Keinton Mandeville Parish Council

Minutes of a meeting of the Annual Parish Council meeting and the ordinary Parish Council Meeting held on

**Tuesday 04 June 2024 at 1930** at Keinton Mandeville Village Hall

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

In attendance: Kaye Elston (Clerk) and County Councillor Stephen Page and three members of the public.

**Public session**

* Traffic Survey – a member of the public, who has received the Traffic Report and the raw data produced by the consultant wanted to express their thoughts on the outcome of the survey. Advised that there is an area that should have been included in the report which was the pedestrian part of the curb that goes straight onto the road at the Quarry Inn. Resident also felt that not enough attention was paid to the number of HGVs that go through the High Street and reported that they have broken the drains. The drains are now going to moved further into the road by Somerset Council to prevent this reoccurring. This has been confirmed by Councillor Kerby. Resident feels that the recommendations by the consultant are ‘fiddling about the edges’. Also does not believe that widening the pavement at the top of Queen Street is the right solution.

Response from councillors to the recommendation from the resident (who unfortunately was not able to attend the Annual Parish Meeting to hear the full discussion on the report) was that the intention to reduce the width at the top of Queen Street is to make if very obviously there is only room for one car, whereas now it can be confusing for vehicles.

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| **24/25/036** | **Apologies.**  Mr K Sturgess and these were accepted. |
| **24/25/037** | **Declarations of interest**There were none. |
| **24/25/038** | **Minutes of the last meeting held 07.05.2024*** The names need to be added into the responsibilities section and then councillors agreed the minutes are a true record and can be signed.
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| **24/25/039** | **Actions and Matters arising*** Clerk went through the actions at the end of the minutes.
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| **24/25/040** | **Report from Somerset Councillor Stephen Page*** Refuge collection from the Methodist Church – Mr Page advised he has made enquiries as a follow up and still awaiting a response.
* Somerset Council, due to financial challenges, is going through a restricting process. There will be a 20% reduction headcount in the workforce and some of these will be voluntary redundancies but not all of them.
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| **24/25/041** | **Planning*** **24/01177/HOU Englefield Terrace, Flagstone Cottage, Church Street, Keinton Mandeville, Somerton TA11 6ER** – Proposed replacement single storey rear extension to dwelling. Councillors did not have any objections to this application. **No objection**.
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| **24/25/042** | **Determination of Planning. T**he following notice was received: * There were none.
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| **24/25/043** | **Other planning matters.** * Neighbourhood Plan update – a request for volunteers has been made and two members of the community have come forward. They do not want to take on the role of the Chair but are still willing to be part of the group. Mr Ryder is going to speak to the Chair of the SHOCK group to see if there can be some joint working and a potential .

 **ACTION: Mr Ryder** |
| **24/25/044** | **Environment Champion*** Event in June is currently in the final planning stages.
* The trees recently planted are becoming well established.
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| **24/25/045** | **Finance and Payments (RFO – Clerk)**Resolved: It was proposed and unanimously agreed to approve the following payments201319 Kaye Elston (Next voucher) 201320 Keinton Environment Group 201321 SALC (training)201322 SALC (training)201323 Kaye Elston (clerk salary)201324 HMRC (PAYE)201325 HMRC (PAYE)201326 Ian Matthews (grass cutting)201327 Kaye Elston (clerk expenses)201328 SALC (annual subscriptions)201329 Keinton Mandeville Methodist Church | £100.00£200.00£25.00£25.00£185.05£123.20£61.60£144.00£19.40£342.53£1200.00 |
| **24/25/046** | Receipts* There were none.
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| **24/25/047** | **Review of Accounts.** The balance on the bank accounts as follows: Community Account £1000Business Premium £67 384.55Business Premium £5214.54 |
| **24/25/048** | **Annual Governance Statement*** The accounts have been audited by the internal auditor and she has signed the external audit papers ready to submit once they have been agreed by councillors. Councillors have been circulated the audit document prior to the meeting.
* Councillors agreed to accept the Annual Governance Statement

