Keinton Mandeville Parish Council

Minutes of the meeting of the Parish Council meeting held on

**Tuesday 02 April 2024 at 1930** at Keinton Mandeville Village Hall

Present: Mr T Ryder (Acting Chair), Mrs C Calcutt, Mr C Lane, Mr K White, Mr T Ryder, Mrs D Van Bergen and Mr K Sturgess

In attendance: Kaye Elston (Clerk), Mr S Page (Somerset Councillor joined at 2024) and 5 members of the public.

**Public session**

* Methodist Church thank the parish council for amending the date of their Annual Parish Meeting so that they can hold their fundraising event on 19 April 2024.
* Village calendar – councillors and public agreed it would be very helpful for a village calendar to be in place but the challenge will be finding a volunteer to co-ordinate and publish the details. Clerk will request a volunteer in the Parish Magazine.

**ACTION: Clerk**

* Question raised about s106 money from Lakeview development. This item listed on the agenda.
* Question raised about the number of houses that Somerset Council will need to build as it is understood that the number of Somerset has already been built. The response that has been received from Somerset Council is that although they are now operating as a unitary authority until they have issued the county plan for building houses then they will still operate as four districts as per the historical plan.

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| **23/24/308** | **Apologies.**   * Mr T Ireland and Mr T Kerley (Somerset County Councillor) . These were accepted. | |
| **23/24/309** | **Declarations of interest**   * Mr T Ryder declared an interest in **20/03613/FUL** if discussed. | |
| **23/24/310** | **Minutes of the last meeting held 05.03.2024**   * Minutes agreed to be a true and accurate record. Chair signed them.   ***Proposed: Mr C Lane***  ***Seconded: Mrs C Calcut***  ***All councillors in agreement***   * Completed and outstanding actions read out by clerk and listed at the end of these minutes. | |
| **23/24/311** | **Actions and Matters arising**   * Meeting with Norton St Philip to consider judicial review – this is still ongoing in terms of being in touch and further contact will be made if a request for a judicial review is required. * Signage for telephone kiosk re trail leaflets – ongoing. * Traffic Report to be sent to Sarah Dyke (MP) when draft is finalised - COMPLETED | |
| **23/24/312** | **Proposal to co-opt new councillor – Deborah Von Bergen**   * **Proposed: Mr C Lane**   **Seconded: Mr K Sturgess**  **All councillors present in agreement**   * Mrs Von Bergen signed her declaration   Clerk to advise Somerset Council of new appointment and confirm the number of vacancies the parish council are still holding.  **ACTION: Clerk** | |
| **23/24/313** | **Planning applications**   * **20/03613/FUL Land OS 8325 off Queen Street, Keinton Mandeville, Somerton, Somerset** – The erection of 30 No. dwellings (Use Class C3) with associated access, parking and landscaping. **Additional information has been submitted to Somerset Council**.   The applicant's agent has commissioned an independent Road Safety Audit which has been carried  out and some amendments have been suggested. Documents have been submitted regarding  highways updates, Road Safety Audit, updated Design and Access Statement and architectural  plan. The main updates include: i) Vehicular entrance off Church Street realigned to improve safety  / visibility ii) 2m wide footpath to east side of main site entrance iii) additional public footpath  connection through to PROW to the south western corner of the development.  **Clerk advised she has not received this amendment to the original application and therefore**  **will contact Somerset Council.** | |
