Keinton Mandeville Parish Council

Minutes of a meeting of the Parish Council Meeting held on

**Tuesday 04 February 2025 at 1930** at Keinton Mandeville Village Hall

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

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

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| **24/25/230** | **Apologies for absence.** * Mr T Ryder. These were accepted.
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| **24/25/231** | **Public Session*** Member of the public advised they were attending to respond to any questions in relation to planning application 25/00061/HOU.
* Member of the public asked if the pavements in Lakeside housing development are going to be completed as he feels in their current condition someone could be caused harmed by them. Councillor Stehen Page advised that Angus from Gallion Homes has promised they will be fixed this year even the last house has not been sold. This was recorded at the Area South Planning Meeting in December. Parish may need to keep reminding Angus of the commitment. In the meantime the roads and pavements remain unadopted and hence in the ownership of Gallion Homes, who will potentially be liable for any accidents.
* Councillor Stephen Page

Section 106 money from Lakeside development has still not been paid by the developer and Councillor Page is chasing. It is believed they owe more than the £60 000 originally stated as the Section 106 funding outstanding. Somerset Council are their legal team to speed up the money being paid as they have already passed the deadline.Planning application 20/03613/FUL for 30 houses on Queen Street that was not approved at the Area South Planning meeting is now being appealed by Gallion Homes. The parish council have received notification of this and the timeline to be able to submit any further information. The Inspector is coming out to look at the site.Serious flooding – it has been good to see the support of the community when these events happen.Council tax increases – Somerset Council had already announced that they were going to increase the council tax by the maximum they could of 4.99% but also submitted a request to the government to increase by a further 2.55%. This was agreed which will mean a council tax increase in the sum of 7.5% and a revenue of 9 million pounds. Although it sounds like a lot the budget will still be challenging when 80% has to be allocated to adult and children social care. Avon and Somerset Police have announced a 5% increase on their request as well.* Minutes of the Area South Planning meeting in December 2024 – member of the public wants to challenge the accuracy of the minutes against the live recording. There are inconsistencies about what was reported in the minutes and the recording of the meeting. Details have just been sent to clerk prior to the meeting for reviewing.
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| **24/25/232** | **Declarations of interest*** Mrs C Calcutt at agenda item 24/25/36 for planning application 25/00061/HOU.
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| **24/25/233** | **Minutes of the last meeting held 07.01.2025*** One amendment at 24/25/216 – the house with the overgrown hedge opposite the shop is on the High Street and not Queen Street.
* With the above amendment these were agreed and signed by the Chair.

***Proposed: Mr C Lane******Seconded: Mr K Sturgess******All councillors present in agreement*** |
| **24/25/234** | **Actions and Matters arising*** 24/25/Public session replace defib signs – ongoing
* 24/25/217 Photographs to be taken of pavement damage on Cottons Lane – ongoing
* 24/25/218 Fallen trees on the footpath off the top of Common Lane – this has now been removed.
* All other actions covered on the agenda.
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| **24/25/235** | **Report from Somerset Unitary Councillor – Stephen Page*** See above at 24/25/231
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| **24/25/236** | **Planning*** **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 porch. Councillors asked questions of the application around the potential loss of light and if there was a bat survey required. Councillors do not believe there are any planning contraventions here but would like to note if a bat survey would be required. Clerk to advise Somerset Council.

 **ACTION: Clerk*** **20/03613/FUL Land OS 8325 off Queen Street, Keinton Mandeville, Somerton** – The erection of 30 No dwellings (Use Class C3) with associated access, parking and landscaping. **Appeal by Gallion Homes Ltd has been lodged.** Information received by the clerk and circulated to councillors that explains the timeline for the appeal. Comments made at the application stage will be automatically submitted to the Planning Inspectorate and any additional comments need to be submitted by 24 February.
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| **24/25/237** | **Determination of Planning.** The following notice was received: * **24/02640/HOU and 24/02641/LBC**
* **The Old Barn, Queen Street, Keinton Mandeville, Somerton TA11 6EH** – Reparation of failed timber eave and damaged thereof. **Granted with conditions.**
* **21/01034/REM Land at Sycamore Farm, Barton Road, Keinton Mandeville, Somerton TA11 6EA** – Reserved matters application of access, appearance, landscaping, layout and scale following outline approval 19/00709/OUT for the erection of five dwellings. **Application permitted with conditions**.
* **19/00834/FUL Land North of the Old Coach House, Coombe Hill, Keinton Mandeville, Somerton TA11 6DY** – Erection of 9no bungalows (some with rooms in the roof space), including extension of access road approved under planning application 18/01533/FUL and 19/00834/FUL. **Application refused**.
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| **24/25/238** | **Other planning matters.** * Draft Neighbourhood Plan update – Housing Needs Assessment progressing according to agreed schedule and the survey will close on 17 February. Application for a grant has met a challenge as there is not a Landscape Evaluation quote and it has proved difficult to find someone to provide one and therefore Locality will not award a grant towards this. There are also challenges in relation to the consultancy fee as they will not pay more than £578 per day and Stuart Todd’s fee is £600. Stuart Todd is challenging this with Locality. The other requests within the grant application are acceptable.
* Cost of flyer preparation in the sum of £78 – the leaflets were printed at a cost of £78 so that they could be distributed as soon as possible. Councillors were in agreement to reimburse this cost to Mr Ryder.
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| **24/25/239** | **Flooding issues in the village*** Common Lane – clerk has received an email from a resident in Common Lane requesting that work is undertaken to prevent future flooding. Councillors are considering commissioning a contractor to clean the drains, as it is unlikely that Somerset Council will clear them soon on their current maintenance cycle. Agreed to make Common Lane a priority but just need to confirm if the estimates includes disposal costs for the debris. Clerk to double check. Current quote is £800 per day. It was agreed that the clerk can instruct the contractor to complete one day work up to a total value of £1500.