***Proposed: Mr K White******Seconded: Mrs C Calcutt******All councillors in agreement*** |
| **24/25/049** | **Accounting Statement*** Councillors were in agreement with the annual statement
* ***Proposed: Mr T Ryder***

***Seconded:* Mr C Lane*****All councillors in agreement***Clerk to prepare all the documents to submit to the external auditor by the deadline of 30.06.2024 |
| **24/25/050** | **Other finance matters** * Planned spending for reserves – still awaiting decisions in relation to potential road improvements
* Request for a quote to appoint an internal auditor has been made and awaiting a response.
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| **24/25/051** | **Grant requests.** Receive the following grant requests:* Request from Keinton Mandeville Methodist Church – a request has been submitted by the Methodist Church for a grant in the sum of £1200. Mr Humphrey explained that the grant in the last financial year was very beneficial as part of the upgrade to be able to use the premises more. But the church is still in a challenging position although it is beginning to generate income. Therefore a request has been made for a grant in the sum of £1200. Councillors discussed and were then in agreement to make a grant in the sum of £1200.

***Proposed: Mr T Ryder******Seconded: Mrs D Von Bergen******All councillors in agreement***Mr Humphrey hopes that this is last year that the church will be making a request for a grant. |
| **24/25/052** | **Feedback re Traffic Survey from Annual Parish Meeting*** Mr Ryder confirmed that there had been 33 responses so far. Mr Ryder had completed a quick summary but appreciates there are more responses to be submitted and also there is a difference in understanding of the proposals compared to those who attended the Annual Parish Meeting and heard all the details than those who have completed the survey. Therefore Trevor has amended the survey to support people who are completing it.

The majority of responses state that the main issues are around congestion in certain spots and speedSpeed limit responses – there was support for the various speed suggested in different places in the village.Village Centre – support for various strategies including a box junction and buildouts with priorityStrategies for Queen Street/Church Street/Common Lane Junction – majority would prefer either a change in priority or a new pavement on the west side. |
| **24/25/053** | **Highways.** Consider the following and agree any actions arising:* Reports of issues in the village – there were none reported.
* Fix My Street app – there is an app that can be used to report any problems that Somerset Council need to be aware of e.g. potholes, leaks etc. Councillors report it is user friendly and reports are tht it provides a timely response.
* Enquiry to purchase Crashmap – clerk has sent details out to councillors on the free possible view of Crashmap Mr Ryder will also speak to SHOCK as there maybe a way of sharing details.

 **ACTION: Mr Ryder*** Speed Indicator Device Report – the data for May has been circulated to councillors but downloading the data from the device is going to be an issue going forward as an android phone is required. Mr White will review his devices at home as he may have an ipad.

 **ACTION: Mr White*** Community Speedwatch Report update – the number of vehicles going through the village is increasing. There are only four members of Speedwatch at the moment and therefore anymore volunteers are welcome.
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| **24/25/054** | **Parish Paths.** Update / items to report. * There are a number of paths/areas that are becoming overgrown and hopefully the contractor approached will be able to work on the areas listed:

Back of playing field (north of Castle Street playing field)Blind LaneRow LaneBabcary Lane **ACTION: Clerk to provide details to contractor*** Hedges of houses near the shop – councillors identified house owners whose greenage is spilling on the pavement and making it difficult for pedestrians to pass without going onto the road. Mr Lane agreed to knock on their door and ask them to cut back please.

 **ACTION: Mr Lane** |
| **24/25/055** | **Play Areas.** **Happy Tracks / Skatepark*** Most recent inspection report has been circulated and passed to the Village Hall.
* Gate to be installed by the MUGA.
* Paths to the park have been cut.
* Happy Tracks group are going to install some picnic tables.
* Lawn mower – the one currently used by Ian Matthews has now broken and cannot be repaired. The cost to replace will be £679 plus VAT. Councillors agreed to ask Ian if the one recommended is suitable for him and if so then the council will purchase.