| **23/24/314** | **Determination of Planning**   * **24/00259/HOU Swiss Cottage, Barton Road, Keinton Mandeville, Somerton TA11 6EA** – Erection of two storey and single storey rear extension, porch, minor internal and external alterations. **Permitted with conditions**. * **20/02843/OUT Land at Orchard View, Chistles Lane, Keinton Mandeville, Somerton** – Outline application for the erection of two residential dwellings – all matters reserved. **Permitted with conditions**. | |
| **23/24/315** | **Other Planning Matters**   * Neighbourhood Plan update – Mr Ryer advised that there are documents ready to go onto the website. Mr Ryder to send documents to clerk to put onto the website.   **ACTION: Mr Ryder and clerk** | |
| **23/24/316** | **Environment Champion Update**   * Four areas of wild flowers have been planted and they are now encouraging members of the public to also do some planting. Mr Ryder is working on a map of trees and asking people to adopt a tree. * Keinton Mandeville Day 15.06.2024 and there will be a request at the June parish council meeting for the Environment Group. | |
| **23/24/317** | **Finance and Payments (RFO – Clerk)**  Resolved: It was proposed and unanimously agreed to approve the following payments  201304 DN Ruddle  201305 SALC (Training)  201306 Kaye Elston (clerk salary)  201307 Kaye Elston (Microsoft subscription)  201308 Somerset Council (Ranger)  201309 CANCELLED  201310 Moss Naylor Young Ltd  201311 Keinton Environment Group | £  3036  35  246,65  59.99  259.07  5292  62.50 |
| **23/24/318** | Receipts  None |  |
| **23/24/319** | **Review of Accounts.**  The balance on the bank accounts as follows:  Community Account £1,000.00  Business Premium £49 237.93  Business Premium £5214.54 | |
| **23/24/320** | **Other finance matters**   * Renewal of Office 365 in the sum of £59.99 – the clerk has renewed the subscription as per agreed at the last meeting. * S106 finding – Mr Ireland and Warren Lee (Chair of Keinton Mandeville Village Hall) has met with Angus MacDonald from Gallion Homes regarding the funding that is due from the Lakeview development. Mr MacDonald advised that they were currently negotiating on another development at Keinton Mandeville that impacts the s106 funding amount. Mr MacDonald advised that Gallion Homes do intend to pay the s106 funding to Somerset Council so that it can be claimed by the community for projects and it is likely to be by September 2024. * Mr Ryder has recommended that a meeting request is sent to the Chief Planning Officer about this situation. All councillors present in agreement with this recommendation. Clerk to try and make the contact to arrange a meeting.   **ACTION: Clerk**   * Currently the negotiations for s106 funding for the two currently approved developments for the 9 hours and the 30 houses and Mr White advised that the parish council should have been part of these negotiations to advise what they would like to use the funding for. This would be another issue to raise with the Chief Planning Officer. * Purchase of a Tommy soldier for Remembrance in November – Mr Lane suggested another Tommy was purchased so that there can be one at each end of the village. Councillors were in agreement and the clerk will order one.   ***Proposed: Mr C Lane***  ***Seconded: Mr T Ryder***  ***All councillors present in agreement***   * Cost of Ranger contract – the cost of the ranger will be increasing from April 2024. Councillors were in agreement that they would like to continue with the Ranger services but clerk is awaiting more clarification on the increase in costs. To be placed on the next agenda. | |
| **23/24/321** | **Somerset County Councillor – Steve Page**   * Mr Page confirmed that Somerset Council have balanced their budget for 2024/25 but there are still financial challenges and balancing for 25/26 will be even more difficult. Therefore the risk of a Section 114 has not gone away. | |
