Keinton Mandeville Parish Council

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

**Tuesday 7 May 2024 at 1930** at Keinton Mandeville Village Hall

Present: Mr T Ireland, Mr T Ryder, Mrs D Von Bergen and Mr K White (1945)

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

**Public session**

* **Refuse collection at Methodist Church** – as an organisation they are not required to pay rates but have been advised that they are not entitled to have their refuse collected. It appears that this is not consistent across other organisations and therefore needs to be explored. Councillor S Page has agreed to review this.

**ACTION: Councillor S Page**

* **Traffic Survey** – this will be discussed in more detail at the Annual Parish Meeting on Friday evening.

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|  | **Annual Parish Council Meeting** | |
| **24/25/001** | **Apologies.**  Mr C Lane, Mr K Sturgess and Mrs C Calcutt gave their apologies and these were accepted. Councillor Tim Kerley (Somerset Councillor) also sent his apologies. | |
| **24/25/002** | **Declarations**  There were none. | |
| **24/25/003** | **Election of Chair and Vice-chair**   * Nomination for Chair Thomas Ireland – Mr Ireland had agreed to stand and was voted in.   ***Proposed: Mr T Ryder***  ***Seconded: Mr K White***  ***All councillors in agreement***   * Nomination of Vice-chair Trevor Ryder who has agreed to stand and was voted in.   ***Proposed: Mr T Ireland***  ***Seconded: Mr K White***  ***All councillors in agreement*** | |
| **24/25/004** | **Declaration of Office to be signed by Chair**   * Mr T Ireland signed the declaration. | |
| **24/25/005** | **Register of interests to be signed by councillors**   * Forms to be completed by councillors and returned to the clerk. | |
| **24/25/006** | **Councillor Responsibilities and Representatives for organisations**   |  |  | | --- | --- | | **Councillor** | **Responsibility/Committee** | | Tom Ireland |  | | Trevor Ryder |  | | Chris Lane |  | | Chris Calcutt |  | | Ken White |  | | Keith Sturgess |  | | Deborah Von Bergen |  | | |
| **24/25/007** | **Review of Standing Orders and Financial Regulations**   * Standing Orders – were agreed without any amendments but will be reviewed in more detail in the next few months.   ***Proposed: Mr T Ireland***  ***Seconded: Mr T Ryder***  ***All councillors present in agreement***   * Financial Regulations – were agreed without any amendments and councillors agreed to review in more detail in the next few months.   ***Proposed: Mr T Ireland***  ***Seconded: Mr K White***  ***All councillors present in agreement*** | |
| **24/25/008** | **Asset Register**   * Councillors reviewed and were in agreement to accept but requested consideration that the land in Castle Street is included going forward. Clerk to review.   **ACTION: Clerk** | |
| **24/25/009** | **End of Year Financial Statement Accounts and Statement**   * Clerk read out statement which confirmed that the parish council are in a healthy financial position currently with reserves. Further details of accounts at the next parish council meeting as accounts just back from internal auditor tonight. | |
| **24/25/010** | **Review of Annual Subscriptions**   * Microsoft Office * Somerset Association of Local Councils * Norton security * CPRE The Countryside Charity   Councillors agreed to continue these subscriptions | |
| **24/25/011** | **General Power of Competency**   * This is a power that can be used when there is not an existing power of legislation that provides the legitimate reason for a parish council to act. There are two criteria that has to be met.   The first requirement that two thirds of the councillors have been elected and not co-opted. Currently four councillors are elected and therefore this requirement is met.  The second requirement is that the clerk has completed the CiLCA qualification which at this time has not been met. | |
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|  | **Parish Council Meeting** | |
| **24/25/012** | **Minutes of the last meeting held 02.04.2024**   * Minute agreed and signed by Chairman. | |
| **24/25/013** | **Declaration of interests**   * Mr T Ryder declared an interest in grant request section under Finance as Keinton Environment are requesting a grant. | |
| **24/25/014** | Actions and Matters arising:   * Clerk went through the actions at the end of the minutes. | |
| **24/25/015** | **Planning**   * **24/00411/HOU Bekynton, High Street, Keinton Mandeville, Somerton TA11 6DZ** – To site a 20 foot metal shipping storage container to front of the property, propose to timber clad the sides and doors of the container. **NO OBJECTION**. * **23/02022/FUL Mathias House, High Street, Keinton Mandeville, Somerton TA11 6DZ** – Discharge of Condition 3 (Materials/Works Above DPC) and 6 (External Lighting) of planning application. **No objection**. * **24/00908/PAMB Land Os 2900 and 2478 Part Combe Lane, Keinton Mandeville, Somerton TA11 7AY** – Prior notification to change of use of agricultural buildings to 2 no dwelling houses. **No Objection**. | |
| **24/25/016** | **Determination of Planning. T**he following notice was received:   * There were none. | |
| **24/25/017** | **Other planning matters.**   * Neighbourhood Plan update – Mr Ryder reported that Niel Bain is going to step down as Chair and therefore the group will be looking for another volunteer to lead this and ideally not a parish councillor. Councillors agreed that a request for volunteers could happen at the Annual Parish Meeting on Friday 10 May and also in the parish magazine.   **ACTION: Clerk and Mr T Ireland** | |
| **24/25/018** | **Environment Champion**   * Lakeview – the pond has not filled with water yet but it appears that Gallion are preparing to put a fence around the pond. Natural England have asked them to make the pond and Gallion are currently looking at the lining for the pond. Gallion have also committed to taking away the soil/spoil. | |
