

Keinton Mandeville Parish Council

Minutes of a meeting of the Parish Council Meeting held on

Tuesday 06 May 2025 at 1930 after the Annual Parish Council meeting at Keinton Mandeville Village Hall

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

In attendance: Kaye Elston (Clerk), Somerset Unitary Councillors Stephen Page and one member of the community.

Item 1 25/26/014	Apologies for absence. <ul style="list-style-type: none"> Mr C Lane and Mr K Strurgess. These apologies were accepted.
Item 2 25/26/015	Public Session <ul style="list-style-type: none"> Member of the public advised that following their building work the grass verge leading up to the Village Hall has been reinstated.
Item 3 25/26/016	Declarations of interest <ul style="list-style-type: none"> None were declared.
Item 4 25/26/017	Report from Somerset Unitary Councillors – Stephen Page <ul style="list-style-type: none"> Gallion Homes s106 payment – the legal enforcement officers are dealing with this and legal papers are being prepared. Planning application 25/00295/FUL Coombe Quarry – the planning officer has recommended not to approve this application and it is being presented to the Area South Committee. There will be a full Somerset Council meeting at the end of May. A Finance Officer has been appointed on an interim basis. 22/01720/OUT Land South of B3153 Keinton Mandeville – new material has arrived on the planning portal. Education department have stated they can drop a seventh classroom in at the school to support the 100 houses development proposal. Jo Wilkins at Somerset Council has implied that the number of houses proposed would be more fitting for a larger rural settlement.
Item 5 25/26/018	Minutes of the last meeting held 01.04.2025 <ul style="list-style-type: none"> Minute 24/25/292 regarding electric voltage in the village. Mrs Calcutt wanted it recorded that the opposite is true about voltage in Barton Road and that side of the village. Often the voltage is too high although it can also be too low some days. Keinton Mandeville is at the end of the network supply and it was agreed that Western Power should be asked to explain why there are these issues. Minutes were agreed to be a true and accurate record. <p>Proposer: Seconded: All councillors present in agreement</p>
Item 6 25/26/019	Actions and Matters arising <ul style="list-style-type: none"> All the actions from the last meeting have been completed.
Item 7 25/26/020	Planning <ul style="list-style-type: none"> 25/00767/HOU 3 Luns Close, Keinton Mandeville, Somerton TA11 6FG – Garden Room and veranda to rear. Councillors support this application. 25/00946/REM Land at Orchard View, Chistles Lane, Keinton Mandeville, Somerton – Reserved Matters application for the approval of access, scale, layout, appearance and landscaping of the development (plot 1 only) following outline approval 20/02843/OUT; Outline application for the erection of 2 residential dwellings, all matters reserved. Councillors were in agreement to support this application. 25/00295 Coombe Quarry, Coombe Hill, Keinton Mandeville, Somerton TA11 6DQ – Demolition of stone barn and replacement with a self-build single storey dwelling. The parish council previously support the application but the Planning Officer is recommended that it is rejected. Application now to be presented to the Area South Planning Board. Councillors agreed to submit a letter of support in addition to previous comments and response.
Item 7.2 25/26/021	Determination of Planning. The following notice was received: <ul style="list-style-type: none"> 22/03310/DOC1 Land East of Manor Park, Keinton Mandeville, Somerton TA11 6EP – Discharge of Condition No 5 (Surface Water Discharge and Drainage Layouts) of planning application 16/03148/FUL. Conditions discharged.
Item 7.3 25/26/022	Other planning matters. <ul style="list-style-type: none"> Neighbourhood Plan update Land Evaluation Report – a contact has now been provided who could provide this service and Mr Ryder has spoken with them but they have advised that if a full evaluation was to be carried out the cost would be approximately £18 000. Mr Ryder is now checking with the contact at Somerset Council if all the parts of the land evaluation report need to be completed as this cost is too high.