| **23/24/322** | **Grant requests**   * There were none. | |
| **23/24/323** | **Highways.** Consider the following and agree any actions arising:   * Fingerpost installation update – clerk has spoken to installer who has advised that he has had some personal difficulties and therefore has not collected the fingerpost from Bristol Foundary yet. Councillors will consider commissioning another installer if this does not move along as this has now been a considerable amount of time. Once all the work is completed then the parish council can claim the costs back to Somerset Council who will claim off the driver’s insurer. Clerk to contact installer again.   **ACTION: Clerk**   * Traffic survey – Mr Ryder will prepare information for the Annual Parish Meeting on 10 May. Councillors were in agreement to set out some guiding principles to be able to structure the discussion with the community. To be placed on next agenda.   **ACTION: Clerk**   * Speed Indicator Devices – the data has not been available due to technical problems with the equipment. * Speedwatch – the volunteers are still out when the weather is dry and the local PCSO attended one of the recent sessions. | |
| **23/24/324** | **Planning for Annual Parish Meeting 10 May 2024**   * To be placed on the next agenda * Agreement to just provide water for those who attend. | |
| **23/24/325** | **Parish Paths.** Update / items to report.   * Kissing Gate at Newcombe Farm – the work has now been completed and the invoice has been presented at the meeting tonight. A request was made to The Charltons Parish Council for a contribution to the cost, although they were not consulted when the work was commissioned. According to their minutes this has not been agreed but the clerk has not contacted Keinton Mandeville direct to confirm this. * Footpath between Church Street and access to Lakeview still needs to be maintained. Gallion Homes are aware and clerk will remind them again that it needs to be attended to.   **ACTION: Clerk** | |
| **23/24/326** | **Play Areas.**  **Happy Tracks / Skatepark**   * Mrs Calcutt advised there are no issues to raise. | |
| **23/24/327** | **Parish Council website and emails**   * Clerk advised that the second quote requested from the current website provider has not arrived despite being a chaser being sent. | |
| **23/24/328** | **Maintenance.**   * The previous task for the Ranger not completed last month will now be completed on his next visit. | |
| **23/24/329** | **Village Hall Report**   * Two quotes have been received for solar panels. * The hall is currently being painted | |
| **23/24/330** | **Councillor training**   * Latest training offer circulated to councillors | |
| **23/24/331** | **Parish Newsletter Proposal**   * Printing has been completed and volunteers required to deliver. | |
| **23/24/332** | **Correspondence.** Receive the following correspondence and agree any actions arising:   * Temporary road closure at Babcary Lane * Flood alleviation information from Somerset Council placed on the website | |
| **23/24/333** | **Correspondence. Circulation** SCC updates, SWP briefings, SSDC updates, SSDC Environment   * See above. | |
| **23/24/334** | **PR.** Items for inclusion in the next edition of the Parish Magazine, for the website and social media sites.   * Annual Parish Meeting 10.05.2024 * Welcome new councillor * Volunteer for village calendar | |
| **23/24/335** | **Future agenda Items**   * Dog waste bin at Church Street needs to be larger * Mobile phone usage in powercuts * Potholes in Barton Road | |
| **23/24/336** | **Any other reports**   * There were none | |
| **23/24/337** | **Date of next meeting:**   * **07 May 2024 at 1930** * **Annual Parish Meeting 10 May 2024 at 1930** | |

