

Keinton Mandeville Parish Council

Minutes of a meeting of the Parish Council Meeting held on
Tuesday 04 March 2025 at 1930 at Keinton Mandeville Village Hall

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

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

24/25/261	<p>Apologies for absence.</p> <ul style="list-style-type: none"> Mrs D Von Bergen. These were accepted.
24/25/262	<p>Public Session</p> <ul style="list-style-type: none"> Youth Group and Wild Flower area – request from the youth group to be able to take over the upkeep of this area so that the members of the group can work in that area. Somerset Wildlife Trust are willing to work with the youth group as a joint venture and are also willing to donate some funds to make this happen. Chair advised that this could be discussed further down the agenda with the Village Hall update. Defib request to have an additional one – this will be placed on the next agenda with costs of purchasing another one. Fingerpost replacement at the crossroads update – clerk advised that there have been a number of delays in the casting of the fingerposts and therefore it has not yet been installed. Today have been advised that it is ready to collect but the installer is now unwell so awaiting to confirm a contractor to install. Planning application 25/00295/FUL Coombe Quarry on Coombe Hill – Mr and Mrs Sweetman attended the meeting to explain why they were putting in the planning permission which is to allow them to stay at the property and in the village in their retirement. They showed plans and drawings of the proposed development. The plan is to build a new modest two bed single storey eco-home that reuses as much of the materials of the old quarry barn that is on the site as possible and to reflect its form. It will be a bungalow that aims to be as environmentally friendly as possible. Extensive ecological survey and bat surveys have been completed.
24/25/263	<p>Declarations of interest</p> <ul style="list-style-type: none"> There were none.
24/25/264	<p>Minutes of the last meeting held 04.02.2025</p> <ul style="list-style-type: none"> Minutes were agreed to be a true and accurate record. Proposer: Mr K Sturgess Seconded: Mr C Lane All councillors present in agreement
24/25/265	<p>Actions and Matters arising</p> <ul style="list-style-type: none"> 24/25/Public session replace defib signs – COMPLETED 24/25/239 Contact drains and gullies contractor to instruct – COMPLETED AND AWAITING A RESPONSE FROM CONTRACTOR Feedback to Mr T Ryder of agreement by parish council to enable the Environment Group to trim the hedge on Chistles Lane. All other actions covered on the agenda.
24/25/266	<p>Report from Somerset Unitary Councillor – Stephen Page</p> <ul style="list-style-type: none"> Full Somerset Council meeting 05.03.2025 – the full meeting tomorrow includes agreeing the budget for 2025/26. Somerset has been given permission by the government to raise council tax by 7.5%. Permission has also been given to capitalise some of the properties that Somerset Council owns but many will be challenging to sell in the current climate as they are commercial properties which are already making a loss. 2026/7 budget will still be challenging to set. Boundary Commission Review – there is currently a review taking place for electrical boundaries which will come into effect by the 2027 election. Somerset Council have agreed the proposal to put forward to the government which could potentially mean a change for Keinton Mandeville. Keinton Mandeville could move to the Castle Cary division. Gallion Homes s106 money – Councillor Page has been informed that Gallion Homes owe Somerset Council £266 000 for the Lakeside development. Keinton Mandeville Parish Council believe that £63 000 (possibly up to £70,000 with inflation) of that amount should come back to the Village hall. Somerset Council have now taking action to enforce payment of this outstanding amount. Gallion Homes have made a proposal to by instalments but this has not yet been agreed.

