Littlejohn LLP (external audit fee)	£252
	201427 Kaye Elston (clerk salary July)	£184.65
	201428 Kaye Elston (clerk salary August)	£185.05
	201429 Somerset Council (deposit for 20mph)	£500
	201430 GW Shelter Solutions (bus shelter maint)	£4122
	201431 HMRC (PAYE July)	£123.20
	201432 HMRC (PAYE August)	£123.60
	201433 Keinton Mandeville VH (skatepark Lease)	£300
	201434 Keinton Mandeville VH (grant for games)	£54
	201435 Kaye Elston (clerk expenses)	£27.60
	201436 ICO (fees)	£52
	201437 Albert Goodman (payroll fee)	£90
	201438 Ian Matthews (grass cutting)	£42
	201439 SALC (training_	£40
Item 13 25/26/122	Receipts <ul style="list-style-type: none">There were none.	
Item 14 25/26/123	Other finance matters <ul style="list-style-type: none">Summary of income and expenditure – accounts and statements circulated to councillors prior to the meeting.AGAR – the external audit return has been received and there are no notices lodges on the return.Certificate of completion and public rights – this will be published.Internal audit actions – Risk Register has been circulated for agreement at the October meeting.Information Commissioner Office subscription in the sum of 52 – this was agreed as an ongoing subscriptionRepair and erection of Blue Lias sign costs – Mr Lane has provided an estimate in the sum of £200 for the consultant fee and then £250 for a stone mason. Councillors were in agreement to go ahead with this work. Clerk to instruct. ACTION: ClerkQuote for fencing at the skatepark in the sum of £300 – councillors were in agreement for this to go ahead. Clerk to instruct. ACTION: ClerkWater fountain replacement at the Village Hall in the sum of £450 – parish councillors were in agreement to go ahead and replace. Clerk to contact contractor. ACTION: ClerkBalance on accounts<ul style="list-style-type: none">Current account £1000Business Savings Account 1 £65 301.49Business Savings Account 2 £5309.49New website update – ongoingSection 106 re Lakeside and Gallion Homes – see Minute 25/26/116above.	
Item 15 25/26/124	Grant requests. Receive the following grant requests: <ul style="list-style-type: none">Keinton Mandeville Village Hall request for fencing in the sum of £1470 – councillors discussed but were unclear why the grant had come in as the Village Hall accounts would indicate they could afford this. Clerk to go back to the chairman and ask for some more details. Mrs Calcut left the meeting of this discussion.	

	<p>ACTION: Clerk</p> <ul style="list-style-type: none"> • Tabletop Games invoice for hire of the Village Hall in the sum of £54 – all councillors in agreement for this to be granted.
<p>Item 16 25/26/125</p>	<p>Traffic Survey update</p> <ul style="list-style-type: none"> • 20mph speed limit has now been agreed and the deposit of £500 is required to pay Somerset Council. Councillors in agreement to pay the £500. <p>Proposed: Mr T Ryder Seconded: Mrs D Von Bergen All councillors present in agreement</p>
<p>Item 17 25/26/126</p>	<p>Highways. Consider the following and agree any actions arising:</p> <ul style="list-style-type: none"> • Reports of issues in the village There are potholes near to Box Cottage which Mrs Calcutt has reported through the Somerset Council website. • Fingerpost – ongoing. • Drains and gullies work quoted as £2644.95 – councillors have already agreed and clerk needs to chase start date for the work. <p>ACTION: Clerk</p> <ul style="list-style-type: none"> • Grit bin return to Somerset Council regarding any salt required – no salt is required but will need the serial number no the bin. <p>Speed Indicator Device Report</p> <ul style="list-style-type: none"> • Circulated prior to the meeting. <p>Community Speedwatch Report – update</p> <ul style="list-style-type: none"> • The group are active again.
<p>Item 18 25/26/127</p>	<p>Parish Paths. Update / items to report.</p> <ul style="list-style-type: none"> • Footpath between the Barton Road and the field known as Humps and Hollows – clerk has spoken to the clerk at Barton St David and this is a tricky one to navigate and therefore decided to put on hold for the moment. • Latch gone on gate from the village hall field into Kings Hill, Kingweston. Clerk to instruct Dave Ruddle to repair.
<p>Item 19 25/26/128</p>	<p>Play Areas.</p> <ul style="list-style-type: none"> • Wild flowers are growing but the weeds are going to be looked at by Landscape my Garden along with a tree in Happy Tracks. • Baby swing – one is rubber and starting to breakdown so will review after the inspection in September. • Clatterbridge – the matting is beginning to lift but has now been repaired.
<p>Item 20 25/26/129</p>	<p>Keinton Mandeville Playing Field</p> <ul style="list-style-type: none"> • Information request from the solicitor regarding councillors and confirmation the work has begun.
<p>Item 21 25/26/130</p>	<p>Maintenance.</p> <ul style="list-style-type: none"> • Dog waste bins left and not put into bins.
<p>Item 22 25/26/131</p>	<p>Village Hall Report</p> <ul style="list-style-type: none"> • Hedging along the fence has been cut and a gap in the hedge has been filled in • Neighbour complained regarding anti-social behaviour so a member of the committee has met with them.
<p>Item 23 25/26/132</p>	<p>Councillor Training</p> <ul style="list-style-type: none"> • Mrs Von Bergen to attend planning training with NALC in October. • SALC responding to planning applications training – to be attended by Mr Sturgess and Mrs Von Bergen.
<p>Item 24 25/26/133</p>	<p>Correspondence. Receive the following correspondence and agree any actions arising:</p> <ul style="list-style-type: none"> • Correspondence from SHOCK that has been circulated to councillors.
<p>Item 25 25/26/134</p>	<p>Correspondence. Circulation SCC updates, SWP briefings, SSDC updates, SSDC Environment</p> <ul style="list-style-type: none"> • CPRE Newsletter • SALC Newsletter • NALC publications • Somerset Wildlife Trust •
<p>Item 26 25/26/135</p>	<p>PR. Items for inclusion in the next edition of the Parish Magazine, for the website and social media sites.</p> <ul style="list-style-type: none"> • Update the community on the work that is happening to try and appeal against the planning application for 100 houses that has been granted by Somerset Council.