**Meeting closed at 2140**

**Actions**

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|  | **MARCH MEETING** |  |  |
|  | **MAY MEETING** |  |  |
|  | **OCTOBER MEETING** |  |  |
| 23/24/156 | S106 funding – ask Somerset Council if the funding has been paid by developer and if no response then put in a Freedom of Information request | Clerk | **COMPLETED** |
| 23/24/159 | Draft agreement for grass contractor | Clerk | **ONGOING** |
|  | **NOVEMBER MEETING** |  |  |
| 23/24/179 | Meeting with Norton St Philip to consider judicial review | Mr T Ireland and Mr T Ryder | **ONGOING** |
|  | **DECEMBER MEETING** |  |  |
|  | Contact contractor regarding work on the hedge on the lane up to the Village Hall | Mrs C Calcutt | **COMPLETED** |
|  | **JANUARY MEETING** |  |  |
| 23/24/235 | Signage for telephone kiosk re trail leaflets | Mr T Ryder/Clerk | **ONGOING** |
| 23/24/241 | Contact resident holding the new grit to arrange to refill the grit bin. | Mrs Calcutt | **ONGOING** |
| 23/24/243 | Explore costs of Annual inspection for Happy Tracks | Clerk | **ONGOING** |
|  | **FEBRUARY MEETING** |  |  |
|  | Ask workman who installed the bollard in Row Lane to look at the potential damage that has been caused. | Mr T Ireland | **ONGOING** |
| 23/24/256 | Contract Ranger to ask if he can repair wooden fingerpost | Clerk | **COMPLETED** |
| 23/24/256 | Collate information for a public consultation on the recommendations from the Traffic Report | Mr Ryder | **ONGOING** |
| 23/24/256 | Traffic Report to be sent to Sarah Dyke (MP) when draft is finalised | Clerk | **COMPLETED** |
| 23/24/267 | Contact PSA and recommend they claim funding for book corners through s106 funding. Send relevant information. | Clerk | **COMPLETED** |
| 23/24/267 | Grant to Keinton Mandeville and Kingweston PCC cheque to be sent with a letter. | Clerk | **COMPLETED** |
| 23/24/269 | Kissing Gate confirmation to use traditional sleepers to be communicated to the contractor. | Mr K Sturgess | **COMPLETED** |
| 23/24/271 | Obtain comparison quotes for a new website and email service. | Clerk | **ONGOING** |
| 23/24/273 | Send s106 application form and information to the KMVH committee | Clerk | **COMPLETED** |
| 23/24/276 | Communicate road closures for flood alleviation work | Clerk | **COMPLETED** |
|  | **APRIL MEETING** |  |  |
| Public session | Request placed in parish magazine for a volunteer to co-ordinate a village calendar | Clerk | **COMPLETED** |
| 23/24/312 | Enquire with Somerset Council how many vacancies KMPC are holding | Clerk | **COMPLETED** |
|  | Advise Somerset Council of newly elected councillor | Clerk | **COMPLETED** |
| 23/24/315 | NHP completed documents to be placed onto website | Mr Ryder and Clerk |  |
| 23/24/320 | Contact Chief Planning Office to request a meeting | Clerk |  |
| 23/24/323 | Contact installer of finger post to check status of work to be completed. | Clerk |  |
| 23/24/325 | Contact Gallion Homes re pathway from Church Street access to Lakeview | Clerk |  |
|  | **COMPLETED TASKS** |  |  |
|  | **JANUARY MEETING** |  |  |
| 23/24/232 | Submit planning comments for 23/03086 Castle Nursing Home | Clerk | **COMPLETED** |
| 23/24/235 | Confirm total of Environment Group funding being held by parish council until they had a bank account | Clerk | **COMPLETED** |
| 23/24/239 | Submit precept request for 2024/25 | Clerk | **COMPLETED** |
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| 223/24/242 | Finger post installation chase installer for an update | Clerk | **COMPLETED** |
| 23/24/242 | Contact resident in Cotton Lane to ask them to maintain their path which his part of public footpath | Clerk/Mr Ireland | **COMPLETED** |
| 23/24/248 | Grass cutting invoices to be passed from KMVH to the parish council | Mrs Calcutt | **COMPLETED** |
