

# Keinton Mandeville Parish Council

Minutes of a meeting of the Parish Council Meeting held on  
**Tuesday 07 January 2025 at 1930** at Keinton Mandeville Village Hall

Present: Mr T Ireland, Mr T Ryder, 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 Tim Kerley (from 1955 until 2100) and four members of the community.

## Public session

- Somerset Unitary Councillor, Stephen Page, confirmed that notification has been received to advise of the Area South Planning Committee to refuse the application for a 30 house development off Queen Street (20/03613/FUL) was resued by the committee.

Member of the public said at the meeting Highways have updated their crashmap data but this does not appear to be true. It was also reported that the complaint raised for the previous development in Queen Street for 9 houses has also been reviewed by a Keinton Mandeville resident as it was approved and the crashmap data was incorrect at the time. It was also reported that the Planning Officer for the Queen Street 30 had not forwarded all the relevant reports to the Planning Committee prior to the meeting. This is likely to also be raised as a complaint by member of the Keinton Mandeville community.

1955 Unitary Councillor Tim Kerley arrived at the meeting.

Councillor Kerley believes that no material evidence can be provided to defend the decision of the Area South Planning Committee and therefore could be deemed as unreasonable. Councillor Kerley expanded this further to advise that he believes alongside some other decisions made which are potentially indefensible then Somerset Council could loose their power to make these decisions and they will then be made by a Planning Inspector. central government. Part of the reason they are not defendable is because Somerset Council does not have an update to date 5 Year Land Supply Plan. There are not any planning policies in place that prevents rural developments.

Comment made by parish council that it would also be unwise for a Planning Committee to make the wrong decisions just because it is in fear of loosing its power.

Question asked from member of the public – what are the differences when an Inspector takes over the decision making. Councillor Kerley advised that it would affect Section 106 funding as it would be less, but it was unclear how this would be the case. Keinton Mandeville Parish Council are still awaiting the payment of Section 106 funding which was agreed at the time planning was agreed by Gallion Homes for Lakeview.

- The problem with the root coming up through the pavement at The Firs on Queen Street has been reported by the parish council and a member of the public to Somerset Council. A member of the community had a fall at the site and harm has come to their shoulder. Somerset Council advised they cannot take responsibility as the problem with the pavement had not been reported to them prior to the accident. It has now been repaired.

Advised to ensure that when reporting concerns with pavements then photographs are taken and ideally either sent by the parish council or they are copied into the details.

Also need to advise residents of Keinton Mandeville that Fix My Street is no longer a resource to report issues in Somerset as Somerset Council is no longer subscribing to the application.

### **ACTION: Clerk**

- Signage for Defib on the noticeboard needs to be refreshed and updated and potentially consider more signage. It was agreed that Mr Lane would update the signage on the noticeboard and the location of the defibs would be readvised to the residents in the parish magazine.

### **ACTION: Mr Lane and Clerk**

24/25/202	<b>Apologies.</b> <ul style="list-style-type: none"> <li>Mrs C Calcutt. These were accepted.</li> </ul>
24/25/203	<b>Declarations of interest</b> <ul style="list-style-type: none"> <li>Mrs D Von Bergen declared an interest in agenda item 10 (request from Keinton and Kingweston PCC for a grant)</li> <li>Mr T Ryder declared an interest in planning applications 24/02640/HOU and 24/02641/LBC.</li> </ul>
24/25/204	<b>Minutes of the last meeting held 03.12.2024</b> <ul style="list-style-type: none"> <li>These were agreed and signed by the Chair.</li> </ul> <p><b>Proposed: Mr C Lane</b>  <b>Seconded: Mr K White</b>  <b>All councillors present in agreement</b></p>
24/25/205	<b>Actions and Matters arising</b> <ul style="list-style-type: none"> <li>Actions and Matters arising are covered on the agenda.</li> </ul>
24/25/206	<b>Report from Somerset Unitary Councillor – Stephen Page</b> <ul style="list-style-type: none"> <li>Area South Planning Committee met on 17 December and made a judgement for planning application 20/0313/FUL Land OS 8325 Off Queen Street for the erection of 30 houses. The</li> </ul>

