Keinton Mandeville Parish Council

Minutes of a meeting of the Parish Council Meeting held on

**Tuesday 01 April 2025 at 1930** at Keinton Mandeville Village Hall

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

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

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| **24/25/291** | **Apologies for absence.**   * None as all councillors were present. | |
| **24/25/292** | **Public Session**   * Member of the public advised the following had been established by another member of the community.   Freedom of information request has confirmed that in Somerset there are 10 000 dwellings that have been given permission but not yet completed.  Somerset Highways have confirmed they have no traffic data for Keinton Mandeville.  Private survey of electricity voltage – on occasions the voltage in the north of Keinton Mandeville has dropped to 147 volts, 60 volts below the statutory minimum of 207 volts.  Potentially the electricity infrastructure is not sufficient for the current number of houses prior to any additional developments. | |
| **24/25/293** | **Declarations of interest**   * Mr Ryder advised he has an interest in Agenda item 11. | |
| **24/25/294** | **Minutes of the last meeting held 04.03.2025**   * Minutes were agreed to be a true and accurate record.   ***Proposer: Mr K Sturgess***  ***Seconded: Mr C Lane***  ***All councillors present in agreement*** | |
| **24/25/295** | **Actions and Matters arising**   * All actions covered on the agenda. | |
| **24/25/296** | **Report from Somerset Unitary Councillor – Stephen Page**   * Planning application 22/01720/OUT has been revised and the main change is the reduction from 120 houses to 100. Councillor Page advised he will request that this is called in to the Area South Planning Committee. * Planning application supported by Keinton Mandeville Parish Council at their last meeting in March, 25/00295/FUL Coombe Quarry, Coombe Hill, Keinton Mandeville, Somerton TA11 6DQ, is being reviewed further by Somerset planning as the planning officer has some reservations about the development.   Councillors were very surprised by this as they believe the application was well thought out and the type of accommodation required in the village.   * Full Somerset Council meeting 05.03.2025 and have agreed an increase of 7.5% increase on council tax. The council acknowledges that the 2026-27 budget will be challenging as there will be one hundred million deficit which will be due to the special educational need provision due to rising numbers of children and young people who need support. Previously this cost was not on Somerset Council (or other local authority) budget sheets. * Boundary Commission review – review currently happening that will change electoral boundaries prior to the next election. This potentially will mean a change for Keinton Mandeville who will come out of Somerton and move into Castle Cary area. The decision will be confirmed in June 2025. There will be savings from these change of boundaries as the number of Somerset councillor will be reduced from 112 councillors to 96. | |
| **24/25/297** | **Planning**   * **25/00723/PAMB Land at OS 2900 and 2478 Park Combe Lane, Keinton Mandeville, Somerton TA11 7AY** – Prior Approval Notification for the conversion of existing barns to form No.2 dwellings.   **No objection**.   * **22/01720/OUT Land South of B3153 Keinton Mandeville, Somerton TA11 6EF** – Outline planning application with all matters reserved except for access for a residential development of up to 100 dwellings (including affordable housing) with associated public open space, community orchard, allotments and potential additional parking for the existing village hall, with details of layout, scale, appearance and landscaping reserved. (REVISED DESCRIPTION).   The parish council objected to this application when original presented in July 2022. There are some additional comments to be added now and will need to be submitted by 11.04.2025.  Housing Needs Assessment – this has recently been completed which provides information on the local housing needs. The results provide evidence that the number of houses proposed is way in excess of local demand.  It does not fit with the current settlement  Facilities in the village like the Village Hall, MUGA etc are already well used and therefore does not have capacity for more residents.  Submission about the capacity of the local school has already been submitted.  This development is so large that it is likely to feel like and independent part of the village.  Mr Ireland will amend the response and then the clerk will submit by 11.04.2025.  **ACTION: Mr Ireland and Clerk** | |