	Residents of Lakeview are still awaiting the roads to be made up and this needs to be monitored as Gallion Homes have promised to complete this in 2025.
24/25/267	<p>Planning</p> <ul style="list-style-type: none"> • 25/00295/FUL Coombe Quarry, Coombe Hill, Keinton Mandeville, Somerton TA11 6DQ – Demolition of stone barn and replacement with a self-build single storey dwelling. Councillors thanked the applicants who had spoken during the Public Session for submitting a very thorough application with all the necessary reports completed. Councillors were in agreement to fully support the application as it is very well thought through and provides the type of accommodation (two bed bungalow) that is thought to be required in the village from the various housing needs surveys the PC have undertaken in recent years. Agreement to support the application. • 25/00264/DOC1 Land at Sycamore Farm, Barton Room, Keinton Mandeville, Somerton TA11 6EA – Discharge of conditions No.01 (plans), No.02 (External Surfaces), No.05 (Landscaping) No.06 (Planting), No.07 (Vegetation), No.08 (Removal of Trees and Hedgerows), No.12 (BEP), No.13 (SHRA and NNAMS), No.14 (Maintenance Plan), No.15 (CMP), No.16 (Discharge of Surface Water), No.17 (Foul Drainage), No.18 (Refuse and Recycling) and No.19 (Future Planning) of planned application 21/0104/REM). Noted but no comment. • 25/00488/NMA Seraglio, Castle Street, Keinton Mandeville, Somerton TA11 6DX – Non Material Amendment to approved application 19/01095/HOU to increase size of lean-to extension to the north of the property including alternation of the roof structure and providing a first floor room with a gable. The change requested is to make the resulting structure larger by moving the external wall 1.5m to the north. Noted but no comment.
24/25/268	<p>Determination of Planning. The following notice was received:</p> <ul style="list-style-type: none"> • 25/00061/HOU Woodlands, Barton Road, Keinton Mandeville, Somerton TA11 6EA – Replacement roof structure over garage and single storey link extension together with associated alternations and open porch. Permitted with conditions. • 25/00208/DOC1 Castle House Nursing Home, Castle Street, Keinton Mandeville, Somerton TA11 6DX – Discharge of Conditions No.04 (Phosphate Credit Purchase), 06 (Great Crested Newt Licence), 07 (CEMP) and 11 (Boundary Wall) of planning application 23/03086/FUL. Conditions discharged. • 25/00371/DOC1 Trinity Barn, Coombe Hill Lane, Keinton Mandeville, Somerton TA11 6DG – Discharge of Conditions Nos 1 (Plans), 2 (Access), 3 (Surface Water Disposal), 4 (Additional Windows), 5 (Outbuildings/Containers), 6 (Finished Floor Levels), 7 (Materials, Hardstanding and Boundaries and Rainwater Goods) and 8 (Domestic and Private Use) of planning application 24/01343/S73A. Conditions discharge.
24/25/269	<p>Other planning matters.</p> <ul style="list-style-type: none"> • Planning Application 20/03613/FUL Refusal and appeal – an appeal has been lodged by the developer and the parish council have submitted their information that supports the application to remain as refused. Information submitted within timeframe. • Neighbourhood Plan update – Landscape Evaluation still has not been completed as it is challenging someone to carry this out. Two submissions have just been received and Mr Ryder is currently following this up. ACTION: Mr Ryder Neighbourhood Plan grant from Groundswork in the sum of £3264 will show in the parish council bank account on the next statement. • Housing Needs Assessment – Mr Ryder confirmed there have been 70 responses and the next stage is for the data to be analysed. The provisional analysis should be available by 14 March and will then be circulated to everyone. Councillors to submit their comments to the clerk prior to the next parish council meeting. ACTION: Councillors The Housing Needs Assessment once in final format will be added into the Neighbourhood Plan.
24/25/270	<p>Environment Champion</p> <ul style="list-style-type: none"> • Hedge has been trimmed on Chistles Lane and the bank will be planted with wild flowers. • Series of talks being planned by the group and the first one will be a quarry walk and talk on 17 May. Hopefully the Somerset Climate Action Group will then hold a talk led by Hayley Warren. • Wildlife Survey to be held in the village and aiming for the week 17 – 31 March. The plan is to have the surveys four times a year.

24/25/271	Finance and Payments (RFO – Clerk) Resolved: It was proposed and unanimously agreed to approve the following payments 201390 SALC Ltd (training) £30.00 201391 SALC Ltd (training) £80.00 201392 Kaye Elston (salary) £185.05 201393 HMRC (PAYE) £123.20 201394 Kaye Elston (Microsoft subscription) £84.99 201395 Kaye Elston (clerk expenses) £5.95	
24/25/272	Receipts <ul style="list-style-type: none"> None received. 	
24/25/273	Review of Accounts. The balance on the bank accounts as follows: Community Account £1000 Business Premium £52 489.29 Business Premium £5273.26	
24/25/274	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. Financial Regulations review – revised document to be sent out following agreement at the last meeting. New website update – clerk still working through the information on the site. Section 106 re Lakeside – see Minute 24/25/266 above. Neighbourhood Plan grant application – see Minute 24/25/269. 	
24/25/275	Grant requests. Receive the following grant requests: <ul style="list-style-type: none"> Environment Group will be submitting a request to support with the preparation of documents to submit for planning appeal. 	
24/25/276	Traffic Survey update <ul style="list-style-type: none"> Awaiting response from Somerset Council in relation to police agreement for the proposed speed restrictions to 20mph in the centre of the village. Once this has been agreed then the Somerset County engineer can quote for the cost of the proposed improvements. 	
24/25/277	Highways. Consider the following and agree any actions arising: <ul style="list-style-type: none"> Pothole in Queen Street – this was repaired soon after the last meeting in February. Drains and gullies work – as agreed at the last meeting a request has been sent to the contractor with a follow up requests. Fingerpost replacement – see Minute 24/25/262 above. Speed Indicator Device Report <ul style="list-style-type: none"> Data is not ready and will be circulated once prepared. Community Speedwatch Report – update <ul style="list-style-type: none"> The team have been back out surveying. Mrs Calcutt advised that information recorded by speedwatch teams is sent to the police and this can provide information for other enquiries they maybe following. 	
24/25/278	Parish Paths. Update / items to report. <ul style="list-style-type: none"> One of the potential contractors that Mr Ireland spoke to has now come back to him and the paths to be cutback have been agreed as a starting point. Row Lane has already been completed. Cotton Lane footpath repair – contractor who provided a quote can now be instructed by the clerk. <p style="text-align: center;">ACTION: Clerk</p> <ul style="list-style-type: none"> Footpath by telephone kiosk on Castle Street repairs – clerk advised she has not heard anymore from the Ramblers so will follow this up. <p style="text-align: center;">ACTION: Clerk</p>	
24/25/279	Play Areas. <ul style="list-style-type: none"> Youth Group to take over the maintenance of the Wild Meadow – councillors agreed this was a decision for the Happy Tracks groups to discuss. Mrs Calcutt to discuss further with Mrs Graham. 	
24/25/280	Keinton Mandeville Playing Field <ul style="list-style-type: none"> Ownership of Recreation Field on Castle Street – copies of the original transfer of the land to the parish council and then put into trust have been located. What is still unclear is what the Title Deed states should happen in the event of the Recreation Trust no longer being in existence. It is likely that there is a certified copy of the Trust Deed held with Battens solicitors in Yeovil and therefore it was agreed that the parish council would contact Battens to enquire if they could do complete the legal work to establish ownership and contents of the Trust Deed. Clerk to contact Battens. 	