	<p>application was refused but an appeal could be lodged by the developers up to six months after the decision. At the appeal the planning committee will need to defend its decision (see above).</p> <ul style="list-style-type: none"> <li>Plans to combine local authorities to take on strategic responsibilities for some areas of portfolio e.g. education. Somerset is currently in discussion with Dorset and Wiltshire. If this were to be agreed then there would need to be an elected mayor for the three authorities. This could be considered as a federation as each local authority would still remain as an individual authority.</li> </ul>																									
24/25/207	<b>Planning</b> <ul style="list-style-type: none"> <li><b>24/02640/HOU and 24/02641/LBC The Old Barn, Queen Street, Keinton Mandeville, Somerton TA11 6EH</b> – Reparation of failed timber eave and damage thereof. <b>No objection.</b></li> </ul>																									
24/25/208	<b>Determination of Planning.</b> The following notice was received: <ul style="list-style-type: none"> <li><b>23/03086/FUL Castle House Nursing Home, Castle Street, Keinton Mandeville, Somerton TA11 6DX</b> – Alterations and extension to existing nursing home, including the formation of additional bedrooms and associated works. <b>Permitted with conditions.</b></li> <li><b>20/03613/FUL Land OS 8325 Off Queen Street, Keinton Mandeville, Somerton</b> – the erection of 30no dwellings (Use Class CC3) with associated access, parking and landscaping. <b>Application refused.</b></li> </ul>																									
24/25/209	<b>Other planning matters.</b> <ul style="list-style-type: none"> <li>Draft Neighbourhood Plan update – new draft is not quite finalised as there are some areas that are causing problems:  <b>County Consultant and Independent Consultant conflict in their views</b> – so currently working through this  <b>Land evaluation</b> – need an evidence base so until the evaluation has been completed it is challenging to progress. Hopefully there is a grant to cover the cost of this evaluation.  <b>Linear development</b> – county consultant has advised a statement to say that Keinton Mandeville want to remain as a linear development is potentially not acceptable as the county will want blocks of houses.  <b>Number of houses</b> – best not to put in a number for houses to be developed but equally will need to put in something about numbers. This is challenging to word correctly.  The Neighbourhood Plan needs to sit alongside the Somerset Council Five Year Land Supply Plan.</li> <li><b>Housing Needs Assessment</b> – background document has been circulated to councillors prior to the meeting. A housing needs assessment needs to be carried out as part of the Neighbourhood Plan to understand what are the needs of the community. Community Council for Somerset (CSS) are an organisation that can complete this work under DEFRA funding and are in the process of sending through a draft contract for the parish council to review. The parish council would need to cover the costs of any leaflet drop and publicity. CSS have produced a timetable for completing the survey with a final report to be presented to the parish council at the end of March 2025. Councillors need to agree to CSS undertaking this survey and for a point of contact to be appointed within the parish council. The recommended point of contact would be Mr Ryder as he also is part of the Neighbourhood Plan group. Councillors were in agreement.  <b>Proposed: Mr K White</b>  <b>Seconded: Mr Keith Sturgess</b>  <b>All councillors present in agreement.</b>  Mr Ryder will circulate the contract when it has been prepared by CSS and then sign once agreed by the parish council via email.  <b>ACTION: Mr T Ryder</b></li> </ul>																									
24/25/210	<b>Environment Champion</b> <ul style="list-style-type: none"> <li>There was no meeting in December.</li> <li>Mr Ryder thanked Mrs Von Bergen and the church for achieving the Church Eco Bronze award.</li> </ul>																									
24/25/211	<b>Finance and Payments (RFO – Clerk)</b> Resolved: It was proposed and unanimously agreed to approve the following payments	<table> <tr><td>201373</td><td>Kaye Elston (clerk expenses)</td><td>£2.55</td></tr> <tr><td>201374</td><td>SALC Ltd</td><td>£75.00</td></tr> <tr><td>201375</td><td>SALC Ltd</td><td>£35.00</td></tr> <tr><td>201376</td><td>Kaye Elston (clerk salary)</td><td>£185.05</td></tr> <tr><td>201377</td><td>HMRC (PAYE)</td><td>£123.20</td></tr> <tr><td>201378</td><td>Ian Matthews (grass cutting)</td><td>£150.00</td></tr> <tr><td>201379</td><td>Keinton Mandeville VH (grant)</td><td>£42.00</td></tr> <tr><td>201380</td><td>KM with KW PC (grant)</td><td>£1600</td></tr> </table>	201373	Kaye Elston (clerk expenses)	£2.55	201374	SALC Ltd	£75.00	201375	SALC Ltd	£35.00	201376	Kaye Elston (clerk salary)	£185.05	201377	HMRC (PAYE)	£123.20	201378	Ian Matthews (grass cutting)	£150.00	201379	Keinton Mandeville VH (grant)	£42.00	201380	KM with KW PC (grant)	£1600
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24/25/212	<b>Receipts</b> <ul style="list-style-type: none"> <li>£241.41 Interest on savings accounts</li> </ul>																									
24/25/213	<b>Review of Accounts.</b>																									