| **24/25/298** | **Determination of Planning.** The following notice was received:   * **25/00650/NMA Land at Sycamore Farm, Barton Road, Keinton Mandeville, Somerton TA11 6EA** – Non Material Amendment to approved application 21/01034/REM – changing side elevations of plots 1,4 and 5 from natural stone to render finish. **Application permitted**. * **25/00488/NMA Seraglio, Castle Street, Keinton Mandeville, Somerton TA11 6DX** – Non Material Amendment to approved application 19/01095/HOU to increase size of lean-to extension to the north of the property including alternation of the roof structure and providing a first floor room within the gable. The change requested is to make the resulting structure larger by moving the external wall 1.5m to the north. **Application refused**. * **25/00264/DOC1 Land at Sycamore Farm, Barton Room, Keinton Mandeville, Somerton TA11 6EA** – Discharge of conditions No.01 (plans), No.02 (External Surfaces), No.05 (Landscaping) No.06 (Planting), No.07 (Vegetation), No.08 (Removal of Trees and Hedgerows), No.12 (BEP), No.13 (SHRA and NNAMS), No.14 (Maintenance Plan), No.15 (CMP), No.16 (Discharge of Surface Water), No.17 (Foul Drainage), No.18 (Refuse and Recycling) and No.19 (Future Planning) of planned application (21/0104/REM). **Conditions Discharge.** | |
| **24/25/299** | **Other planning matters.**   * Neighbourhood Plan update – Housing Needs Assessment has now been completed and a full report will be ready by 11 April 2025. * Landscape Evaluation still needs to be completed and Mr Ryder had a couple of contacts to follow up.   **ACTION: Mr Ryder**   * Stoke-St-Mary approach regarding Neighbourhood Plans and Somerset planning - an approach has been made by the chair of Stoke-St-Mary to meeting up with other parish council to discuss these matters. Mr and Mrs Von Bergen have agreed to follow this up and are awaiting a date to be confirmed for the meeting. | |
| **24/25/300** | **Environment Champion**   * Hedge has been trimmed on Chistles Lane and paid for by the Environment Group. * Primroses have been planted. * Environment Group want to thank Ian Hooper and the Youth Group as they have supported the work of the group. * Church have planted shrubs in one corner of the churchyard. * The headteacher as the school has contacted the Environment Group as she would like to link up to complete some sustainability projects. | |
| **24/25/301** | **Finance and Payments (RFO – Clerk)**  Resolved: It was proposed and unanimously agreed to approve the following payments  201396 Torode Agri Services (hedge cutting)  201397 SALC Ltd (training)  201398 Stuart Todd Ass (consultant fee)  201399 Stuart Todd Ass (consultant fee)  201400 Kaye Elston (clerk salary)  201401 CPRE (subscription)  201402 HMRC Cumbernauld (PAYE)  201403 | £350.00  £35.00  £2774.40  £105.60  £184.65  £75.00  £123.60  £1600.00 |
| **24/25/302** | Receipts   * £3264 | Groundswork which is the grant to support the Neighbourhood Plan |
| **24/25/303** | **Review of Accounts.**  The balance on the bank accounts as follows:  Community Account £1000  Business Premium £55 332.80  Business Premium £5291.91 | |