***Proposed: Mr C Lane******Seconded: Mrs C Calcutt******All councillors present in agreement*** **ACTION: Clerk*** Flooding in the gardens near the Village Hall – Mrs Calcutt advised that the recent very heavy rain had resulted in the gardens of some the houses in Lake View quarry that adjoin the Village Hall being flooded. Although the water was running off the Village Hall carpark it was not the fault of the Village Hall as it was there a long time before the houses. The Village Hall will continue to monitor the situation.
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| **24/25/240** | **Environment Champion*** Group still in winter hibernation.
* Church organised a Snowdrop event 01.02.2025 which was well supported.
* Hedge along Chistles Lane needs to be trimmed and asking permission from parish council to cut as the ownership is not clear. Councillors are in agreement for it to be cut as there were no objections last year. Clerk to feedback to Mr Ryder.

 **ACTION: Clerk** |
| **24/25/241** | **Finance and Payments (RFO – Clerk)**Resolved: It was proposed and unanimously agreed to approve the following payments201381 Somerset Council (playground inspec)201382 Trevor Ryder (printing) 201383 Keith Sturgess (sign cleaning)201384 Kaye Elston (clerk salary)201385 Kaye Elston (Clerk ex)201386 HMRC Cumbernauld (PAYE)201387 Albert Goodman (PAYE fees)201388 TEEC Ltd (website)201389 Richard Sutton (Christmas tree etc) | £127.20£78.00£50.00£185.05£20.85£123.20£90.00£194.39£135.98 |
| **24/25/242** | Receipts* None received.
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| **24/25/243** | **Review of Accounts.** The balance on the bank accounts as follows: Community Account £1000Business Premium £53 538.72Business Premium £5273.26 |
| **24/25/244** | **Other finance matters** * Summary of income and expenditure – clerk advised this will be sent out after the meeting as the bank statement only arrived the day before.
* Financial Regulations review – clerk and the finance councillors have reviewed and talked through the parts where financial limits needed to be put in place. Clerk to complete all the amendments and circulate to councillors.

**Proposed: Mrs D Von Bergen****Seconded: Mr K White****All councillors present in agreement*** New website update – clerk still working through the documents that need to be transferred onto the new stie.
* Section 106 re Lakeside – see Minute 24/25/231 above.
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| **24/25/245** | **Grant requests.** Receive the following grant requests:* Keinton Mandeville with Kingweston PCC grant – clerk has received a thank you letter which has been circulated to councillors.
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| **24/25/246** | **Traffic Survey update*** Clerk advised that she followed up with Andy Barron, Somerset Council Traffic Engineer, who has confirmed that he needs to speak with the police about the proposed speed decrease. This is due to happen this week.
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| **24/25/247** | **Highways.** Consider the following and agree any actions arising:* Pavement outside of the shop update – clerk has received a response from Somerset Council and advised that they have been out to look at the pavement and it will be done in due time.
* Pothole in Queen Street – this has been reported and waiting for Highways to repair.
* Drains and Gullies update - see Minute 24/25/239.
* Fingerpost update – clerk confirmed she has not heard anymore and will therefore follow up again.

 **ACTION: Clerk*** Strip of land outside of playing field / Garvin House on Castle Street, is either mud in winter or grass in summer. Need to consider if it is worth tarmacking in the future and potentially could be done when the traffic work is completed in the village.