	<p>The balance on the bank accounts as follows:</p> <table> <tr> <td>Community Account</td><td>£1000</td></tr> <tr> <td>Business Premium</td><td>£55 916.62</td></tr> <tr> <td>Business Premium</td><td>£5273.26</td></tr> </table> <p>Spreadsheet ledger and bank statement balances sent to councillors prior to the meeting.</p>	Community Account	£1000	Business Premium	£55 916.62	Business Premium	£5273.26
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24/25/214	<p><b>Other finance matters</b></p> <ul style="list-style-type: none"> <li>Budget forecast has been completed and does not predict that the parish council will need a significant increase in their budget to cover expenditure. There are currently reserves as well, although these maybe reduced during the year if some of the traffic calming proposals are actioned. Somerset Council at some point may pass some of the costs for services down to parish councils but this is unlikely to be during 2025/26 and therefore not a consideration for this budget setting period. This position will need to be reconsidered when setting the budget for 2026-27. There is one cost that is going to be passed to the parish council and that is the weekly emptying of the parish council owned dog waste bins. There are three dog waste bins which will be affected and the cost per annum for each one will be £338 + VAT.</li> <li>Councillors proposed that a precept in the sum of £22 765 (previous year £21 804.07) which would be an increase of 4.4%. The cost to the residents in the parish would be a 2.99% increase per annum for a Band D property and would be £45.11 per annum (previous year £43.80).</li> </ul> <p><b>Proposed: Mr K White</b>  <b>Seconded: Mr K Sturgess</b>  <b>All councillors present in agreement</b>  Clerk to submit precept to Somerset Council.  <b>ACTION: Clerk</b></p> <ul style="list-style-type: none"> <li>Summary and expenditure – spreadsheet has been sent to councillors prior to the meeting.</li> <li>Financial Regulations review – second draft has been circulated and Mrs Von Bergen and Mr White will review prior to the next meeting.</li> </ul> <p><b>ACTION: Mrs Von Bergen and Mr White</b></p> <ul style="list-style-type: none"> <li>Barclays Bank interest rate change as from 11.03.2025 – the rate of interest is currently at 1.4% but will reduce by 0.05% to be 1.35%.</li> <li>Credit note received from Parish Online – when commissioning the new website contract there was funding available from the government and this has been secured after the invoice was paid in the sum of £420. Therefore a credit note has been placed on the parish council account in the sum of £120.</li> <li>Section 106 funding re Lakeside development – Councillor Page has advised that Gallion Homes has been serviced a notice to pay this by 31.12.2024.</li> </ul>						
24/25/215	<p><b>Grant requests.</b> Receive the following grant requests:</p> <ul style="list-style-type: none"> <li>Keinton Mandeville with Kingweston PCC request for a grant in the sum of £1600 for churchyard maintenance – councillors were in agreement to grant £1600 to the churches for the next year. Mrs Von Bergen did not take part in this decision as she had declared an interest but did advise that the church are grateful for the continued support by the parish council.</li> </ul> <p><b>Proposed: Mr T Ryder</b>  <b>Seconded: Mr C Lane</b>  <b>5 councillors in agreement</b>  <b>1 councillors abstained due to interest declared</b></p>						
24/25/216	<p><b>Feedback re Traffic Survey update</b></p> <ul style="list-style-type: none"> <li>The outcome of the meeting with the Somerset Council were provided at the last meeting in December. Although detailed costings have not been received a projection figure received from Somerset Council would be between £6000 to £8000. This includes the council fees for the Traffic Regulation Orders (TRO) that would need to be in place and officer time. If there are lots of objections to the TROs then costs can rise. The hardware and buildouts are still be to be costed including those at the end of the village. Councillors were keen to start the process as there will be several months lead time from agreement with Somerset Council to the work commencing. Therefore councillors would like to progress to more specific costs and then commission the work up to £8000 as soon as possible.</li> </ul> <p><b>Proposed: Mrs D Von Bergen</b>  <b>Seconded: Mr T Ryder</b>  <b>All councillors present in agreement</b>  Clerk to return to Somerset Council for more costings details to share with councillors and then instruct Somerset Council.  <b>ACTION: Clerk</b></p>						
24/25/217	<p><b>Highways.</b> Consider the following and agree any actions arising:</p> <ul style="list-style-type: none"> <li>Reports of issues in the village – pavement outside Cottons Orchard has loose kerb stones and the tarmac is worn. Clerk will report to Somerset Council and Mr Ireland will take the photographs.</li> </ul>						