| **24/25/304** | **Other finance matters**   * Summary of income and expenditure – this has been sent out to councillors prior to the meeting. * New website update – clerk still working through the information on the site. * Section 106 re Lakeside – Councillor Page confirmed that a legal letter has been issued to the developer but these processes move slowly. * Internal auditor – clerk confirmed that a new auditor has been secured who is Sara Saunders who has currently also completes this task for Baltonsborough Parish Council. The cost will be £150. Councillors were in agreement to commission this auditor.   ***Proposed: Mrs D Von Bergen***  ***Seconded: Mrs C Calcutt***  ***All councillors in agreement***   * Proposal for second defib – Mr Lane has followed up the contactor of the current defib supplier. There are two devices for which quotes have been obtained, one is manufactured in America and costs £2300 and the other one is manufactured in Spain for £2000. Councillors agreed in principle to a second device but there are further logistics that need to be worked out including location. Mr Lane will approach potential sites and ask permission. * CPRE annual subscription – the required minimum fee is £50 but there is an option to make an additional grant as well. Councillors were in agreement that CPRE have provided support and guidance over the past twelve months and therefore agreed to increase the subscription as a one off for 2025-26 to £75.   ***Proposed: Mr T Ryder***  ***Seconded: Mr C Lane***  ***All councillors in agreement***   * Asset Register – the current register needs a review to ensure all the items on there are still in the possession of the parish council. * Interest rate changes at Barclays Bank – clerk has received notification that interest rates are changing as from 1.35% to 1.25%, which is a reduction of 0.10%. * VAT claim 2023 – 24 – clerk advised that the claim as been made for 2023-24 in the sum of £1581.38. | |
| **24/25/305** | **Grant requests.** Receive the following grant requests:   * Environment Group submitted a request to support with the preparation of documents to submit for a planning appeal at the Area South Planning Committee. This request has been made after the invoice has been paid. Councillors agreed that the application should be resubmitted from one of the Environment Group/residents who commission the professional support. * Keinton Mandeville Playing Field Committee – a request has come in for financial support to help with the costs of hedge and tree works to ensure the safety of the field in the sum of £1600. Councillors were in agreement to grant £1600 to the Playing Field Committee.   **Proposed: Mr K White**  **Seconded: Mr T Ryder**  **All councillors in agreement**. | |
| **24/25/306** | **Code of Conduct**   * Code of Conduct – clerk has circulated the model document from Somerset Association of Local Councils. Councillors agreed to adopt the document and the clerk will put onto the website.   ***Proposed: Mrs D Von Bergen***  ***Seconded: Mrs C Calcutt***  ***All councillors in agreement*** | |
| **24/25/307** | **Traffic Survey update**   * Mr Ryder and Mr Lane will be meeting the Somerset Highways engineer on 29 April in the village to discuss the final details of the proposals, including the siting of the 20mph zone. Confirmation of costings will follow. | |
| **24/25/308** | **Highways.** Consider the following and agree any actions arising:   * Drain blocked in the road near the entrance to Newlands Farm – this has been reported by a resident. Clerk to report to Somerset Council.   **ACTION: Clerk**   * Request for extension to 30mph speed limit on Common Lane – meeting with Somerset Highways engineer could approach this subject. * Drains and gullies work – clerk has chased the contractor again but not heard anything from the contractor. * Fingerpost replacement – clerk has chased but is still awaiting a reply.   **Speed Indicator Device Report**   * Data is not ready and will be circulated once prepared.   **Community Speedwatch Report – update**   * The team have been out twice a week. | |
| **24/25/309** | **Parish Paths.** Update / items to report.   * Footpath down Common Lane - report from a member of the community that it has been blocked off under the bridge. Mrs Von Bergen agreed to walk the path to check on the situation.   **ACTION: Mrs Von Bergen**   * Contractor to cut the pathways – work has been now been completed on some of the paths e.g Cottons Lane. Invoice received in the sum of £350. * Footpath by telephone kiosk on Castle Street repairs – clerk advised that she has made further contact with the Ramblers and they said they have not come up with a solution yet how to carry out the repair. Councillors agreed to obtain a quote for the work from another contractor. Clerk to request quote.   **ACTION: Clerk** | |