Item 27 25/26/136	Future agenda Items <ul style="list-style-type: none"> Item 25/26/098
Item 28 25/26/137	Any other reports <ul style="list-style-type: none"> None
Item 29 25/26/138	Date of next meeting: <ul style="list-style-type: none"> Tuesday 7 October at 1930 – Full Parish Council Meeting

Meeting closed at 2230

	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 Ryder and SHOCK	ONGOING
	APRIL MEETING		
23/24/315	NHP completed documents to be placed onto website	Mr Ryder and Clerk	ONGOING
	SEPTEMBER MEETING		
	DECEMBER 2024 MEETING		
24/25/186	Workplace Pension – send update to Pensions that clerk does not require a pension fund	Clerk	ONGOING
	JANUARY 2025 MEETING		
	MAY 2025 MEETING		
25/26/022	Checking what are requirements for Land Evaluation Report with Somerset Council	Mr T Ryder	ONGOING
	JUNE 2025		
25/26/045	Visual pavement suggestion to be discussed with Somerset Highways	Mr T Ryder	COMPLETED
25/26/050	Parish Council to request Area South Committee to visit site for application 22/01720/OUT	Clerk	COMPLETED
25/26/050	Scan of map which cited the Ransom Strip at the Village Hall	Mrs C Calcutt and Mr K White	
25/26/051	Comments to be submitted for 24/0217/EIASS – drafted by Mr Ryder and submitted by clerk.	Mr T Ryder and Clerk	COMPLETED
25/26/056	Submission of external audit documents (AGAR)	Clerk	COMPLETED
25/26/056	Contact Village Hall to ask if they could consider putting a defib on an outside wall.	Clerk/Mrs Calcutt	
25/26/059	Blue Lias sign – locate where it is now so that it can be replaced on the Fingerpost	Mr C Lane	COMPLETED
25/26/060	Request for dog waste bin to be emptied at the end of the path on Castle Street	Clerk	
25/26/060	Footpath through Lakeview to Castle Street – request to land owner if he would consider amending the stile so that wheelchair users and pushchair users will be able to access.	Mr T Ireland	
25/26/060	Footpath maintenance possibly required between Humps and Hallows. Mr K Sturgess to have a look.	Mr K Sturgess	COMPLETED
25/26/061	Trimtrail replacement caps have arrived – thank company for sending free of charge.	Clerk	COMPLETED
25/26/062	Keinton Mandeville Playing Field solicitor information to be circulated to councillors to ask for information	Clerk	NOT REQUIRED
	COMPLETED TASKS		
	MAY 2025		
25/26/027	Email to be sent re s106 for proposed development 22/01720/OUT to also request changing facilities and catering facilities for the Village Hall	Clerk	COMPLETED
25/26/030	Respond to request for disabled parking space outside the school	Clerk	COMPLETED

