Keinton Mandeville Parish Council

Minutes of the meeting of the Parish Council meeting held on

**Tuesday 05 March 2024 at 1930** at Keinton Mandeville Village Hall

Present: Mr T Ireland (Chair), Mrs C Calcutt, Mr C Lane, Mr K White, Mr T Ryder (arrived at 2030) and Mr K Sturgess

In attendance: Kaye Elston (Clerk) and 5 members of the public.

**Public session**

* Hedge in the lane leading to Village Hall – this has been trimmed and it is looking good.
* Planning application 24/00259 – there is a boundary issue with this application as the extension will be right on the boundary line but there has now been a party wall agreement put in place. The parish council can only object in relation to planning law and if there are potentially any issues that potentially contravene them.
* E-cigarettes – member of the community has noticed that there are a lot more discarded packets on the grass verges and just wanted to ask if anyone else had noticed.

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| **23/24/282** | **Apologies.**   * There were none as all councillors were present. | |
| **23/24/283** | **Declarations of interest**   * There were none. | |
| **23/24/284** | **Minutes of the last meeting held 06.02.2024 and actions arising**   * Minutes agreed to be a true and accurate record. Chair signed them.   ***Proposed: Mr C Lane***  ***Seconded: Mrs C Calcutt***  ***All councillors in agreement***   * Completed and outstanding actions read out by clerk and listed at the end of these minutes. | |
| **23/24/285** | **Planning applications**   * **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. **No comment response but need to cite that the parish council are aware of a party wall agreement is in place for this planning application**. * Public awareness of planning applications – the requirement of the local authority is to notify consultees, one of which is the parish council. The parish council is then required to publish on their agenda so that the public can come to the meetings to contribute in the public session. The parish council would like to be able to notify members of the community. Consideration to built a free subscription into the new website so that members of the community can be notified. Clerk to investigate.   **ACTION: Clerk** | |
| **23/24/286** | **Determination of Planning**   * **23/02022/FUL Mathias House, High Street, Keinton Mandeville, Somerton TA11 6DZ** – Discharge of condition Nos 3 (Materials/Works Above DPC) and 6 (External Lighting). | |
| **23/24/287** | **Other Planning Matters**   * Neighbourhood Plan update – documents produced are often out of date before publication. | |
| **23/24/288** | **Environment Champion Update**   * Hedge trimming in Chistles Lane – proposal that the parish council and the Environment Group pay half each of the cost. This was agreed in principle but no invoice has been received yet.   ***Proposed: Mr T Ryder***  ***Seconded: Mr K White***   * Wildflower planting on 16 and 17 April. * 15.06.2024 Environmental Day | |
| **23/24/289** | **Finance and Payments (RFO – Clerk)**  Resolved: It was proposed and unanimously agreed to approve the following payments  201300 CPRE (Fees)  201301 Kaye Elston (clerk salary)  201302 Moss Naylor Young Ltd  201303 HMRC (PAYE) | £  50.00  246,45  1614.00  61.80 |
| **23/24/290** | Receipts  None |  |
| **23/24/291** | **Review of Accounts.**  The balance on the bank accounts as follows:  Community Account £1,000.00  Business Premium £51 011.47  Business Premium £5195.11 | |
| **23/24/292** | **Other finance matters**   * Invoice from Moss Naylor to cover the cost of the additional piece of work the parish council commissioned him to do in the sum of £1614 (£1345 net). There is an invoice still to be received from Moss Naylor for the remainder of the work. Clerk to chase this invoice.   **ACTION: Clerk**   * S106 funding – Mr White has secured further contact with Somerset Council very recently and is awaiting further information to be sent to him. Mr White asked the clerk for the financial ledgers from the last three years so that they could be crossed referenced.   **ACTION: Clerk**  Freedom of Information Request to Somerset Council – the information received on the request in relation to s106 funding is different to the calucations that Mr White had made so it will be double checked. One major difference is that Gallion Homes should have paid £64 000 s106 money to Somerset Council when they built the development of Lakeview which they have not yet done. Somerset Council legal department have sent a letter to chase the payment   * Increases to cost of Ranger scheme – clerk has received a letter from Somerset Council to advise that the cost of the Ranger is to increase from April 2024 to March 2025. The current cost is £28.54 per hour and it will be increasing to £45.67 per hour. The parish council will need to commit to at least one day per month for the service. Clerk to investigate if other parish councils are purchasing the service in the 2024-25 financial year. To be placed on next agenda for final decision as Somerset Council need to know if we want this service to continue.   **ACTION: Clerk**   * Chistles Lane hedge cutting – request from Environment Group for a contribution towards the cost * Internal and External audit arrangements – clerk advised that the internal audit will take place before the end of April with a local auditor and then the external audit will be submitted before the end of June. * Renewal of Office 365 in the sum of £59.99 – this is due 09.03.2024 and councillors in agreement for the clerk to renew the subscription and claim the fee back at the April meeting. * CPRE annual subscription – the renewal fee is in the sum of £36 but there is a request for organisation to pay more if possible so that CPRE can invest in more support. Councillors agreed to pay a fee of £50.   ***Proposed: Mr T Ireland***  ***Seconded: Mr K Sturgess***  ***All councillors present in agreement*** | |
| **23/24/293** | **Grant requests**   * Keinton Mandeville and Kingweston PCC grant request in the sum of £1500 – letter received expressing their thanks for the grant agreed at the last meeting. | |
| **23/24/294** | **Highways.** Consider the following and agree any actions arising:   * Fingerpost installation update – clerk has been advised by installer that it is still at Bristol Foundry. Clerk to contact Bristol Foundry direct.   **ACTION: Clerk**   * Traffic survey – Mr Ryder advised that a resident would like to see the raw data collected to write the report. Councillors were in agreement in principle but agreed that the author of the report should be contacted to ensure that his permission has been granted to share.   **ACTION: Mr T Ryder**  The final version of the report has been circulated to councillors and it is now ready to be posted on the parish council website by the clerk.  **ACTION: Clerk**  Public consultation regarding the recommendations of the report which will be part of the Annual Parish Meeting. If part of Annual Parish Meeting then it will need to take place between 01 March and 01 June. Clerk to identify a date when the village hall is free at the end of April.  **ACTION: Clerk**   * Speed stickers on rubbish bins – councillors were in agreement this was expensive and potentially would only have small impact. * Response to Somerset Council regarding their consideration of the Traffic Report – collecting the information together to be able to finalise a submission. * Wooden fingerpost where the footpath leaves the Village Hall field into Kings Hill field – damage to fingerpost. No further updates. * Speed Indicator Devices – unfortunately there have been some technical issues with the data collection and it is hoped that councillors will have data sent out after the meeting within the next few days. * Speedwatch – nothing to report. | |
| **23/24/295** | **Parish Paths.** Update / items to report.   * Stile near Newcombe Farm – the contractor has confirmed that the work is planned for Thursday 7 March.   Clerk has emailed The Charltons Parish Council to ask for a contribution as part of the repair work is in their parish. The item will be discussed at their next parish council meeting. | |
| **23/24/296** | **Play Areas.**  **Happy Tracks / Skatepark**   * Flower meadow – Happy Tracks have drawn up plans for the Flower Meadow and the Village Hall are in agreement for the work to go ahead. | |
| **23/24/297** | **Parish Council website and emails**   * New website and emails – additional quotes have been requested and just awaiting responses. | |
| **23/24/298** | **Maintenance.**   * Ranger asked to replace hanging post for kissing gate by the entrance to the Village Hall carpark but unfortunately he has repaired the wrong one. Councillors agreed to re-instruct him. | |
| **23/24/299** | **Village Hall Report**   * The main hall will be closed for two weeks over the Easter holidays so that painting can be completed. The meeting room will still be available. * The website is ready to go live. * Funding application has been submitted for benches around the Trim Track. | |
| **23/24/300** | **Councillor training**   * Mr Sturgess has a confirmed place on the planning training during March. | |
| **23/24/301** | **Parish Newsletter Proposal**   * Mr Ryder confirmed that the final version is almost ready to go live. * Discussion on printing the newsletter – it was agreed that the first one could be posted through letter boxes and advise people that they can have a free subscription for future copies online. There will be a few copies available in the village shop. | |
| **23/24/302** | **Correspondence.** Receive the following correspondence and agree any actions arising:   * None to report | |
| **23/24/303** | **Correspondence. Circulation** SCC updates, SWP briefings, SSDC updates, SSDC Environment   * Road closures which Mr Ryder has posted on social media. | |
| **23/24/304** | **PR.** Items for inclusion in the next edition of the Parish Magazine, for the website and social media sites.   * Traffic Report confirmation on website * Thank members of the community who regularly clear up litter each week | |
| **23/24/305** | **Future agenda Items**   * Annual Parish Meeting * Co-opted Councillor proposal – Deborah Von Bergen | |
| **23/24/306** | **Any other reports**   * Setting up Whatapp group for councillors – to be used for information that cannot wait until the next meeting. Clerk to set up.   **ACTION: Clerk**   * Power cuts in the village – there have been a number of power cuts recently and there are concerns that now ‘landlines’ for telephones will also be connected by wifi it could leave a number of people isolated. Mr Lane agreed to make further enquiries on what is the backup for vulnerable people.   **ACTION: Mr C Lane** | |
| **23/24/307** | **Date of next meeting:**   * **02 April 2024 at 1930** | |