| **24/25/310** | **Play Areas.**   * Inspection Report 13.03.2025 – report has been circulated to councillors and the Village Hall Committee. Mrs Calcutt advised there are a couple of minor things. * Wooden train – Mrs Calcutt advised there is a split in the seat of the train and ideally this should still be covered by the guarantee. Mrs Calcutt will take some photographs and send them onto the clerk so that the supplier can be contacted.   **ACTION: Mrs Calcutt and Clerk**   * Snowdrops and primroses have been planted on the mound in the picnic area. * Ian Hooper and the Youth Group have offered to support the maintenance of the wild flower area and discussions are still taking place. * Ramps in playpark – there is paint coming off them and just requires a handyman to repaint. | |
| **24/25/311** | **Keinton Mandeville Playing Field**   * Ownership of Recreation Field on Castle Street – clerk has spoken to Battens solicitors in Yeovil and awaiting a response despite chasing them once already. | |
| **24/25/312** | **Maintenance.**   * Bus shelters – Mr Sturgess has obtained two quotes to refurbish the bus shelters by the shop and the Quarry Inn. One quote is for £4700 and the other is £4100 which both include VAT. The work would take 2-3 days and they could complete the work in June. Councillors agreed to commission GW Shelter Solutions for both shelters in the sum of £4100 which includes VAT.   ***Proposed: Mr K White***  ***Seconded: Mr C Lane***  ***All councillors in agreement***  **ACTION: Clerk to instruct GW Shelter Solutions** | |
| **24/25/313** | **Village Hall Report**   * Carpark repair has been completed. | |
| **24/25/314** | **Councillor Training**   * Nothing to report. | |
| **24/25/315** | **Annual Parish Meeting**   * Date agreed Friday 16 May 2025 at 1900 – the hall has been booked and councillor agreed there will not be a theme this year. Clerk to request reports from community groups.   **ACTION: Clerk** | |
| **24/25/316** | **Correspondence.** Receive the following correspondence and agree any actions arising:   * None in addition to agenda items | |
| **24/25/317** | **Correspondence. Circulation** SCC updates, SWP briefings, SSDC updates, SSDC Environment   * CPRE Newsletter * Plan-it Somerset – planning policy news | |
| **24/25/318** | **PR.** Items for inclusion in the next edition of the Parish Magazine, for the website and social media sites.   * Parish paths being cut back * Annual Parish Council meeting 16.05.2025 * Thank you to litter pickers * Footpath work on Cotton Lane | |
| **24/25/319** | **Future agenda Items**   * Housing Survey results * Internal financial audit and signing off annual account for external audit | |
| **24/25/320** | **Any other reports**   * None | |
| **24/25/321** | **Date of next meeting:**   * **Tuesday 06 May 2025 at 1930 (apologies from Mr Ryder)** * **Friday 16 May at 1900 – Annual Parish Meeting** | |

**Meeting closed at 2140**

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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** |
|  | **JANUARY 2025 MEETING** |  |  |
| 24/25/217 | Photographs to be taken of pavement damage at Cottons Lane and then submitted to Somerset Council | Mr Ireland and Clerk |  |
|  | **MARCH 2025 MEETING** |  |  |
| 24/25/269 | Neighbourhood Plan Landscape Evaluation – securing a contractor to undertake this task. | Mr Ryder |  |
|  | **APRIL 2025 MEETING** |  |  |
| 24/25/297 | Planning application 24/25/297 comments submission | Mr T Ireland and Clerk | **COMPLETED** |
| 24/25/308 | Reporting blocked drain on road outside Newlands Farm on Common Lane | Clerk | **COMPLETED** |
| 24/25/309 | Check footpath at Common Lane by the bridge for a blockage | Mrs Von Bergen |  |
| 24/25/309 | Obtain quote for footpath by telephone kiosk on Castle Lane | Clerk |  |
| 24/25/310 | Seat of wooden train in Happy Tracks has split and needs to be reported to the manufacturer | Mrs Calcutt and Clerk |  |
| 24/25/312 | Instruct GW Shelter Solutions to clean the bus shelters | Clerk |  |