25/26/030	Drains and gullies – follow up lack of response by contractor with Somerset Councillor	Clerk	COMPLETED
25/26/031	Instruct contractor for footpath in Castle Street	Clerk	COMPLETED
25/26/031	Instruct contractor to redo the strimming of paths in July	Clerk	COMPLETED
25/26/031	Contact Rights of Way officer at Somerset Council re L16/10	Clerk	COMPLETED
25/26/032	Feedback to Youth Group re use of meadow	Mrs C Calcutt	COMPLETED
	APRIL 2025		
24/25/297	Planning application 24/25/297 comments submission	Mr T Ireland and Clerk	COMPLETED
24/25/308	Reporting blocked drain on road outside Newlands Farm on Common Lane	Clerk	COMPLETED
24/25/309	Check footpath at Common Lane by the bridge for a blockage	Mrs Von Bergen	COMPLETED
24/25/309	Obtain quote for footpath by telephone kiosk on Castle Lane	Clerk	COMPLETED
24/25/310	Seat of wooden train in Happy Tracks has split and needs to be reported to the manufacturer	Mrs Calcutt and Clerk	COMPLETED
24/25/312	Instruct GW Shelter Solutions to clean the bus shelters	Clerk	COMPLETED
24/25/315	Annual Parish Meeting – request reports from community groups	Clerk	COMPLETED
	MARCH 2025		
24/25/269	Housing Needs Assessment analysis – councillors to submit comments	Councillors	COMPLETED
24/25/278	Cotton Lane repairs –instruct contractor	Clerk	COMPLETED
24/25/278	Castle Street footpath repairs by Ramblers – update to be requested	Clerk	COMPLETED
24/25/281	Quotes for bus shelter refurbishment	Mr K Sturgess	COMPLETED
24/25/284	Book Village Hall for Annual Parish Meeting on 16.05.2025	Clerk	COMPLETED
	FEBRUARY 2025		
24/25/236	Submit planning application comments to Somerset Council for 25/00061/HOU	Clerk	COMPLETED
24/25/239	Instruct gullies and drains contractor	Clerk	COMPLETED
24/25/240	Feedback to Mr T Ryder that agreement by councillors for Environment Group to trim hedge along Chistles Lane	Clerk	COMPLETED
24/25/247	Follow up on progress of installation of fingerpost	Clerk	COMPLETED
24/25/250	Speak to Chair of Trustees for the Recreation Ground Trust	Mr Ireland	COMPLETED
24/25/250	Contact solicitor regarding title deeds for the Playing Field on Castle Street	Clerk	COMPLETED
24/25/251	Quote for refurbishment of bus stop notices	Mr Sturgess	COMPLETED
	JANUARY 2025		
Public Session	Advise residents through parish magazine that Fix My Street is no longer available on Somerset Council website	Clerk	COMPLETED
Public Session	Replace defib notices to make them more clearer and advise residents of the location and how to gain access by calling 999	Mr Lane and Clerk	COMPLETED
24/25/209	Housing Needs assessment contract to be circulated to all councillors	Mr Ryder	COMPLETED
24/25/214	Agreed precept to be submitted to Somerset Council	Clerk	COMPLETED
24/25/214	Financial Regulations to be reviewed and place on February agenda	Mrs Von Bergen and Mr White	COMPLETED
24/25/216	Request more detailed costings for proposed traffic calming measures from Somerset Council	Clerk	COMPLETED
24/25/217	Photographs to be taken of pavement damage at Cottons Lane and then submitted to Somerset Council	Mr Ireland and Clerk	COMPLETED

24/25/217	Prioritising which gullies need to be cleared in the first maintenance session	Mr Lane and Mr Ryder	COMPLETED
24/25/217	Salt to be refilled in the grit bin	Mr Sturgess	COMPLETED
24/25/217	House with overgrown hedge on Queen Street to be contacted	Mr Lane	COMPLETED
24/25/218	Identify who landowner is at the top on Common Lane where the trees have fallen and then ask them to remove the trees	Mr Ryder	COMPLETED
24/25/220	Enquiry with a local cleaning company if they are able to clean the bus signs	Mr Sturgess	COMPLETED
24/25/222	Request invoice for Christmas tree and new lights	Clerk	COMPLETED
	DECEMBER 2024		
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	COMPLETED
24/25/189	Reporting of pavement outside of the shop to Somerset Council	Mrs Calcutt and Clerk	COMPLETED
24/25/190	Potential contractor for paths – chase regarding quote	Clerk	COMPLETED
24/25/192	Bus Shelters – check with local contractors if he can clean these	Mr T Ireland	COMPLETED
24/25/194	Carol sheet – confirmation of requests sent to Mr T Ryder	Clerk	COMPLETED
	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 2024 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	Identify drain clearance required to be able to obtain a quote	Mr C Lane	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 2024 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	Annual inspection – instruct annual inspection and reduce county inspection to three times per year.	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 60 th 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

	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
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 be 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	Clerk Clerk	Dave has been instructed

	Quote to remove conifers on footpath behind phonebox – instruct Somerset Tree surgeons and Landscapers		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	Clerk	COMPLETED
	Three councillor vacancies notified to Democratic Services as SCC and adverts put in place to fill those vacancies	Clerk	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	Clerk	COMPLETED
	Highways Quotes Draft Plan amendments	TR	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