**Meeting closed at 2150**

**Actions**

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|  | **MARCH MEETING** |  |  |
|  | **MAY MEETING** |  |  |
| 23/24/013 | NHP Survey analysed results put onto website | Clerk | **ONGOING** |
|  | **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 | **ONGOING** |
|  | **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. | MrT Ireland |  |
| 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 | **ONGOING** |
| 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** |
|  |  |  |  |
| 23/24/285 | Explore website spec to understand if a subscription service could be added in | Clerk |  |
| 23/24/292 | Financial accounts for last three years to be sent to Mr K White | Clerk | **COMPLETED** |
|  | Remind Moss Naylor that that need to raise an invoice for the remainder of the traffic survey report | Clerk |  |
|  | Ask if other parish councils are committing to Somerset Council ranger services in 2024-25 | Clerk |  |
| 23/24/293 | Contact Bristol Foundry to check if fingerpost is still with them | Clerk | **COMPLETED** |
|  | Contact Moss Naylor Young to check data sharing | Mr T Ryder |  |
|  | Place Traffic Survey onto parish council website | Clerk | **COMPLETED** |
|  | Confirm date for Annual Parish Meeting | Clerk |  |
| 23/24/303 | Powercuts and the backup plan for vulnerable people with no telephone connection | Mr C Lane |  |
| 23/24/306 | Set up Whatsapp group | Clerk | **COMPLETED** |
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|  | **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** |
| 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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