| 24/25/315 | Annual Parish Meeting – request reports from community groups | Clerk |  |
|  | **COMPLETED TASKS** |  |  |
|  | **APRIL 2025** |  |  |
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|  | **MARCH 2025** |  |  |
| 24/25/269 | Housing Needs Assessment analysis – councillors to submit comments | Councillors | **COMPLETED** |
| 24/25/278 | Cotton Lane repairs –instruct contactor | Clerk | **COMPLETED** |
| 24/25/278 | Castle Street footpath repairs by Ramblers – update to be requested | Clerk | **COMPLETED** |
| 24/25/281 | Quotes for bus shelter refurbishment | Mr K Sturgess | **COMPLETED** |
| 24/25/284 | Book Village Hall for Annual Parish Meeting on 16.05.2025 | Clerk | **COMPLETED** |
|  | **FEBRUARY 2025** |  |  |
| 24/25/236 | Submit planning application comments to Somerset Council for 25/00061/HOU | Clerk | **COMPLETED** |
| 24/25/239 | Instruct gullies and drains contractor | Clerk | **COMPLETED** |
| 24/25/240 | Feedback to Mr T Ryder that agreement by councillors for Environment Group to trim hedge along Chistles Lane | Clerk | **COMPLETED** |
| 24/25/247 | Follow up on progress of installation of fingerpost | Clerk | **COMPLETED** |
| 24/25/250 | Speak to Chair of Trustees for the Recreation Ground Trust | Mr Ireland | **COMPLETED** |
| 24/25/250 | Contact solicitor regarding title deeds for the Playing Field on Castle Street | Clerk | **COMPLETED** |
| 24/25/251 | Quote for refurbishment of bus stop notices | Mr Sturgess | **COMPLETED** |
|  | **JANUARY 2025** |  |  |
| Public Session | Advise residents through parish magazine that Fix My Street is no longer available on Somerset Council website | Clerk | **COMPLETED** |
| Public Session | Replace defib notices to make them more clearer and advise residents of the location and how to gain access by calling 999 | Mr Lane and Clerk | **COMPLETED** |
| 24/25/209 | Housing Needs assessment contract to be circulated to all councillors | Mr Ryder | **COMPLETED** |
| 24/25/214 | Agreed precept to be submitted to Somerset Council | Clerk | **COMPLETED** |
| 24/25/214 | Financial Regulations to be reviewed and place on February agenda | Mrs Von Bergen and Mr White | **COMPLETED** |
| 24/25/216 | Request more detailed costings for proposed traffic calming measures from Somerset Council | Clerk | **COMPLETED** |
| 24/25/217 | Prioritising which gullies need to be cleared in the first maintenance session | Mr Lane and Mr Ryder | **COMPLETED** |
| 24/25/217 | Salt to be refilled in the grit bin | Mr Sturgess | **COMPLETED** |
| 24/25/217 | House with overgrown hedge on Queen Street to be contacted | Mr Lane | **COMPLETED** |
| 24/25/218 | Identify who landowner is at the top on Common Lane where the trees have fallen and then ask them to remove the trees | Mr Ryder | **COMPLETED** |
| 24/25/220 | Enquiry with a local cleaning company if they are able to clean the bus signs | Mr Sturgess | **COMPLETED** |
| 24/25/222 | Request invoice for Christmas tree and new lights | Clerk | **COMPLETED** |
|  | **DECEMBER 2024** |  |  |
| 24/25/181 | DEFRA contact – advise do not require support at this time | Clerk | **COMPLETED** |
| 24/25/186 | Financial Regulations updated and placed on January agenda | Clerk | **COMPLETED** |
| 24/25/189 | Reporting of pavement outside of the shop to Somerset Council | Mrs Calcutt and Clerk | **COMPLETED** |
| 24/25/190 | Potential contractor for paths – chase regarding quote | Clerk | **COMPLETED** |
| 24/25/192 | Bus Shelters – check with local contractors if he can clean these | Mr T Ireland | **COMPLETED** |
| 24/25/194 | Carol sheet – confirmation of requests sent to Mr T Ryder | Clerk | **COMPLETED** |
|  | **NOVEMBER 2024** |  |  |
| **24/25/149** | Collate and submit comments for Local Plan by 30.11.2024.  No comments received | Clerk | **NO LONGER REQUIRED** |
| **24/25/152** | Polices for Neighbourhood Plan to be circulated to councillors and placed on December agenda | Clerk | **COMPLETED** |
| **24/25/159** | Costings to be requested from Somerset Council for the proposed road changes in response to the traffic survey | Mr T Ryder | **COMPLETED** |
| **24/25/160** | Clerk to contact Kier to arrange a time for an assessment of the drains and gullies | Clerk | **COMPLETED** |