|  | **DECEMBER MEETING** |  |  |
| 23/24/206 | Discussion outcome in relation to concerns raised about Hub concerns at Lake View, to be feedback to community member | Clerk | **COMPLETED** |
| 23/24/211 | Newcombe Farm Kissing Gate – instruct the contractor to complete the work | Clerk | **COMPLETED** |
| 23/24/211 | Newcombe Farm Kissing Gate – ask The Charltons Parish Council if they would like to contribute to cost | Clerk | **COMPLETED** |
| 23/24/212 | Complete application forms for three grants to s106 funding | Clerk | **SENT TO APPLICANTS** |
| 23/24/213 | Source a map of the village drains and sources quotes for costs to clear them | Clerk and Mr House | **COMPLETED** |
|  | **NOVEMBER MEETING** |  |  |
| Public section | Potential landscaping for flower meadow at Happy Tracks – check if permission needs to be sought | Clerk | **COMPLETED** |
| 23/24/176 | Freedom of Information request to be submitted for s106 funding if next email is not responded to within a reasonable timeframe. | Clerk | **COMPLETED** |
| 23/24/176 | Publish winners of garden competition in the parish magazine | Clerk | **COMPLETED** |
| 23/24/185 | Grant request for container – ask for three quote from Playing Field Committee | Clerk | **COMPLETED** |
| 23/24/185 | Grant request from PSA for storage sheds – request three quotes | Clerk | **COMPLETED** |
| 23/24/185 | Order signage for Speedwatch | Clerk | **COMPLETED** |
| 23/24/185 | Confirm that grant for Tabletop games club has been approved | Clerk | **COMPLETED** |
| 23/24/187 | Talk to land owners for the stiles at Newcombe Farm and request Ranger to cut back vegetation | Clerk/Mr T Ireland | **COMPLETED** |
| 23/24/187 | Report to Somerset Council the safety concerns on path near Box Cottage | Mrs C Calcutt | **COMPLETED** |
|  | **OCTOBER MEETING** |  |  |
| 23/24/148 | Vote of no confidence in Somerset Council planning application process for 19/02211/OUT | Clerk | **COMPLETED** |
| 23/24/159 | Request to Ranger to tidy grass and weeds in skate park and to try and fit a slower closer to gate in Happy Tracks | Clerk | **COMPLETED** |
| 23/24/152 | Establish ownership of telephone box on Castle Street | Clerk | **COMPLETED** |
| 23/24/159 | Clerk to request if Ranger can complete the tasks identified by the inspection | Clerk | **COMPLETED** |
| 23/24/165 | Draft Newsletter to be prepared by January 2024 | Mr T Ryder | **COMPLETED** |
|  | **SEPTEMBER MEETING** |  |  |
| Public session | Concerns over wifi signal in the village when landlines are removed. Agreement to seek further advice. | Mr T Ireland | **COMPLETED** |
| 23/24/125 | Chase Somerset Council regarding s106 funding | Clerk | **COMPLETED** |
| 23/24/131 | Chase for an update on fingerpost installation | Clerk | **COMPLETED** |
| 23/24/131 | Commission traffic survey additional video footage | Clerk | **COMPLETED** |
|  | **AUGUST MEETING** |  |  |
| 23/24/098 | School planning application comments to be passed to Somerset Council planning by 02.08.2023 | Clerk | **COMPLETED** |
| 23/24/100 | Circulate NHP map of potential development areas | Mr T Ryder | **COMPLETED** |
| 23/24/105 | Send cheque to Methodist Church and confirm that this is not a guaranteed annual grant. | Clerk | **COMPLETED** |
| 23/24/105 | Advise school re grant for water butts | Clerk | **COMPLETED** |
| 23/24/106 | Traffic survey – remind consultant that the video footage also needs to arranged and costed | Mr T Ryder | **COMPLETED** |
| 23/24/107 | Clerk to advise Parish Ranger of the paths that need strimming | Clerk | **COMPLETED** |
| 23/24/109 | Engrave cup for winners of Garden Competition | Mr C Lane | **COMPLETED** |
|  | **JULY MEETING** |  |  |
| Public session | Advise Somerset Council that dog waste bins are overflowing | Clerk | **COMPLETED** |