***Proposed:* Mr K White*****Seconded:* Mrs C Calcutt*****All councillors present in agreement**** Annual Inspection costings – clerk advised that the costing for one full annual inspection would cost in the sum of £150 from Play Inspections which the local authority had recommended. The plan would be for Somerset Council to inspect three times as an interim and then the annual inspection would be in March/April at the beginning of the spring. Then the playpark would be inspected before it comes into the busiest time of year as the weather improves. Councillors were in agreement for this work to be commissioned. Clerk to instruct for one annual inspection from Play Inspections and advise Somerset Council to reduce their visits to three times per year.

 **ACTION: Clerk*** Fence and posts to be put in place at the Village Hall – Mr Ireland will see a quote to be presented at the next meeting.

 **ACTION: Mr Ireland** |
| **24/25/056** | **Maintenance.** * See parish paths above at 24/25/054
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| **24/25/057** | **Village Hall Report*** New website is now fully functional.
* New coded lock fitted for entry into the hall.
* New patio doors fitted in the hall.
* Mrs Calcutt has contacted county and they have confirmed that the s106 money still has not been paid by Gallion Homes for Lakeside. When Mr Ireland met with Gallion Homes they advised it would be paid by September 2024. Councillors agreed that even though the s106 money had not yet been paid by Gallion Homes the Village Hall needs to make their request for the funding they require.

 **ACTION: Mrs Calcutt*** Hallmaster and booking the village hall – clerk advised that there is a new system in place for booking the village hall which requires registering with a system called Hallmaster. The registration has been completed and the village hall advised that they will transfer over current bookings but clerk unsure how long into the future this will be. Therefore will check before next meeting to ensure that meetings are booked in the diary and also that the parish council are not charged. Mrs Calcutt believes there is a manual over-ride in the system that prevents a charge being placed.

 **ACTION: Clerk** * Youth funding for Happy Tracks – Mrs Graham has advised Mrs Calcutt that there is funding that was provided to the youth group at Happy Tracks but this group no longer exists. There a request has been made for the parish council to hold that money in their funds and then for Happy Tracks to determine what happens to that funding. Councillors would prefer the funding to go to the Scouts as they are another youth group and it resolves the problem of holding money for another organisation that is ring fenced. Mrs Calcutt will advise Mrs Graham.

 **ACTION: Mrs Calcutt** |
| **24/25/058** | **Phone usage in powercuts*** If the power goes down then it will not be possible to make calls from a mobile using the wifi but all mobile have a facility to make calls in an emergency. It was agreed that this message needs to go out to the community. Mr Lane will draft a correspondence for the parish magazine.

 **ACTION: Mr Lane** |
| **24/25/059** | **Correspondence.** Receive the following correspondence and agree any actions arising:* Advertising for Pre-school – the Head from Keinton Mandeville Primary School has asked if the parish council would object to advertising being placed in the village for the pre-school. Councillors were in agreement for this to happen and the clerk will advise the Head.

 **ACTION: Clerk*** WI 60th Birthday event – they will be holding an event on 18 July and requested a female guest from the parish council. Mrs Calcutt has agreed to attend.

 **ACTION: Mrs Calcutt** |
| **24/25/060** | **Correspondence. Circulation** SCC updates, SWP briefings, SSDC updates, SSDC Environment* Slinky Bus service – there is an option for the community to book onto this additional service.
* Road closure – Kingsweston Road 25.06.2024
* Road closure – Barton Road 19.06.2024
* Somerset Wildlife Trust
* Somerset Prepared from Somerset Council
* Plan it Somerset from Somerset Council
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| **24/25/061** | **PR.** Items for inclusion in the next edition of the Parish Magazine, for the website and social media sites.* Phone usage in a powercut – Mr Lane to draft
* Fix My Street app
* Annual accounts
* Traffic survey
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| **24/25/062** | **Future agenda Items*** Annual External Audit
* Website
* Traffic survey final results
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| **24/25/063** | **Any other reports** * Parish Council Newsletter – there are 8 residents who have signed up to receive the next edition by email.
* Garden competition – Mr Lane advised this will go ahead this year by making contact with the judges.
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| **24/25/064** | **Date of next meeting:** * **Tuesday 02 July 2024 at 1930**
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**Meeting closed at 2125**