	<p style="text-align: center;">ACTION: Clerk</p> <p>Mr Ireland advised that the Recreation Trust are going to apply for a grant of approximately £600 to get the hedges and trees cut back.</p> <ul style="list-style-type: none"> Keinton Mandeville Village Hall ownership documents – these have been located and ownership has been confirmed as the Keinton Mandeville Village Hall Trust.
24/25/281	<p>Maintenance.</p> <ul style="list-style-type: none"> Bus shelters – there are two that need to be refurbished and Mr Sturgess has obtained an outline cost of this work. These outline figures are approximate and range between £2800 and £11500. Councillors were in agreement for Mr Sturgess to obtain more detailed quotations to present at the next meeting. <p style="text-align: center;">ACTION: Mr Sturgess</p>
24/25/282	<p>Village Hall</p> <ul style="list-style-type: none"> A new water heater has been installed and work completed on the carpark. Road damage on the road up to the village hall on the other side of the sleeping policeman. It was agreed that this was the responsibility of the village hall.
24/25/283	<p>Councillor Training</p> <ul style="list-style-type: none"> Clerk attended Preparing for Annual Financial Audit Engaging with young people was attended by Mrs Calcutt and reported the following: Instagram would be a good way to increase communication with young people Ideally there should be a Community Plan which includes the wishes of the community
24/25/284	<p>Annual Parish Meeting</p> <ul style="list-style-type: none"> Date agreed Friday 16 May 2025 at 1900 <p style="text-align: center;">ACTION: Clerk to book Village Hall</p>
24/25/285	<p>Correspondence. Receive the following correspondence and agree any actions arising:</p> <ul style="list-style-type: none"> None in addition to agenda items
24/25/286	<p>Correspondence. Circulation SCC updates, SWP briefings, SSDC updates, SSDC Environment</p> <ul style="list-style-type: none"> CPRE Newsletter Plan-it Somerset – planning policy news
24/25/287	<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"> Parish paths being cut back Annual Parish Council meeting 16.05.2025
24/25/288	<p>Future agenda Items</p> <ul style="list-style-type: none"> Housing Survey results Preparation for Annual Accounts internal audit – appoint internal auditor.
24/25/289	<p>Any other reports</p> <ul style="list-style-type: none"> None
24/25/290	<p>Date of next meeting:</p> <ul style="list-style-type: none"> Tuesday 01 April 2025 at 1930

Meeting closed at 2115

	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		
24/25/186	Workplace Pension – send update to Pensions that clerk does not require a pension fund	Clerk	ONGOING

24/25/190	Cotton Lane footpath quote – second one	Mr T Ireland	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	
	FEBRUARY 2025 MEETING		
24/25/250	Contact solicitor regarding title deeds for the Playing Field on Castle Street	Clerk	
	MARCH 2025		
24/25/269	Neighbourhood Plan Landscape Evaluation – securing a contractor to undertake this task.	Mr Ryder	
24/25/269	Housing Needs Assessment analysis – councillors to submit comments	Councillors	
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 Sturgess	
24/25/284	Book Village Hall for Annual Parish Meeting on 16.05.2025	Clerk	COMPLETED
	COMPLETED TASKS		
	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
24/25/251	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	New equipment to be installed and inspected at Happy Tracks	Clerk	COMPLETED

10.0			
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