**Speed Indicator Device Report*** Data is not ready and will be circulated once prepared.

**Community Speedwatch Report – update*** Nothing to report.
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| **24/25/248** | **Parish Paths.** Update / items to report. * Potentially Mr Ireland has secured someone to trim back the paths and bridleways but this will be weather dependant.
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| **24/25/249** | **Play Areas.** * Complaint received regarding work completed on the willow archway by the Happy Tracks committee. Clerk has spoken to committee who have confirmed that the willow had died and needed to be trimmed back. The committee took advice on how to approach.
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| **24/25/250** | **Keinton Mandeville Playing Field*** Currently it is unclear who owns the Playing Field on Castle Street but the parish council believe they are custodian trustees. Previously a search has taken place to find the Title Deeds and this has also provide challenging. There have been conversations with a solicitor and the clerk advised she will go back to the solicitor again as he had a certified copy of the deeds.

 **ACTION: Clerk**The playing fields are now beginning to need significant maintenance and therefore ownership of the field is important to determine as this could default to the parish council if the current trustess are unable to complete the work. Mr Ireland will speak to the chair of trustees of the Recreation Ground Trust to see if he can find out some further information. **ACTION: Mr Ireland**Solicitor contact is Mr Flemming at Holly and Steer Solicitors in Burnham on Sea.  |
| **24/25/251** | **Maintenance.** * Bus stop shelters – these have had a clean but councillors are in agreement that they are very tarnished and it is unlikely that the bus company will replace. Mr Sturgess agreed to obtain some quotes for refurbishing them.

 **ACTION: Mr Sturgess** |
| **24/25/252** | **Village Hall*** Lots of maintenance work has taken place including replacing the back door.
* Pruning of the trees and trimming of hedges.
* A tree maintenance programme is in place and Mrs Calcutt has drawn a plan of the location of the trees.
* The boundary fence needs to be replaced.
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| **24/25/253** | **Councillor Training*** Councillors have applied for new courses coming up and will report back at the next meeting.
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| **24/25/254** | **Annual Parish Meeting*** Clerk to establish when the hall is free in May to recommend a date.
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| **24/25/255** | **Correspondence.** Receive the following correspondence and agree any actions arising:* Willow tree correspondence and Common Lane flooding which have been discussed above.
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| **24/25/256** | **Correspondence. Circulation** SCC updates, SWP briefings, SSDC updates, SSDC Environment* CPRE Newsletter
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| **24/25/257** | **PR.** Items for inclusion in the next edition of the Parish Magazine, for the website and social media sites.* Appeal for planning application 20/03613/FUL
* Bus signs cleaned
* Approach to gully cleaning
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| **24/25/258** | **Future agenda Items*** Housing Survey results
* Annual Parish Meeting
* Preparation for Annual Accounts internal audit – appoint internal auditor.
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| **24/25/259** | **Any other reports** * None
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| **24/25/260** | **Date of next meeting:** * **Tuesday 04 March 2025 at 1930**
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**Meeting closed at 2200**

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|  | **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** |  |  |
| 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 | Clerk and Mr Lane |  |
| 24/25/209 | Housing Needs assessment contract to be circulated to all councillors | Mr Ryder |  |
| 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 |  |
| 24/25/216 | Request more detailed costings for proposed traffic calming measures from Somerset Council | Clerk | **COMPLETED** |
| 24/25/217 | Photographs to be taken of pavement damage at Cottons Lane and then submitted to Somerset Council | Mr Ireland and Clerk |  |
| 24/25/217 | Prioritising which gullies need to be cleared in the first maintenance session | Mr Land and Mr Ryder |  |
| 24/25/217 | Salt to be refilled in the grit bin  | Mr Sturgess |  |
| 24/25/217 | Contact Finger sign installer to get an update  | Clerk |  |
| 24/25/217 | House with overgrown hedge on Queen Street to be contacted | Mr Lane |  |
| 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 |  |
| 24/25/220 | Enquiry with a local cleaning company if they are able to clean the bus signs | Mr Sturgess |  |
| 24/25/222 | Request invoice for Christmas tree and new lights | Clerk | **COMPLETED** |
|  | **COMPLETED TASKS** |  |  |
|  | **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** |
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| 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 60th 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** |