	<p style="text-align: center;"><b>ACTION: Mr Ireland and Clerk</b></p> <p>There are also concerns about kerb stones outside of the school and pictures need to be taken of these as well to submit to Somerset Council.</p> <ul style="list-style-type: none"> <li>Email received from resident in Queen Street to ask if the parish council could review the traffic situation which they believe is dangerous – clerk has responded to advise that £10 000 has been spent by the parish council on an extensive traffic survey by a consultant. The outcome of the survey in consultation with members of the village have identified areas for traffic calming which is now being discussed with Somerset Council to determine what they will permit can be completed. Details of the consultation and outcome sent to the resident.</li> <li>Drains and gullies – Mr Lane and Mr Ryder met with Kier on 05.12.2024 and talked through the drains and gullies in the village. It was agreed that the database originally received from Somerset Council has some inaccuracies, particularly in terms of the cycle of maintenance. The meeting with Keir confirmed that some need to be maintained every 2 years and others are every 4 years. The next action is for the parish council to determine which parts are priority and to try and put a plan together. Mr Lane and Mr Ryder will work on this.</li> </ul> <p style="text-align: center;"><b>ACTION: Mr Land and Mr Ryder</b></p> <p>Keir will charge £800 per day but clarification required as it is unclear if waste clearance is included in this price. The estimates received from Barton St David includes waste disposal. Kier have advised that they can clear most of what are the priority ones in a day.</p> <ul style="list-style-type: none"> <li>Grit bin – has been checked and there is not a problem with the current stock in the bin, but it does need to be topped up. Mr Sturgess agreed to organise this.</li> </ul> <p style="text-align: center;"><b>ACTION: Mr Sturgess</b></p> <ul style="list-style-type: none"> <li>Fingersign replacement update – clerk has received notification that it is now ready to be collected from Bristol and the installation should begin. Clerk to chase the installation company to check this is in progress.</li> </ul> <p style="text-align: center;"><b>ACTION: Clerk</b></p> <ul style="list-style-type: none"> <li>Pavement outside of the shop update – the problem has been report by the clerk on Somerset County website but there has not been any repair completed yet.</li> <li>Pavement outside of The Firs on Queen Street update – see public session above.</li> <li>Hedge overgrown at Bracken on Queen Street update – this has been trimmed.</li> <li>House on Queen Street opposite the shop has overgrown hedge that is potentially a health and safety concern. There is also another one on the High Street and Mr Lane advised he would make contact with the owner.</li> </ul> <p style="text-align: center;"><b>ACTION: Mr Lane</b></p> <p><b>Speed Indicator Device Report</b></p> <ul style="list-style-type: none"> <li>Report has been circulated to councillors prior to the meeting.</li> </ul> <p><b>Community Speedwatch Report – update</b></p> <ul style="list-style-type: none"> <li>Mrs Calcutt not present so will update at the next meeting in February.</li> </ul>
24/25/218	<p><b>Parish Paths.</b> Update / items to report.</p> <ul style="list-style-type: none"> <li>Cutting back of pathways update – Mr Ireland has made another contact with a company and hopefully work can commence soon.</li> <li>Footpath by telephone kiosk on Castle Street replacement update – no further action at this point and potential consideration of a wooden gate.</li> <li>Cotton Lane footpath quotation – still on hold until a further quote can be obtained.</li> <li>Fallen trees on the footpath off the top of Common Lane – a resident has reported these fallen trees. Councillors will need to ascertain who owns that land and then will speak to the landowner. Mr Ryder agreed to do this.</li> </ul> <p style="text-align: center;"><b>ACTION: Mr Ryder</b></p>
24/25/219	<p><b>Play Areas.</b></p> <ul style="list-style-type: none"> <li>Inspection Report following external inspection on 05.12.2024 – this has been circulated o councillors and also forwarded to the Village Hall Committee.</li> </ul>
24/25/220	<p><b>Maintenance.</b></p> <ul style="list-style-type: none"> <li>Bus shelters – councillors have raised that the signs need cleaning and are the responsibility of the bus company but they are unlikely to be cleaned in the near future. Councillors agreed to approach a window cleaning company to ask them to clean the perspex on the signs. Mr Sturgess will approach a company in respect of cost.</li> </ul> <p style="text-align: center;"><b>ACTION: Mr Sturgess</b></p>
24/25/221	<p><b>Village Hall</b></p> <ul style="list-style-type: none"> <li>Mrs Calcutt not present so will update at the next meeting in February.</li> </ul>
24/25/222	<p><b>Carols around the Christmas Tree Feedback</b></p>