| **24/25/019** | **Finance and Payments (RFO – Clerk)**  Resolved: It was proposed and unanimously agreed to approve the following payments  201312 HMRC (PAYE)  201313 Kaye Elston (purchase of Tommy)  201314 Albert Goodman (PAYE fees)  201315 TEEC Ltd (website host)  201316 KM Village Hall (Tabletop games)  201317 Zurich Municipal (insurance)  201318 Kaye Elston (salary) | £123.20  £201.00  £90.00  £151.19  £52.50  £959.20  £185.05 |
| **24/25/020** | Receipts   * CIL Payment for change of use of café to dwelling at Lakeview * VAT reimbursement 2022-23 | £955.09 (not included in the balances below)  £5381.92 (included in the balances below) |
| **24/25/021** | **Review of Accounts.**  The balance on the bank accounts as follows:  Community Account £1000  Business Premium £45 519.64  Business Premium £5214.54 | |
| **24/25/022** | **Other finance matters**   * Planned spending for reserves – still awaiting decisions in relation to potential road improvements * Preparation for audit – the accounts have been reviewed by the internal auditor and collected just before the meeting tonight. The next stage is to sign off the external audit form (AGAR) at the next meeting in June ready to submit to them. * Renewal of insurance – the proposal was sent out to all councillors who were in agreement to renew. * Signage for telephone kiosk on Castle Street – decision now made on wording and clerk will order. * TEEC cheque re issue – TEEC are the website host who invoiced for their fee in September 2023 in the sum of £151.19 and a cheque was drawn and sent to them. TEEC have since advised that the cheque was destroyed when they tried to pay it in at the bank through the machine. Clerk has confirmed that the cheque has not been cashed and was removed from the accounts for 2023-24. Therefore TEEC have requested that the cheque be re-issued which councillors were in agreement to do. * Ranger scheme – there were some challenges obtaining the correct information from Somerset Council about the increased costs of the scheme. The cost for 2023/24 was £23.70 per hour plus VAT and the increase for 2024/25 will be £45.67 plus VAT per hour. Councillors agreed not to continue the service as the increase was too much. Clerk to advise Somerset Council.   **ACTION: Clerk**   * Internal audit considerations for 2024-25 – the internal auditor who has completed this for many years is now unable to complete this task going forward. Therefore we need to identify an internal auditor and the clerk will see a quote from a previous connection.   **ACTION: Clerk**   * Payment for Remembrance Tommy in the sum of £201 – the clerk purchased Tommy as requested by councillors and now needs to be reimbursed. Councillors were in agreement. | |
| **24/25/023** | **Grant requests.** Receive the following grant requests:   * Keinton Environment Group – request a grant in the sum of £200 to support their next event.   Councillors present were in agreement in principle to grant £200 but this will need to be proposed again on Friday at the Annual Parish Meeting as there are an insufficient number of councillors who can vote on this grant. Mr Ryder is unable to take part in this event as he has requested the grant. This will be placed on agenda for Annual Parish Meeting.  **ACTION: Clerk** | |
| **24/25/024** | **Highways.** Consider the following and agree any actions arising:   * Traffic/highways survey – Mr Ryder has put together a presentation for the Annual Parish Meeting on Friday 10 May. Councillors discussed how they are going to collage the responses from the community and agreed to give out a questionnaire. Mr Ryder will draft a questionnaire.   **ACTION: Mr Ryder**   * Speed Indicator Device Report – data has been circulated to councillors. * Community Speedwatch Report update – no further updates. * Reports of issues in the village – there were none. | |
| **24/25/025** | **Parish Paths.** Update / items to report.   * Dog waste bin – request for an additional bin at the bottom of the path on Churchpath. Councillors are aware that Somerset Council may not be able to provide due to their financial restraints. Clerk to request.   **ACTION: Clerk**   * Footpath by Adam’s house has become very slippery and muddy and councillors believe it would be beneficial to put some stones down. Mr Ireland agreed to get a quote.   **ACTION: Mr Ireland** | |
| **24/25/026** | **Play Areas.**  **Happy Tracks / Skatepark**   * Mrs Calcutt has met with Mrs Graham to review the area. Reseeding the flower meadow probably not going to happen until next year as awaiting a date from the contractor. * Minor paint work to be completed by Mrs Calcutt when weather permits. | |
| **24/25/027** | **Maintenance.**   * Councillors agreed that they will need to have a contact for a maintenance person who will be able to pick up some of the tasks previously given to the Ranger. Mrs Von Bergen agreed to send a contact number onto the clerk. Councillors agreed to approach Dave Ruddle for the fence panels and gate at Happy Tracks.   **ACTION: Mrs Von Bergen and Mr Ireland** | |
| **24/25/028** | **Village Hall Report**   * Entire building has been re-decorated and new patio doors * Plans to replace some of the grass netting along the skate park fence | |
| **24/25/029** | **Annual Parish Meeting**   * See Minute 24/25/024 above | |
| **24/25/030** | **Correspondence.** Receive the following correspondence and agree any actions arising:   * Nothing to report | |
| **24/25/031** | **Correspondence. Circulation** SCC updates, SWP briefings, SSDC updates, SSDC Environment   * Already circulated | |
| **24/25/032** | **PR.** Items for inclusion in the next edition of the Parish Magazine, for the website and social media sites.   * Report on Annual Parish Meeting * Looking for Neighbourhood Plan volunteers * Volunteers to clean the bus shelter * Thank people for cleaning | |
| **24/25/033** | **Future agenda Items**   * Annual Audit sign off * Phones in powercuts (Mr C Lane) | |
| **24/25/034** | **Any other reports**   * Somerset Councillor (Stephen Page) – Council continue to look at reducing costs and are currently restricting and there will be a 20% reduction in staff headcount which equates to 1000 to 1200 people. | |
| **24/25/035** | **Date of next meeting:**   * **Annual Parish Meeting – Friday 10 May at 1900** * **06 June 2023 at 1930** | |