**Actions**

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|  | **OCTOBER MEETING** |  |  |
| 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 | 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** |
|  | **DECEMBER MEETING**  |  |  |
|  | Contact contractor regarding work on the hedge on the lane up to the Village Hall | Mrs C Calcutt | **COMPLETED** |
|  | **JANUARY MEETING** |  |  |
| 23/24/235 | Signage for telephone kiosk re trail leaflets | Mr T Ryder/Clerk | **ONGOING** |
| 23/24/241 | Contact resident holding the new grit to arrange to refill the grit bin. | Mrs Calcutt | **ONGOING** |
| 23/24/243 | Explore costs of Annual inspection for Happy Tracks | Clerk | **ONGOING** |
|  | **FEBRUARY MEETING** |  |  |
| 23/24/271 | Obtain comparison quotes for a new website and email service. | Clerk | **ONGOING** |
|  | **APRIL MEETING** |  |  |
| 23/24/315 | NHP completed documents to be placed onto website | Mr Ryder and Clerk | **ONGOING** |
| 23/24/320 | Contact Chief Planning Office to request a meeting | Clerk | **CHECK STATUS** |
|  | **JUNE MEETING** |  |  |
| 24/25/043 | Speak to SHOCK about Chair vacancy for Neighbourhood Plan | Mr T Ryder |  |
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|  | **COMPLETED TASKS** |  |  |
|  | **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** |
| 23/24/323 | 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** |
| 23/24/273 | 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** |
| 23/24/239 | Submit precept request for 2024/25 | Clerk | **COMPLETED** |
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| 223/24/242 | Finger post installation chase installer for an update | Clerk | **COMPLETED** |
| 23/24/242 | Contact resident in Cotton Lane to ask them to maintain their path which his part of public footpath | Clerk/Mr Ireland | **COMPLETED** |
| 23/24/248 | Grass cutting invoices to be passed from KMVH to the parish council | Mrs Calcutt | **COMPLETED** |
|  | **DECEMBER MEETING** |  |  |
| 23/24/206 | Discussion outcome in relation to concerns raised about Hub concerns at Lake View, to be feedback to community member | Clerk | **COMPLETED** |
| 23/24/211 | Newcombe Farm Kissing Gate – instruct the contractor to complete the work | Clerk | **COMPLETED** |
| 23/24/211 | Newcombe Farm Kissing Gate – ask The Charltons Parish Council if they would like to contribute to cost | Clerk | **COMPLETED** |
| 23/24/212 | Complete application forms for three grants to s106 funding | Clerk | **SENT TO APPLICANTS** |
| 23/24/213 | Source a map of the village drains and sources quotes for costs to clear them | Clerk and Mr House | **COMPLETED** |
|  | **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** |
| 23/24/159 | Request to Ranger to tidy grass and weeds in skate park and to try and fit a slower closer to gate in Happy Tracks | Clerk  | **COMPLETED** |
| 23/24/152 | Establish ownership of telephone box on Castle Street | Clerk | **COMPLETED** |
| 23/24/159 | Clerk to request if Ranger can complete the tasks identified by the inspection | Clerk | **COMPLETED** |
| 23/24/165 | Draft Newsletter to be prepared by January 2024 | Mr T Ryder | **COMPLETED** |
|  | **SEPTEMBER MEETING** |  |  |
| Public session | Concerns over wifi signal in the village when landlines are removed. Agreement to seek further advice. | Mr T Ireland | **COMPLETED** |
| 23/24/125 | Chase Somerset Council regarding s106 funding | Clerk | **COMPLETED** |
| 23/24/131 | Chase for an update on fingerpost installation | Clerk | **COMPLETED** |
| 23/24/131 | Commission traffic survey additional video footage | Clerk | **COMPLETED** |
|  | **AUGUST MEETING** |  |  |