	<p style="text-align: center;">ACTION: Mr T Ryder</p> <p>Housing Needs Assessment – final report has been circulated to councillors.</p> <ul style="list-style-type: none">Stoke-St-Mary approach regarding Neighbourhood Plans and Somerset planning - the Chair of Stoke-St-Mary parish council has held a meeting for representatives from parish councils in Somerset to try and ensure they have more opportunity to speak when the Somerset Local Plan is drafted and comes into force and also the influence of Neighbourhood Plans.	
Item 8 25/26/023	Environment Champion <ul style="list-style-type: none">Completed ad hoc programme of planting and want to record thanks to Sandra Cullock,Starting a programme of fund raising for projects – on 17 May the first informative walk. In June there will be another walk in Great Reach Woods at £10 per head and an Open Gardens event in June.	
Item 9 25/26/024	Finance and Payments (RFO – Clerk) Resolved: It was proposed and unanimously agreed to approve the following payments 201404 Sara Saunders (internal audit fee) 201405 Kaye Elston (clerk salary) 201406 SALC (annual subscription) 201407 KM Village Hall (grant to tabletop games) 201408 Kaye Elston (clerk expenses March and April) 201409 HMRC (PAYE) 201410 Zurich Municipal (insurance) 201411 Albert Goodman (PAYE fee) 201412 D and J Ruddle (maintenance) 201413 SALC Ltd (training) 201414 SALC Ltd (training)	 £150.00 £185.05 £579.42 £42.00 £10.29 £75.00 £123.20 £836.43 £90.00 £4200 £25.00 £40.00
Item 10.1 25/26/025	Receipts <ul style="list-style-type: none">Precept from Somerset Council received 15 April 2025	£22 765
Item 10.2 25/26/026	Review of Accounts. The balance on the bank accounts as follows: Community Account £1000 Business Premium £77 573.95 Business Premium £5291.91	
Item 10.3 25/26/027	Other finance matters <ul style="list-style-type: none">Summary of income and expenditure – this has been sent out to councillors prior to the meeting.Internal audit report – this has been completed and circulated to councillors. There are no concerns raised but an area of development to review and put in place is bringing the Risk Register up to date. A proforma has been provided by a neighbouring parish.Annual Accounts 2024-25 and AGAR return to external auditor Annual Governance Statement – this was agreed. Accounting Statements – this was agreed. Proposed: Mr K White Seconded: Mrs D Von Bergen All councillors present in agreementNotification of the exercise of public rights of the accounts – the dates for the period will be 03.06.2025 to 14.07.2025.Internal auditor – clerk advised that the experience has been a good one and would like to agree using the same auditor for 2025-26. Councillors were in agreement. Proposed: Mrs D Von Bergen Seconded: Mrs C Calcutt All councillors in agreementNew website update – clerk still working through the information on the site.Section 106 re Lakeside – see Minute 25/26/017 above.Proposal for second defib – to be placed on June agendaSection 106 for planning application 22/01720/OUT – this can only be allocated to Play, Youth and Formal Open Spaces. This has been confirmed by the officer at Somerset Council after the last meeting when requests were submitted. It was agreed to return to the officer and advise that upon further reflection the request would include a request to provide an extension for changing facilities and catering facilities for sports events. Clerk to email. <p style="text-align: center;">ACTION: Clerk</p>	

