Keinton Mandeville Parish Council

Minutes of the Extra Ordinary meeting of the Parish Council meeting held on

**Tuesday 02 January 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 and Mr K Sturgess

In attendance: Kaye Elston (Clerk), Patrick Moss (Traffic Report company) until 2015 and 2 members of the public.

**Public session**

**Patrick Moss who was commissioned to complete the Traffic Report attended the meeting and summarised the draft reports he has written and was open to questions:**

* The data shows that 50% of the traffic in the village starts and finishes in the village.
* The reports that have been submitted are not fully completed as the recommendations still need to be added.
* Data from the Speed Indicator Device (SID) shows that the main speed concerns are in the High Street moving away from the shop.
* There are also speed concerns away from the shop in the High Street and they are at Chistles Lane and Queen Street especially at peak times.
* Potentially Queen Street cannot take anymore traffic.
* Another hazard is traffic moving from Queen Street onto High Street and those moving back onto Queen Street.
* Vehicles regularly mount the pavement which is a hazard.
* Assumption that the community want to keep the shop and the parking outside and just need to try and mitigate the hazards within that area. Parish Council confirmed they want the shop to remain and the parking outside.
* Speeding at the junction of Barton Road as vehicles come into the village. Potentially the 30mph speed limit starts too early as the surroundings do not dictate a 30mph speed limit. Could consider moving the 30pmh closer to the junction to Barton Road.
* Queen Street, Church Street and Common Lane – there are solutions to manage this traffic
* Keinton Mandeville is not a place where you can use sustainable transport
* There have been accidents in the village but they will not be high in number as the volume in traffic is not high enough to generate a high number of serious accidents
* The second report produced supports the data in the first report. Second report produced following more observations of the village traffic flow in real time.
* The data in this report and further data that is likely to come from any further reports can provide counter arguments to Highways when the advise that traffic is not an issue in Keinton Mandeville.
* The raw data from the reports can be provided to any residents who specifically want it.
* The priority of pedestrians should be higher than through traffic.
* Width of pavements in Queen Street could be considered to increase in their width and measure can be put in place to discourage vehicles to mount the pavement.
* Consider a 20pmh speed limit around Queen Street

Mr Moss was clear that there are traffic measures that can be put in place to reduce health and safety risks but he also advised that the parish council and the community need to resist anything that could increase traffic on Queen Street.

Mr Moss advised that his final report with recommendations would be completed by the end of January 2024 which will then be circulated to parish councillors for discussion at the meeting in February.