	<ul style="list-style-type: none"> <li>This was a good community event attended by 50+ people. Mr Lane has thanked VJ in the shop for the refreshments. Clerk to request invoice for cost of Christmas tree and new lights from Mr R Sutton.</li> </ul> <p style="text-align: center;"><b>ACTION: Clerk</b></p>
<b>24/25/223</b>	<b>Councillor Training</b> <ul style="list-style-type: none"> <li>Councillors have applied for new courses coming up and will report back at the next meeting.</li> </ul>
<b>24/25/224</b>	<b>Correspondence.</b> Receive the following correspondence and agree any actions arising: <ul style="list-style-type: none"> <li>Avon and Somerset Police – Feeling unsafe in public places <a href="https://www.avonandsomerset.police.uk/report/streetsafe">https://www.avonandsomerset.police.uk/report/streetsafe</a></li> <li>Somerset Council – Budget 2025/26 consultation</li> <li>Queen Camel Community Trust – information</li> <li>Post Office – new lighter format Post Office at Keinton Stores</li> <li>Castle Cary Bus Statement – request for volunteer</li> </ul>
<b>24/25/225</b>	<b>Correspondence. Circulation</b> SCC updates, SWP briefings, SSDC updates, SSDC Environment <ul style="list-style-type: none"> <li>CPRE Newsletter</li> <li>CPRE Update re planning</li> <li>Somerset Council – Plan-it Somerset newsletter</li> <li>Temporary road closure, Wraxhall Hill and Fosse Way, East Pennard – 03.02.2025 for 12 nights from 2000 to 0600.</li> <li>Christmas card from Sarah Dyke</li> <li>Advance Notification of Intent to Hold the Tour of Wessex Cycling Event on 24.05.2025</li> </ul>
<b>24/25/226</b>	<b>PR.</b> Items for inclusion in the next edition of the Parish Magazine, for the website and social media sites. <ul style="list-style-type: none"> <li>Fix My Street no longer supported by Somerset Council</li> <li>Defibs – where is it located and reminder need to call 999 to access</li> <li>Gully clearance</li> <li>Thank you for Christmas carols and the shop for refreshments</li> <li>Toothpaste tubes can now be recycled</li> </ul>
<b>24/25/227</b>	<b>Future agenda Items</b> <ul style="list-style-type: none"> <li>Neighbourhood Plan</li> </ul>
<b>24/25/228</b>	<b>Any other reports</b> <ul style="list-style-type: none"> <li>None</li> </ul>
<b>24/25/229</b>	<b>Date of next meeting:</b> <ul style="list-style-type: none"> <li><b>Tuesday 04 February 2025 at 1930</b></li> </ul>