	<ul style="list-style-type: none"> Asset Register – clerk reviewed the register and made it more presentable for the internal audit. Revised version circulated to councillors prior to the meeting. Insurance Policy renewal – the renewal notice has come through in the sum of £836.43 which councillors agreed to pay. Clerk pay increase – awaiting recommended pay increases from NALC. Registration of title deeds of Keinton Mandeville Playing Fields on Castle Street - clerk advised that a response has been received from Battens solicitors and the estimate to carry out this piece of work is between £1500 - £2000. Obviously this could be subject to change depending on information that the parish council is able to provide and what work is required once that has been established. Councillors were in agreement to instruct the solicitor to carryout this work as it has been an outstanding piece of work for a number of years and does need to be resolved. Proposed: Mrs C Calcutt Secoded: Mr T Ryder All councillors present in agreement Clerk to instruct solicitor. ACTION: Clerk Somerset Association of Local Councils (SALC) annual membership renewal – clerk advised that the fee for 2025-26 is in the sum of £579.42. Councillors were in agreement to renew the subscription. NALC Practitioner Guide 2025 publication – this has been circulated to councillors.
Item 11 25/26/028	Grant requests. Receive the following grant requests: <ul style="list-style-type: none"> There were none.
Item 12 25/26/029	Traffic Survey update <ul style="list-style-type: none"> Meeting with Somerset Council Highways – Mr Ryder reported that a meeting has taken place with the county highways surveyor to discuss the traffic survey and recommended speed limits within the village. The recommendation by Highways would be a 20mph speed limited started at the Quarry Inn and up to Castle House and for the whole of Queen Street. The area for a 20mph speed limit is more extensive than was originally considered. Also recommended a 30mph speed limit at Coombe Hill Lane. One of the considerations to be taken into account would be the space to be able to put up signage. A map proposing the 20mph zone has been circulated to councillors prior to the meeting. The estimated cost is £8000 but this could increase if there are complaints from the community. When the parish council provide information about these proposals then it will direct their comments initially to the parish council to prevent the additional costs of Somerset Council dealing with them. The plan is to start with the speed limits being put in place from the traffic survey and then consider street furniture in the future. Councillors were in agreement for the speed limits to be put into place. Proposed: Mrs C Calcutt Secoded: Mrs D Von Bergen All councillors present in agreement
Item 13 25/26/030	Highways. Consider the following and agree any actions arising: <ul style="list-style-type: none"> Disability space near to the school request – a resident has contacted the clerk to ask if a space can be put in place outside the school. Councillors discussed and believe a space could potentially be put before the zigzag lines but this would need to be discussed with the school and it would need to be the school to make the request. ACTION: Clerk to feedback to resident and contact the school Drains and gullies work – clerk has sent chasing emails to Kier on many occasions and therefore will now go through local unitary councillor to see if any progress can be mad. ACTION: Clerk Fingerpost replacement update – clerk has received email today to advise everything is ready and they will make contact to install in June. Once the work has been completed then clerk can reclaim costs to Somerset Council as it was originally an insurance claim. Speed Indicator Device Report <ul style="list-style-type: none"> Data has been circulated. Community Speedwatch Report – update <ul style="list-style-type: none"> The team have reported they have been out and recording a number of vehicles about the speed limit going through the village.
Item 14 25/26/031	Parish Paths. Update / items to report. <ul style="list-style-type: none"> Footpath maintenance – councillors agreed to instruct the contractor most recently employed to strim over the same paths again in July. ACTION: Clerk