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|  | **JANUARY MEETING** |  |  |
| 23/24/232 | Submit planning comments for 23/03086 Castle Nursing Home | Clerk | **COMPLETED** |
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| 23/24/235 | Confirm total of Environment Group funding being held by parish council until they had a bank account | Clerk | **COMPLETED** |
| 23/24/235 | Order signage for telephone kiosk | Clerk/Mr T Ryder | **COMPLETED** |
| 23/24/239 | Submit precept request for 2024/25 | Clerk | **COMPLETED** |
| 23/24/241 | Contact resident holding the new grit to arrange to refill the grit bin. | Mrs Calcutt | **COMPLETED** |
| 223/24/242 | Finger post installation chase installer for an update | Clerk | **COMPLETED** |
| 23/24/242 | Contact resident in Cotton Lane to ask them to maintain their path which his part of public footpath | Clerk/Mr Ireland | **COMPLETED** |
| 23/24/243 | Explore costs of Annual inspection for Happy Tracks | Clerk | **COMPLETED** |
| 23/24/248 | Grass cutting invoices to be passed from KMVH to the parish council | Mrs Calcutt | **COMPLETED** |
|  | **DECEMBER MEETING** |  |  |
| 23/24/206 | Discussion outcome in relation to concerns raised about Hub concerns at Lake View, to be feedback to community member | Clerk | **COMPLETED** |
| 23/24/211 | Newcombe Farm Kissing Gate – instruct the contractor to complete the work | Clerk | **COMPLETED** |
| 23/24/211 | Newcombe Farm Kissing Gate – ask The Charltons Parish Council if they would like to contribute to cost | Clerk | **COMPLETED** |
| 23/24/212 | Complete application forms for three grants to s106 funding | Clerk | **SENT TO APPLICANTS** |
| 23/24/213 | Source a map of the village drains and sources quotes for costs to clear them | Clerk and Mr House | **COMPLETED** |
|  | Contact contractor regarding work on the hedge on the lane up to the Village Hall | Mrs C Calcutt | **COMPLETED** |
|  | **NOVEMBER MEETING** |  |  |
| Public section | Potential landscaping for flower meadow at Happy Tracks – check if permission needs to be sought | Clerk | **COMPLETED** |
| 23/24/176 | Freedom of Information request to be submitted for s106 funding if next email is not responded to within a reasonable timeframe. | Clerk | **COMPLETED** |
| 23/24/176 | Publish winners of garden competition in the parish magazine | Clerk | **COMPLETED** |
| 23/24/185 | Grant request for container – ask for three quote from Playing Field Committee | Clerk | **COMPLETED** |
| 23/24/185 | Grant request from PSA for storage sheds – request three quotes | Clerk | **COMPLETED** |
| 23/24/185 | Order signage for Speedwatch | Clerk | **COMPLETED** |
| 23/24/185 | Confirm that grant for Tabletop games club has been approved | Clerk | **COMPLETED** |
| 23/24/187 | Talk to land owners for the stiles at Newcombe Farm and request Ranger to cut back vegetation | Clerk/Mr T Ireland | **COMPLETED** |
| 23/24/187 | Report to Somerset Council the safety concerns on path near Box Cottage | Mrs C Calcutt | **COMPLETED** |
|  | **OCTOBER MEETING** |  |  |
| 23/24/148 | Vote of no confidence in Somerset Council planning application process for 19/02211/OUT | Clerk | **COMPLETED** |
| 23/24/156 | S106 funding – ask Somerset Council if the funding has been paid by developer and if no response then put in a Freedom of Information request | Clerk | **COMPLETED** |
| 23/24/159 | Request to Ranger to tidy grass and weeds in skate park and to try and fit a slower closer to gate in Happy Tracks | Clerk  | **COMPLETED** |
| 23/24/152 | Establish ownership of telephone box on Castle Street | Clerk | **COMPLETED** |
| 23/24/159 | Clerk to request if Ranger can complete the tasks identified by the inspection | Clerk | **COMPLETED** |
| 23/24/165 | Draft Newsletter to be prepared by January 2024 | Mr T Ryder | **COMPLETED** |
|  | **SEPTEMBER MEETING** |  |  |
| Public session | Concerns over wifi signal in the village when landlines are removed. Agreement to seek further advice. | Mr T Ireland | **COMPLETED** |
| 23/24/125 | Chase Somerset Council regarding s106 funding | Clerk | **COMPLETED** |
| 23/24/131 | Chase for an update on fingerpost installation | Clerk | **COMPLETED** |
| 23/24/131 | Commission traffic survey additional video footage | Clerk | **COMPLETED** |
|  | **AUGUST MEETING** |  |  |
| 23/24/098 | School planning application comments to be passed to Somerset Council planning by 02.08.2023 | Clerk | **COMPLETED** |
| 23/24/100 | Circulate NHP map of potential development areas | Mr T Ryder | **COMPLETED** |
| 23/24/105 | Send cheque to Methodist Church and confirm that this is not a guaranteed annual grant. | Clerk | **COMPLETED** |
| 23/24/105 | Advise school re grant for water butts  | Clerk | **COMPLETED** |
| 23/24/106 | Traffic survey – remind consultant that the video footage also needs to 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** |
|  |  |  |  |
| DEC6.0 | Details of Retrofit scheme to be put into parish magazine in December/January | Clerk | **COMPLETED** |
|  |  |  |  |
| 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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