| 23/24/098 | School planning application comments to be passed to Somerset Council planning by 02.08.2023 | Clerk | **COMPLETED** |
| 23/24/100 | Circulate NHP map of potential development areas | Mr T Ryder | **COMPLETED** |
| 23/24/105 | Send cheque to Methodist Church and confirm that this is not a guaranteed annual grant. | Clerk | **COMPLETED** |
| 23/24/105 | Advise school re grant for water butts  | Clerk | **COMPLETED** |
| 23/24/106 | Traffic survey – remind consultant that the video footage also needs to arranged and costed | Mr T Ryder | **COMPLETED** |
| 23/24/107 | Clerk to advise Parish Ranger of the paths that need strimming | Clerk | **COMPLETED** |
| 23/24/109 | Engrave cup for winners of Garden Competition | Mr C Lane | **COMPLETED** |
|  | **JULY MEETING** |  |  |
| Public session | Advise Somerset Council that dog waste bins are overflowing | Clerk | **COMPLETED** |
| 23/24/074 | NHP Consultancy Document for councillors to review by the next meeting | Councillors | **COMPLETED** |
| 23/24/079 | Request form to access s106 monies for KMVH from Somerset Council | Clerk | **COMPLETED** |
| 23/24/079 | Support to identify organisations that will provide grants for solar panels. | Mr White/Mrs Calcutt | **COMPLETED** |
| 23/24/079 | Purchase Next voucher for internal auditor | Clerk | **COMPLETED** |
| 23/24/080 | Confirm public liability insurance for the Big Breakfast – grant from parish council or run as parish council event. | Mr Lane | **COMPLETED** |
| 23/24/081 | Request timeframe for final report from Traffic Survey consultant | Mr Ryder | **COMPLETED** |
| 23/24/081 | Contact school to request if there can be a parking reminder to parents in the next newsletter | Clerk | **COMPLETED** |
| 23/24/082 | Draft Heritage Trail leaflet to be sent out to councillors | Mr T Ryder | **COMPLETED** |
| 23/24/082 | Instruct Ranger to cut pathways near Firs Cottage and Cottons Lane | Clerk | **COMPLETED** |
| 23/24/083 | Approach grass cutting contractor | Mr T Ireland | **COMPLETED** |
| 23/24/084 | Locate prizes for Garden Competition | Clerk | **COMPLETED** |
| 23/24/085 | Ask Ranger if he put up the Library sign in the telephone kiosk | Clerk | **COMPLETED** |
|  | **JUNE MEETING** |  |  |
| 23/24/050 | Instruct D Ruddle to complete the jobs on his quote | Clerk | **COMPLETED** |
| 23/24/050 | Order wooden train for Happy Tracks | Clerk | **COMPLETED** |
| 23/24/052 | Traffic Survey draft report – comments feedback to company | TR | **COMPLETED** |
| 23/24/052 | Grass cutting – approach Ian | TI | **COMPLETED** |
|  | **MAY MEETING** |  |  |
| 23/24/018 | Request quote for Church Lane and Row Land from D Ruddle | TI | **COMPLETED** |
| 23/24/022 | Preparation for internal audit and submission | Clerk | **COMPLETED** |
| 23/24/022 | Purchase signage for telephone kiosk | Clerk | **COMPLETED** |
| 23/24/024 | Contact Somerset Highways for curb stones outside Hollies | Clerk | **COMPLETED** |
| 23/24/024 | Vehicles on path near Irving Road – speak to owners for more information | TI | **COMPLETED** |
| 23/24/29 | Check status of nominations for Service to the Community Award | Clerk | **COMPLETED** |
| APR 17 | Request reports from organisations for Annual Parish Meeting | Clerk | **COMPLETED** |
| APR 9.0 | Request bin survey with Somerset Council | Clerk | **COMPLETED** |
|  | Request to Avon and Somerset Police for speed camera | Clerk | **COMPLETED** |
| APR 5.2 | Identify Neighbourhood Plan contact at County Hall | Clerk | **COMPLETED** |
| APR 5.2 | Review Neighbourhood Plan summary prior to next meeting 02.05.2023 | All councillors | **COMPLETED** |