	<ul style="list-style-type: none"> Footpath by telephone kiosk on Castle Street repairs – clerk has received a quote in the sum of £990 to completed this work. Councillors in agreement to instruct the contractor. Proposed: Mr K White Seconded: Mr T Ryder All councillors present in agreement Clerk to instruct contractor and advise Mendip Ramblers that a solution has now been found. ACTION: Clerk Path L16/10 – Mrs Von Bergen has advised that there is a barbed wire fence obstructing the public footpath. This needs to be reported to the Rights of Way Officer at Somerset Council. ACTION: Clerk
Item 15 25/26/032	<p>Play Areas.</p> <ul style="list-style-type: none"> Wooden train – Mrs Calcutt advised that the spare parts for the seat of the train have now been delivered and will be stored. These were despatched by the manufacturer free of charge. Need to advise the public to report any damage or concerns about the play equipment direct to the parish council. Maintenance of the Wild Flower area at the Village Hall – the Youth Group and Happy Tracks have met to discuss the maintenance of the area after the offer of help from the Youth Group. Happy Tracks will remain responsible for the Flower Meadow and any maintenance the Youth Group want to carry out will need to be agreed by the parish council. The Youth group are proposing to put in there a removable canopy and fire pit. The parish council have no issues with this. Mrs Calcutt will report this back to the Youth Group. ACTION: Youth Group Play equipment inspection – reported a small dent in the slide and also that it is looking a little worn in places. This may need to be replaced in the short to medium term.
Item 16 25/26/033	<p>Keinton Mandeville Playing Field</p> <ul style="list-style-type: none"> Ownership of Recreation Field on Castle Street – see Minute 25/26/027 above.
Item 17 25/26/034	<p>Maintenance.</p> <ul style="list-style-type: none"> Bus shelters – the contractor, GW Shelter Solutions, has been instructed and the work is due to be carried out in June.
Item 18 25/26/035	<p>Village Hall Report</p> <ul style="list-style-type: none"> New veranda has been installed paid for by the John Light legacy fund. Three members of the committee are leaving, including the chair and treasurer and therefore looking for new volunteers. Drinking fountain on the outside of the village hall – this requires some maintenance. Mrs Calcutt will seek quote from plumber to be presented at the next parish council meeting.
Item 19 25/26/036	<p>Councillor Training</p> <ul style="list-style-type: none"> Mrs Calcutt will be attending Freedom of Information training.
Item 20 25/26/037	<p>Annual Parish Meeting</p> <ul style="list-style-type: none"> Booked for Friday 16 May 2025 at 1900 – village reports have been submitted.
Item 21 25/26/038	<p>Correspondence. Receive the following correspondence and agree any actions arising:</p> <ul style="list-style-type: none"> Flood Wessex – Lunch and Learn 24.04.2025 Avalon and Polden LCN – Free Bike Maintenance events. There are potentially venues in the village that could host this event which could be the school. Mr Von Bergen is passing the information onto the school.
Item 22 25/26/039	<p>Correspondence. Circulation SCC updates, SWP briefings, SSDC updates, SSDC Environment</p> <ul style="list-style-type: none"> CPRE Newsletter SALC Newsletter
Item 23 25/26/040	<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"> Traffic survey and proposed 20mph speed limit. Advise community to respond direct to parish council. Maintenance of footpaths Reports of any issues in Happy Tracks playing area
Item 24 25/26/041	<p>Future agenda Items</p> <ul style="list-style-type: none"> Martyn's Law – this is around protection for buildings and people in relation to violent attacks. More information to follow.
Item 25 25/26/042	<p>Any other reports</p> <ul style="list-style-type: none"> None
Item 26 25/26/043	<p>Date of next meeting:</p> <ul style="list-style-type: none"> Friday 16 May at 1900 – Annual Parish Meeting Tuesday 3 June at 1930 – Full Parish Council Meeting

	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	COMPLETED
	SEPTEMBER MEETING		
24/25/108	Identify drain clearance required to be able to obtain a quote	Mr C Lane	COMPLETED
	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		
24/25/217	Photographs to be taken of pavement damage at Cottons Lane and then submitted to Somerset Council	Mr Ireland and Clerk	COMPLETED
	MARCH 2025 MEETING		
24/25/269	Neighbourhood Plan Landscape Evaluation – securing a contractor to undertake this task.	Mr Ryder	
	APRIL 2025 MEETING		
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	
24/25/309	Obtain quote for footpath by telephone kiosk on Castle Lane	Clerk	
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
	MAY 2025 MEETING		
	COMPLETED TASKS		
	APRIL 2025		
	MARCH 2025		
24/25/269	Housing Needs Assessment analysis – councillors to submit comments	Councillors	COMPLETED

24/25/278	Cotton Lane repairs –instruct contactor	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	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 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
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 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 session	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 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