| 23/24/074 | NHP Consultancy Document for councillors to review by the next meeting | Councillors | **COMPLETED** |
| 23/24/079 | Request form to access s106 monies for KMVH from Somerset Council | Clerk | **COMPLETED** |
| 23/24/079 | Support to identify organisations that will provide grants for solar panels. | Mr White/Mrs Calcutt | **COMPLETED** |
| 23/24/079 | Purchase Next voucher for internal auditor | Clerk | **COMPLETED** |
| 23/24/080 | Confirm public liability insurance for the Big Breakfast – grant from parish council or run as parish council event. | Mr Lane | **COMPLETED** |
| 23/24/081 | Request timeframe for final report from Traffic Survey consultant | Mr Ryder | **COMPLETED** |
| 23/24/081 | Contact school to request if there can be a parking reminder to parents in the next newsletter | Clerk | **COMPLETED** |
| 23/24/082 | Draft Heritage Trail leaflet to be sent out to councillors | Mr T Ryder | **COMPLETED** |
| 23/24/082 | Instruct Ranger to cut pathways near Firs Cottage and Cottons Lane | Clerk | **COMPLETED** |
| 23/24/083 | Approach grass cutting contractor | Mr T Ireland | **COMPLETED** |
| 23/24/084 | Locate prizes for Garden Competition | Clerk | **COMPLETED** |
| 23/24/085 | Ask Ranger if he put up the Library sign in the telephone kiosk | Clerk | **COMPLETED** |
|  | **JUNE MEETING** |  |  |
| 23/24/050 | Instruct D Ruddle to complete the jobs on his quote | Clerk | **COMPLETED** |
| 23/24/050 | Order wooden train for Happy Tracks | Clerk | **COMPLETED** |
| 23/24/052 | Traffic Survey draft report – comments feedback to company | TR | **COMPLETED** |
| 23/24/052 | Grass cutting – approach Ian | TI | **COMPLETED** |
|  | **MAY MEETING** |  |  |
| 23/24/018 | Request quote for Church Lane and Row Land from D Ruddle | TI | **COMPLETED** |
| 23/24/022 | Preparation for internal audit and submission | Clerk | **COMPLETED** |
| 23/24/022 | Purchase signage for telephone kiosk | Clerk | **COMPLETED** |
| 23/24/024 | Contact Somerset Highways for curb stones outside Hollies | Clerk | **COMPLETED** |
| 23/24/024 | Vehicles on path near Irving Road – speak to owners for more information | TI | **COMPLETED** |
| 23/24/29 | Check status of nominations for Service to the Community Award | Clerk | **COMPLETED** |
| APR 17 | Request reports from organisations for Annual Parish Meeting | Clerk | **COMPLETED** |
| APR 9.0 | Request bin survey with Somerset Council | Clerk | **COMPLETED** |
|  | Request to Avon and Somerset Police for speed camera | Clerk | **COMPLETED** |
| APR 5.2 | Identify Neighbourhood Plan contact at County Hall | Clerk | **COMPLETED** |
| APR 5.2 | Review Neighbourhood Plan summary prior to next meeting 02.05.2023 | All councillors | **COMPLETED** |
| MAR 04 | Advice for planning applications in parish magazine | Clerk | **COMPLETED** |
| MAR 01 | Write a letter to Hayley Warren to thank her for your time on the parish council | Clerk | **COMPLETED** |
| FEB 13 | Samples of CCTC policies to be send to KMVH parish councillors | Clerk | **COMPLETED** |
| FEB 03 | Quotes to be sought for solar panels | TI | **COMPLETED** |
| FEB 8.0 | Grit bin notification in parish magazine | Clerk | **COMPLETED** |
| FEB 8.0 | Clerk to remind SCC that pavement still needs to be repaired in April | Clerk | **COMPLETED** |
| FEB 7.3 | Coronation Mugs – check with the school how many are required and then respond to Barton St David to place order | Clerk | **COMPLETED** |
| FEB 7.3 | Speak to shop owner re Christmas Tree | TI | **COMPLETED** |
| FEB 6.0 | Speak to Happy Tracks re bark | Clerk | **COMPLETED** |
| FEB 5.2 | Invoice traffic survey for £1000 using NHP funding | Clerk | **COMPLETED** |
| FEB 5.2 | Create NHP page on website | Clerk | **COMPLETED** |
| JAN 5.2 |  |  |  |
| JAN  6.0 | Letter to Village Hall to ask permission to plant trees | Clerk | **COMPLETED** |