Meeting closed at 2130

	<b>OCTOBER MEETING</b>		
23/24/159	Draft agreement for grass contractor	Clerk	<b>ONGOING</b>
	<b>NOVEMBER MEETING</b>		
23/24/179	Meeting with Norton St Philip to consider judicial review	Mr T Ireland and Mr T Ryder	<b>ONGOING</b>
	<b>APRIL MEETING</b>		
23/24/315	NHP completed documents to be placed onto website	Mr Ryder and Clerk	<b>ONGOING</b>
	<b>JUNE MEETING</b>		
24/25/055	Annual inspection – instruct annual inspection and reduce county inspection to three times per year.	Clerk	<b>ONGOING</b>
	<b>SEPTEMBER MEETING</b>		
24/25/108	Identify drain clearance required to be able to obtain a quote	Mr C Lane	<b>ONGOING</b>
	<b>DECEMBER 2024 MEETING</b>		
24/25/186	Workplace Pension – send update to Pensions that clerk does not require a pension fund	Clerk	<b>ONGOING</b>
24/25/190	Cotton Lane footpath quote – second one	Mr T Ireland	<b>ONGOING</b>
	<b>JANUARY 2025 MEETING</b>		

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
	<b>COMPLETED TASKS</b>		
	<b>DECEMBER 2024</b>		
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
	<b>NOVEMBER 2024</b>		
<b>24/25/149</b>	Collate and submit comments for Local Plan by 30.11.2024. No comments received	Clerk	NO LONGER REQUIRED
<b>24/25/152</b>	Polices for Neighbourhood Plan to be circulated to councillors and placed on December agenda	Clerk	COMPLETED
<b>24/25/159</b>	Costings to be requested from Somerset Council for the proposed road changes in response to the traffic survey	Mr T Ryder	COMPLETED
<b>24/25/160</b>	Clerk to contact Kier to arrange a time for an assessment of the drains and gullies	Clerk	COMPLETED
<b>24/25/163</b>	Seek quotes for Cotton Lane and bus shelters	Mr T Ireland	COMPLETED
<b>24/25/166</b>	Confirm Christmas Tree date with vicar and request carols from organisations	Clerk	COMPLETED
	<b>OCTOBER 2024</b>		
<b>24/25/132</b>	Advise local British Legion contact that KMPC do not need a wreath this year	Clerk	COMPLETED
<b>24/25/135</b>	Advise Kingweston Parish Council about the damaged gate and that KMPC are having it repaired	Clerk	COMPLETED
<b>24/25/135</b>	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
	<b>SEPTEMBER MEETING</b>		
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
	<b>JUNE MEETING</b>		
24/25/043	Speak to SHOCK about Chair vacancy for Neighbourhood Plan	Mr T Ryder	COMPLETED
24/25/053	Speak to Chair of SHOCK to ascertain if a sharing of Crashmap would be possible.	Mr T Ryder	COMPLETED
24/25/053	Locate an android device for SID.	Mr K White	COMPLETED
24/25/054	Identify owners of houses near to the shop and advise them that their hedges are spilling onto the pavement and causing an obstruction	Mr C Lane	COMPLETED
24/25/054	Pass details of overgrown paths onto contractor	Clerk	COMPLETED
24/25/055	Obtain a quote for fence and posts at Village Hall	Mr T Ireland	COMPLETED
24/25/057	Contact Happy Tracks and advise that the remaining funds from the youth fund for Happy Tracks could go onto the Scouts	Mrs Calcutt	COMPLETED
24/25/057	Check parish council meetings have been transferred over onto new village hall booking system	Clerk	COMPLETED
24/25/057	S106 claim to be submitted to Somerset Council for Village Hall	Mrs C Calcutt	COMPLETED
24/25/058	Draft information for Parish Magazine re mobile phone usage in powercuts.	Mr C Lane	COMPLETED
24/25/059	Advised Headteacher of Keinton Mandeville School that council in agreement to display advertisements for pre-school.	Clerk	COMPLETED
24/25/059	Attend WI 60 <sup>th</sup> anniversary celebration	Mrs C Calcutt	COMPLETED
	<b>APRIL MEETING</b>		
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
	<b>FEBRUARY MEETING</b>		
	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