| **24/25/163** | Seek quotes for Cotton Lane and bus shelters | Mr T Ireland | **COMPLETED** |
| **24/25/166** | Confirm Christmas Tree date with vicar and request carols from organisations | Clerk | **COMPLETED** |
|  | OCTOBER 2024 |  |  |
| **24/25/132** | Advise local British Legion contact that KMPC do not need a wreath this year | Clerk | **COMPLETED** |
| **24/25/135** | Advise Kingweston Parish Council about the damaged gate and that KMPC are having it repaired | Clerk | **COMPLETED** |
| **24/25/135** | Stile by telephone kiosk in Castle Street – ask Mendip Ramblers if they are able to support repairing this | Clerk | **COMPLETED** |
| **24/25/136** | Circulate Play Inspection Report to Mrs Calcutt and KMVH Committee | Clerk | **COMPLETED** |
| **24/25/137** | Letters to households whose hedges are overgrown onto the pavement | Clerk | **COMPLETED** |
| **24/25/139** | DEFRA Letter re rural affordable housing to be placed on November agenda | Clerk | **COMPLETED** |
|  | **SEPTEMBER MEETING** |  |  |
| 24/25/105 | Clerk to order Arnold Baker Local Council Administration book | Clerk | **COMPLETED** |
| 24/25/107 | Meeting to be arranged with Somerset Highways in relation to Traffic Survey | Mr T Ryder | **COMPLETED** |
| 24/25/108 | Report drain damage on High Street via Somerset Council app | Mrs C Calcutt | **COMPLETED** |
| 24/25/108 | Find out what point car is recorded speeding by SID | Mrs C Calcutt | **COMPLETED** |
|  | **JUNE MEETING** |  |  |
| 24/25/043 | Speak to SHOCK about Chair vacancy for Neighbourhood Plan | Mr T Ryder | **COMPLETED** |
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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 |  |  |  |
| JAN  6.0 | Letter to Village Hall to ask permission to plant trees | Clerk | **COMPLETED** |
| JAN  7.3 | Finalise draft of clerks contract | Clerk | **COMPLETED** |
| JAN  7.3 | Thank you letter to be sent for Christmas Tree Carol Service | Clerk | **COMPLETED** |
| JAN  7.3 | Stone Shield – commission work | Clerk | **COMPLETED** |
| JAN  7.4 | Check public liability insurance for Tabletop Games sessions | Clerk | **COMPLETED** |
| JAN  8.0 | Response to resident regarding ‘step through footpath query | Clerk | **COMPLETED** |
| JAN  8.0 | Gigaclear dates on Facebook for works to be carried out | Clerk/TR | **COMPLETED** |
| JAN  8.0 | Highways Report commissioned | Clerk | **COMPLETED** |
|  |  |  |  |
| DEC  6.0 | Details of Retrofit scheme to be put into parish magazine in December/January | Clerk | **COMPLETED** |
|  |  |  |  |
| NOV  11.0 | Dog waste bins – chase SSDC to ensure they are emptied regularly | Clerk | **COMPLETED** |
| NOV 8.0 | Quotes for arm for fingerpost Barton Road – instruct Bristol Foundries. Instruct Highways Consultant | Clerk | **Completed** |
|  | Remembrance soldier order from RBL | Clerk | November 2022 |
|  | 4.2 Neighbourhood plan; Include affordable homes policy. Project plan for adoption by PC at Future Meeting once grant funding approved. Further update due at October meeting | TR  TR | Ongoing  Future Meeting |
| Oct Min | Replacement gate on Church St / Lakeview footpath - instruct Dave Ruddle  Quote to remove conifers on footpath behind phonebox – instruct Somerset Tree surgeons and Landscapers | Clerk  Clerk | Dave has been instructed  **COMPLETED AND INVOICE RECEIVED FOR DEC MEETING** |
| Oct Min | Playing field land registry. Charles Fleming instructed. Clerk to chase | Clerk | **COMPLETED** |
| Nov  1.0 | Councillor resignation by Mr G Jennings to be advised to Democratic Services at Somerset County Council  Three councillor vacancies notified to Democratic Services as SCC and adverts put in place to fill those vacancies | Clerk  Clerk | **COMPLETED**  **COMPLETED** |
| Nov  8.0 | Order Defib pads | Clerk | **COMPLETED** |
| Nov  6.0 | Climate Conference Feedback 05.11.2022 | TR | **Placed on Dec agenda** |
| Nov  8.0 | Request from Lydford Parish Council to have on loan SID – feedback that KMPC are unable to grant this request  Highways Quotes Draft Plan amendments | Clerk  TR | **COMPLETED**  **COMPLETED** |
| Nov  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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