| JAN  7.3 | Finalise draft of clerks contract | Clerk | **COMPLETED** |
| JAN  7.3 | Thank you letter to be sent for Christmas Tree Carol Service | Clerk | **COMPLETED** |
| JAN  7.3 | Stone Shield – commission work | Clerk | **COMPLETED** |
| JAN  7.4 | Check public liability insurance for Tabletop Games sessions | Clerk | **COMPLETED** |
| JAN  8.0 | Response to resident regarding ‘step through footpath query | Clerk | **COMPLETED** |
| JAN  8.0 | Gigaclear dates on Facebook for works to be carried out | Clerk/TR | **COMPLETED** |
| JAN  8.0 | Highways Report commissioned | Clerk | **COMPLETED** |
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| DEC  6.0 | Details of Retrofit scheme to be put into parish magazine in December/January | Clerk | **COMPLETED** |
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| NOV  11.0 | Dog waste bins – chase SSDC to ensure they are emptied regularly | Clerk | **COMPLETED** |
| NOV 8.0 | Quotes for arm for fingerpost Barton Road – instruct Bristol Foundries. Instruct Highways Consultant | Clerk | **Completed** |
|  | Remembrance soldier order from RBL | Clerk | November 2022 |
|  | 4.2 Neighbourhood plan; Include affordable homes policy. Project plan for adoption by PC at Future Meeting once grant funding approved. Further update due at October meeting | TR  TR | Ongoing  Future Meeting |
| Oct Min | Replacement gate on Church St / Lakeview footpath - instruct Dave Ruddle  Quote to remove conifers on footpath behind phonebox – instruct Somerset Tree surgeons and Landscapers | Clerk  Clerk | Dave has been instructed  **COMPLETED AND INVOICE RECEIVED FOR DEC MEETING** |
| Oct Min | Playing field land registry. Charles Fleming instructed. Clerk to chase | Clerk | **COMPLETED** |
| Nov  1.0 | Councillor resignation by Mr G Jennings to be advised to Democratic Services at Somerset County Council  Three councillor vacancies notified to Democratic Services as SCC and adverts put in place to fill those vacancies | Clerk  Clerk | **COMPLETED**  **COMPLETED** |
| Nov  8.0 | Order Defib pads | Clerk | **COMPLETED** |
| Nov  6.0 | Climate Conference Feedback 05.11.2022 | TR | **Placed on Dec agenda** |
| Nov  8.0 | Request from Lydford Parish Council to have on loan SID – feedback that KMPC are unable to grant this request  Highways Quotes Draft Plan amendments | Clerk  TR | **COMPLETED**  **COMPLETED** |
| Nov  10.0 | New equipment to be installed and inspected at Happy Tracks | Clerk | **COMPLETED** |
| 13.0 | Warm Space request feedback to SCC | Clerk | **COMPLETED** |
| 16.0 | Organise wreath for Friday 11 November | Clerk | **COMPLETED** |
| 17.0 | Request to have minutes of Local Community Network meetings when they take place | Clerk | **COMPLETED** |
| 18.0 | Contract for new clerk – draft to be sent to Chair and Chair of Finance | Clerk |  |
| 19.0 | Email Councillor Ruddle to establish what maintenance costs should the parish council prepare themselves for as SCC budget is very challenging | Clerk | **COMPLETED** |
| 20.0 | Payment for funeral bier to be paid into bank account | Clerk | **COMPLETED** |
| Dec  5.2 | Chase Mr Hanson for land evaluation assessment one more time |  | **REMOVED** |
| 5.2 | Bank statement change of address – redo authorisation | Clerk | **COMPLETED** |
| 6.00 | Approach Village Hall about potential to provide grant for solar panels | TI | **COMPLETED** |
|  | Approach Village Hall about potential to provide grant for CCTV | TI | **COMPLETED** |
|  | Letter to be sent to Mr Williams to thank him for your work for the parish council |  |  |
| 7.3 | Source an external company to process payroll | Clerk | **COMPLETED** |
| 12.0 | Cost of replacement batteries and pads added to budget for 2023/24 | Clerk | **COMPLETED** |
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