	<b>JANUARY MEETING</b>		
23/24/232	Submit planning comments for 23/03086 Castle Nursing Home	Clerk	COMPLETED
23/24/235	Confirm total of Environment Group funding being held by parish council until they had a bank account	Clerk	COMPLETED
23/24/235	Order signage for telephone kiosk	Clerk/Mr T Ryder	COMPLETED
23/24/239	Submit precept request for 2024/25	Clerk	COMPLETED
23/24/241	Contact resident holding the new grit to arrange to refill the grit bin.	Mrs Calcutt	COMPLETED
223/24/242	Finger post installation chase installer for an update	Clerk	COMPLETED
23/24/242	Contact resident in Cotton Lane to ask them to maintain their path which his part of public footpath	Clerk/Mr Ireland	COMPLETED
23/24/243	Explore costs of Annual inspection for Happy Tracks	Clerk	COMPLETED
23/24/248	Grass cutting invoices to be passed from KMVH to the parish council	Mrs Calcutt	COMPLETED
	<b>DECEMBER MEETING</b>		
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
	<b>NOVEMBER MEETING</b>		
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
	<b>OCTOBER MEETING</b>		
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
	<b>SEPTEMBER MEETING</b>		
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
	<b>AUGUST MEETING</b>		
23/24/098	School planning application comments to be passed to Somerset Council planning by 02.08.2023	Clerk	COMPLETED
23/24/100	Circulate NHP map of potential development areas	Mr T Ryder	COMPLETED
23/24/105	Send cheque to Methodist Church and confirm that this is not a guaranteed annual grant.	Clerk	COMPLETED
23/24/105	Advise school re grant for water butts	Clerk	COMPLETED
23/24/106	Traffic survey – remind consultant that the video footage also needs to be arranged and costed	Mr T Ryder	COMPLETED
23/24/107	Clerk to advise Parish Ranger of the paths that need strimming	Clerk	COMPLETED
23/24/109	Engrave cup for winners of Garden Competition	Mr C Lane	COMPLETED
	<b>JULY MEETING</b>		
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
	<b>JUNE MEETING</b>		
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
	<b>MAY MEETING</b>		
23/24/018	Request quote for Church Lane and Row Land from D Ruddle	TI	COMPLETED
23/24/022	Preparation for internal audit and submission	Clerk	COMPLETED
23/24/022	Purchase signage for telephone kiosk	Clerk	COMPLETED
23/24/024	Contact Somerset Highways for curb stones outside Hollies	Clerk	COMPLETED
23/24/024	Vehicles on path near Irving Road – speak to owners for more information	TI	COMPLETED
23/24/29	Check status of nominations for Service to the Community Award	Clerk	COMPLETED
APR 17	Request reports from organisations for Annual Parish Meeting	Clerk	COMPLETED
APR 9.0	Request bin survey with Somerset Council	Clerk	COMPLETED
	Request to Avon and Somerset Police for speed camera	Clerk	COMPLETED
APR 5.2	Identify Neighbourhood Plan contact at County Hall	Clerk	COMPLETED
APR 5.2	Review Neighbourhood Plan summary prior to next meeting 02.05.2023	All councillors	COMPLETED
MAR 04	Advice for planning applications in parish magazine	Clerk	COMPLETED
MAR 01	Write a letter to Hayley Warren to thank her for your time on the parish council	Clerk	COMPLETED
FEB 13	Samples of CCTC policies to be send to KMVH parish councillors	Clerk	COMPLETED
FEB 03	Quotes to be sought for solar panels	TI	COMPLETED
FEB 8.0	Grit bin notification in parish magazine	Clerk	COMPLETED
FEB 8.0	Clerk to remind SCC that pavement still needs to be repaired in April	Clerk	COMPLETED
FEB 7.3	Coronation Mugs – check with the school how many are required and then respond to Barton St David to place order	Clerk	COMPLETED
FEB 7.3	Speak to shop owner re Christmas Tree	TI	COMPLETED
FEB 6.0	Speak to Happy Tracks re bark	Clerk	COMPLETED
FEB 5.2	Invoice traffic survey for £1000 using NHP funding	Clerk	COMPLETED
FEB 5.2	Create NHP page on website	Clerk	COMPLETED
JAN 5.2			
JAN 6.0	Letter to Village Hall to ask permission to plant trees	Clerk	COMPLETED
JAN 7.3	Finalise draft of clerks contract	Clerk	COMPLETED
JAN 7.3	Thank you letter to be sent for Christmas Tree Carol Service	Clerk	COMPLETED
JAN 7.3	Stone Shield – commission work	Clerk	COMPLETED
JAN 7.4	Check public liability insurance for Tabletop Games sessions	Clerk	COMPLETED
JAN 8.0	Response to resident regarding ‘step through footpath query	Clerk	COMPLETED
JAN 8.0	Gigaclear dates on Facebook for works to be carried out	Clerk/TR	COMPLETED
JAN 8.0	Highways Report commissioned	Clerk	COMPLETED