| MAR 04 | Advice for planning applications in parish magazine | Clerk | **COMPLETED** |
| MAR 01 | Write a letter to Hayley Warren to thank her for your time on the parish council | Clerk | **COMPLETED** |
| FEB 13 | Samples of CCTC policies to be send to KMVH parish councillors | Clerk | **COMPLETED** |
| FEB 03 | Quotes to be sought for solar panels | TI | **COMPLETED** |
| FEB 8.0 | Grit bin notification in parish magazine | Clerk | **COMPLETED** |
| FEB 8.0 | Clerk to remind SCC that pavement still needs to be repaired in April | Clerk | **COMPLETED** |
| FEB 7.3 | Coronation Mugs – check with the school how many are required and then respond to Barton St David to place order  | Clerk | **COMPLETED** |
| FEB 7.3 | Speak to shop owner re Christmas Tree | TI | **COMPLETED** |
| FEB 6.0 | Speak to Happy Tracks re bark | Clerk | **COMPLETED** |
| FEB 5.2 | Invoice traffic survey for £1000 using NHP funding | Clerk | **COMPLETED** |
| FEB 5.2 | Create NHP page on website | Clerk | **COMPLETED** |
| JAN 5.2 |  |  |  |
| JAN6.0 | Letter to Village Hall to ask permission to plant trees | Clerk | **COMPLETED** |
| JAN7.3 | Finalise draft of clerks contract | Clerk | **COMPLETED** |
| JAN7.3 | Thank you letter to be sent for Christmas Tree Carol Service | Clerk | **COMPLETED** |
| JAN7.3 | Stone Shield – commission work | Clerk | **COMPLETED** |
| JAN7.4 | Check public liability insurance for Tabletop Games sessions | Clerk | **COMPLETED** |
| JAN8.0 | Response to resident regarding ‘step through footpath query | Clerk | **COMPLETED** |
| JAN8.0 | Gigaclear dates on Facebook for works to be carried out | Clerk/TR | **COMPLETED** |
| JAN8.0 | Highways Report commissioned | Clerk | **COMPLETED** |
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| DEC6.0 | Details of Retrofit scheme to be put into parish magazine in December/January | Clerk | **COMPLETED** |
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| NOV11.0 | 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 | TRTR | OngoingFuture Meeting |
| Oct Min  | Replacement gate on Church St / Lakeview footpath - instruct Dave RuddleQuote to remove conifers on footpath behind phonebox – instruct Somerset Tree surgeons and Landscapers | ClerkClerk | 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** |
| Nov1.0 | Councillor resignation by Mr G Jennings to be advised to Democratic Services at Somerset County CouncilThree councillor vacancies notified to Democratic Services as SCC and adverts put in place to fill those vacancies | ClerkClerk | **COMPLETED****COMPLETED** |
| Nov8.0 | Order Defib pads | Clerk | **COMPLETED** |
| Nov6.0 | Climate Conference Feedback 05.11.2022 | TR | **Placed on Dec agenda** |
| Nov8.0 | Request from Lydford Parish Council to have on loan SID – feedback that KMPC are unable to grant this requestHighways Quotes Draft Plan amendments | ClerkTR | **COMPLETED****COMPLETED** |
| Nov10.0 | 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** |
| Dec5.2 | Chase Mr Hanson for land evaluation assessment one more time |  | **REMOVED** |
| 5.2 | Bank statement change of address – redo authorisation | Clerk | **COMPLETED** |
| 6.00 | Approach Village Hall about potential to provide grant for solar panels | TI | **COMPLETED** |
|  | Approach Village Hall about potential to provide grant for CCTV | TI | **COMPLETED** |
|  | Letter to be sent to Mr Williams to thank him for your work for the parish council |  |  |
| 7.3 | Source an external company to process payroll | Clerk | **COMPLETED** |
| 12.0 | Cost of replacement batteries and pads added to budget for 2023/24 | Clerk | **COMPLETED** |
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