**Meeting closed at 2145**

**Actions**

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|  | **MARCH MEETING** |  |  |
|  | **MAY MEETING** |  |  |
|  | **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** |  |  |
|  | 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 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 a new website and email service. | Clerk | **ONGOING** |
| 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** |
|  | **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** |
| 23/24/315 | 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** |
| 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** |
|  | **COMPLETED TASKS** |  |  |
|  | **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 |  |  |  |
| 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** |
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| DEC  6.0 | Details of Retrofit scheme to be put into parish magazine in December/January | Clerk | **COMPLETED** |
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| NOV  11.0 | Dog waste bins – chase SSDC to ensure they are emptied regularly | Clerk | **COMPLETED** |
| NOV 8.0 | Quotes for arm for fingerpost Barton Road – instruct Bristol Foundries. Instruct Highways Consultant | Clerk | **Completed** |
|  | Remembrance soldier order from RBL | Clerk | November 2022 |
|  | 4.2 Neighbourhood plan; Include affordable homes policy. Project plan for adoption by PC at Future Meeting once grant funding approved. Further update due at October meeting | TR  TR | Ongoing  Future Meeting |
| Oct Min | Replacement gate on Church St / Lakeview footpath - instruct Dave Ruddle  Quote to remove conifers on footpath behind phonebox – instruct Somerset Tree surgeons and Landscapers | Clerk  Clerk | Dave has been instructed  **COMPLETED AND INVOICE RECEIVED FOR DEC MEETING** |
| Oct Min | Playing field land registry. Charles Fleming instructed. Clerk to chase | Clerk | **COMPLETED** |
| Nov  1.0 | Councillor resignation by Mr G Jennings to be advised to Democratic Services at Somerset County Council  Three councillor vacancies notified to Democratic Services as SCC and adverts put in place to fill those vacancies | Clerk  Clerk | **COMPLETED**  **COMPLETED** |
| Nov  8.0 | Order Defib pads | Clerk | **COMPLETED** |
| Nov  6.0 | Climate Conference Feedback 05.11.2022 | TR | **Placed on Dec agenda** |
| Nov  8.0 | Request from Lydford Parish Council to have on loan SID – feedback that KMPC are unable to grant this request  Highways Quotes Draft Plan amendments | Clerk  TR | **COMPLETED**  **COMPLETED** |
| Nov  10.0 | New equipment to be installed and inspected at Happy Tracks | Clerk | **COMPLETED** |
| 13.0 | Warm Space request feedback to SCC | Clerk | **COMPLETED** |
| 16.0 | Organise wreath for Friday 11 November | Clerk | **COMPLETED** |
| 17.0 | Request to have minutes of Local Community Network meetings when they take place | Clerk | **COMPLETED** |
| 18.0 | Contract for new clerk – draft to be sent to Chair and Chair of Finance | Clerk |  |
| 19.0 | Email Councillor Ruddle to establish what maintenance costs should the parish council prepare themselves for as SCC budget is very challenging | Clerk | **COMPLETED** |
| 20.0 | Payment for funeral bier to be paid into bank account | Clerk | **COMPLETED** |
| Dec  5.2 | Chase Mr Hanson for land evaluation assessment one more time |  | **REMOVED** |
| 5.2 | Bank statement change of address – redo authorisation | Clerk | **COMPLETED** |
| 6.00 | Approach Village Hall about potential to provide grant for solar panels | TI | **COMPLETED** |
|  | Approach Village Hall about potential to provide grant for CCTV | TI | **COMPLETED** |
|  | Letter to be sent to Mr Williams to thank him for your work for the parish council |  |  |
| 7.3 | Source an external company to process payroll | Clerk | **COMPLETED** |
| 12.0 | Cost of replacement batteries and pads added to budget for 2023/24 | Clerk | **COMPLETED** |
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