DEC 6.0	Details of Retrofit scheme to be put into parish magazine in December/January	Clerk	<b>COMPLETED</b>
NOV 11.0	Dog waste bins – chase SSDC to ensure they are emptied regularly	Clerk	<b>COMPLETED</b>
NOV 8.0	Quotes for arm for fingerpost Barton Road – instruct Bristol Foundries. Instruct Highways Consultant	Clerk	<b>Completed</b>
	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 <b>COMPLETED AND INVOICE RECEIVED FOR DEC MEETING</b>
Oct Min	Playing field land registry. Charles Fleming instructed. Clerk to chase	Clerk	<b>COMPLETED</b>
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	<b>COMPLETED</b> <b>COMPLETED</b>
Nov 8.0	Order Defib pads	Clerk	<b>COMPLETED</b>
Nov 6.0	Climate Conference Feedback 05.11.2022	TR	<b>Placed on Dec agenda</b>
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	<b>COMPLETED</b> <b>COMPLETED</b>
Nov 10.0	New equipment to be installed and inspected at Happy Tracks	Clerk	<b>COMPLETED</b>
13.0	Warm Space request feedback to SCC	Clerk	<b>COMPLETED</b>
16.0	Organise wreath for Friday 11 November	Clerk	<b>COMPLETED</b>
17.0	Request to have minutes of Local Community Network meetings when they take place	Clerk	<b>COMPLETED</b>
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	<b>COMPLETED</b>
20.0	Payment for funeral bier to be paid into bank account	Clerk	<b>COMPLETED</b>
Dec 5.2	Chase Mr Hanson for land evaluation assessment one more time		<b>REMOVED</b>
5.2	Bank statement change of address – redo authorisation	Clerk	<b>COMPLETED</b>
6.00	Approach Village Hall about potential to provide grant for solar panels	TI	<b>COMPLETED</b>
	Approach Village Hall about potential to provide grant for CCTV	TI	<b>COMPLETED</b>
	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	<b>COMPLETED</b>
12.0	Cost of replacement batteries and pads added to budget for 2023/24	Clerk	<b>COMPLETED</b>