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| **23/24/229** | **Apologies.**   * There were none as all councillors were present. | |
| **23/24/230** | **Declarations of interest**   * Mr Ireland declared an interest in planning application 23/02812/S73 as it is his neighbour. | |
| **23/24/231** | **Minutes of the last meeting held 12.12.2023 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***   * Actions:   S106 funding – Mr White has been in touch with Somerset Council to enquire further about the balances and was eventually passed to the planning department where the information is held (previously the understanding was that the balances were held with finance department). Mr White has made some calculations but is going to try and confirm with Somerset Council in the next few days. More information to be circulated to councillors.   * Completed and outstanding actions read out by clerk and listed at the end of these minutes. | |
| **23/24/232** | **Planning applications**   * **23/03086/FUL Castle House Nursing Home, Castle Street, Keinton Mandeville, Somerton TA11 6DX** – Alterations and extension to existing nursing home, including the formation of additional bedrooms and associated works.   Clerk advised that she has not received official notification of this application yet from Somerset Council even through the closing date for comments is 30.01.2024. Clerk to chase this with planning department as parish council comments are submitted direct to the planning case office and not through the public portal.  **ACTION: Clerk**  To discuss this application Mr Ireland stepped back from the chair and Mr Ryder took the chair as he has a conflict of interest in this planning application.  Councillors are concerned about light pollution and the preservation of wildlife including bats. Therefore councillors were in agreement to record **No objection with the condition that a lighting scheme is put in place that accommodates the bats and hedgerows to support the wildlife. To ensure there is a bat survey. Need to address the light pollution.** | |
| **23/24/233** | **Determination of Planning**   * **20/01436/TPO The Rectory, Church Street, Keinton Mandeville, Somerton TA11 6ER** – application to carry out tree works to No 5 trees as shown with the South Somerset District Council (KEMA1) 1989 Tree Preservation Order. **Permitted with conditions**. | |
| **23/24/234** | **Other Planning Matters**   * Neighbourhood Plan update – no further updates | |
| **23/24/235** | **Environment Champion Update**   * Environment Group now has bank account. The money being held by the parish council can now be paid back to the Environment Group. Clerk to check amount.   **ACTION: Clerk**   * Signs for the copse are in place. * Action Day for Pollution on 16/17 March. * Heritage Trail leaflet – this has now been published and a copy was circulated to councillors. Councillors thanked Mr Ryder for his hard work in producing what they agree is an amazing resource for the community and visitors. Mr Ryder wants to put the leaflet in the other telephone box and he will consider what signage would need to be put up. Clerk can source once Mr Trevor is aware what wording he requires.   **ACTION: Mr Ryder and Clerk** | |
| **23/24/236** | **Finance and Payments (RFO – Clerk)**  Resolved: It was proposed and unanimously agreed to approve the following payments  201284 Kaye Elston (defib batteries)  201285 Kaye Elston (clerk salary)  201286 HMRC (December)  201287 Christopher Lane (defib spares)  201288 Royal British Legion (donation) | £  278.95  243.80  61.00  11.81  100.00 |
| **23/24/237** | Receipts  None |  |
| **23/24/238** | **Review of Accounts.**  The balance on the bank accounts as follows:  Community Account £1,000.00  Business Premium £54 690.29  Business Premium £5177.08 | |
| **23/24/239** | **Other finance matters**   * Precept request for 2024-25 – the discussion started with a focus on the information sent by Somerset Council advising of the opportunities for parish councils to take on some local services. Mr Lane has completed some research on the potential costs of drain clearance, although this has been quite challenging as there are many variables.   As a guide a gully clearing lorry could be hired for one day at a cost of £780 + VAT and would be able to do 8-15 gullies per day. But if the drains are particularly blocked then there would need to be two lorries per day and then the cost would rise to £1560 + VAT. Somerset Council have advised that the gullies need cleaning out every four years. Therefore the parish council can see that this would be an expensive exercise and if this was taken on then it would be an opportunity to also speak to an nearby parish council to potentially reduce the costs. The general consensus amongst parish councillors is not to take up the opportunities at this stage as it unclear what Somerset Council approach will be and potentially some councils could be paying for services and for others it will still be provided by the parish council.  The calculator was used provided by Somerset Council to understand what an increase in the precept request would mean to local tax payers. It was proposed to request £20 804 (previous year £20 280 which would mean an increase for Band D properties of 6.5% to £43.80 per annum (previous year Band D £41.13).  ***Proposed: Mr K White***  ***Seconded: Mr T Ryder***  ***All councillors in agreement***  Clerk to submit precept request to Somerset Council.  **ACTION: Clerk**  Councillors were reluctant to increase the precept significantly as they have significant reserves currently . Clerk also advised that an email has been received from the Police and Crime Commissioners office launching a survey. They are proposing a £10 increase for the next financial year from local residents per household. There is a survey that residents can complete. Clerk to send to Trevor to put onto social media.   * Planned spending for reserves – this is still on hold until the final recommendations are received from the Traffic Survey. * Defib cost of battery pack – Mr Lane identified that the battery pack in the defib needed a new backup as the current batteries have been changed. Chair agreed that the clerk should order these after the last meeting n the sum of £278.95. This has been completed and it was agreed to reimburse the clerk.   ***Proposed: Mrs C Calcutt***  ***Seconded: Mr C Lane***  ***All councillors present in agreement***   * Donation for Royal British Legion – after a significant number of emails and correspondence the clerk has established that the process has changed in relation to paying for a Remembrance wreath and making a donation. The new organiser in the village has advised that they need to be separate cheques which is a change to previous years. Therefore the £100 cheque send in November 2022 the parish council believed was £25 for the wreath and a £75 donation but this was received as a £100 donation. Therefore in December 2023 councillors agreed to send a cheque in the sum of £25 to pay for the wreath used in 2022. One has not been ordered for 2023 but it has transpired that that a £100 donation was still expected. Therefore to try and bring this to a close councillors agreed to make a donation of £100 to the Royal British Legion for November 2023. No wreath is required for 2024 as there is already one in storage.   ***Proposed: Mr T Ryder***  ***Seconded: Mr T Ireland***  ***All councillors in agreement***   * Clerk salary review in line with NALC payment review – clerk has sent new pay scales to the Chair and Finance councillor which provide guidance that the currently hourly rate needs to be increased to £12.84 per hour (currently £12.70 per hour). This needs to be backed to 01.04.2023. Clerk has calculated that this backpay would be in the sum of £33.60.   **Proposed: Mr K White**  **Seconded: Mr T Ireland**  **All councillors in agreement**  **ACTION:** Clerk to advise payroll administrator, Albert Goodman | |
| **23/24/240** | **Grant requests**   * See 23/24/239 above re Royal British Legion donation * See 23/24/231 re s106 funding. Two grants discussed at the last meeting in December for Keinton Playing Field in the sum of £1000 and Keinton Mandeville PSA for two sheds in the sum of £1154.64 have been sent s106 application forms to complete. * Mrs V Lane wanted to express her thanks for the continued support from the parish council for supporting the Table Top Games club. | |
| **23/24/241** | **Highways.** Consider the following and agree any actions arising:   * Fingerpost installation update – no further information. Clerk to chase again. * Traffic survey – see public session notes at the beginning of the minutes. * Grit bins – the ranger has now emptied the salt bins and there was no charge to dispose of the grit. Mrs Calcutt will speak to the resident who is storing the fresh grit and it was agreed to put the grit in the bin in bags with one open so that people could use what they need.   **ACTION: Mrs Calcutt**   * Speed Indicator Devices – the data was circulated prior to the meeting. There are still concerning speeds happening in the village including cars speeding at 55mph at Sycamore Farm Shop at 1500 in the afternoon and 0800 in the morning. This maybe an area to consider putting markings on the road. * Speedwatch – the team have had their training refreshed and the recently delivered signs which the parish council made a grant for, have now been put in place. | |
| **23/24/242** | **Parish Paths.** Update / items to report.   * Stiles near Newcombe Farm – contractor has been instructed and the work is likely to completed at the end of February when the ground should be easier to work with. * Damage on Cotton Lane. Recommendation to write to the landowner and ask them to maintain their path.   **ACTION: Clerk/Mr Ireland** | |
| **23/24/243** | **Play Areas.**  **Happy Tracks / Skatepark**   * Inspection – Mrs Calcutt met the inspector on his most recent visit and the report has been circulated to councillors. The outcome of the inspection is that there are no concerns at the moment. * Concern over gate closing too quickly – Mrs Calcutt spoke to the inspector and he advised that it is the gate to the flower meadow so less of a concern as it does not lead onto traffic. * Annual inspection – there is an option to exchange the fourth quarter visit in the year for an annual inspection and clerk agreed to enquire out much this would cost.   **ACTION: Clerk** | |
| **23/24/245** | **Parish Council website and emails**   * New website and emails – SALC have recommended a contact which the clerk will follow up. | |
| **23/24/246** | **Christmas Tree Carols 2023 on 15.12.2024**   * Clerk advised that 55 people attended. * Parish council would like to thank VJ at the shop and Julie for providing refreshments. | |
| **23/24/247** | **Maintenance.**   * As the ranger to tidy up the composite leave piles outside the school and in Irving Road. Also there is some weeding required between the curb stones on Irving Road. | |
| **23/24/248** | **Village Hall Report**   * New website has now been completed and will be made live soon. * MUGA surface has been cleaned and new signage has been put in place. * Hedges are also to be cut this month. * Grass cutting invoices that the parish council need to pay have been sent to the Village Hall. Mrs Calcutt to ensure they are forwarded to the parish council.   **ACTION: Mrs Calcutt**   * Village Hall have given their permission for any landscaping of the flower meadow by Happy Tracks | |
| **23/24/249** | **Parish Newsletter Proposal**   * Mr Ryder circulated his draft proposal and asked all councillors to return any comments at the next meeting.   **ACTION: All councillors** | |
| **23/24/250** | **Correspondence.** Receive the following correspondence and agree any actions arising:   * None to report. | |
| **23/24/251** | **Correspondence. Circulation** SCC updates, SWP briefings, SSDC updates, SSDC Environment   * Somerset Council – changes to waste collection 2024 | |
| **23/24/252** | **PR.** Items for inclusion in the next edition of the Parish Magazine, for the website and social media sites.   * Village Heritage Trail * Precept figures and the impact on band D properties * Advise draft report for Traffic potentially available in March * Somerset Council devolution and the potential withdraw of services which the parish council will need to consider putting in place. | |
| **23/24/253** | **Future agenda Items** | |
| **23/24/254** | **Any other reports**   * Defib illumination – Mr Lane reported that the batteries that provide the illumination do not last very long and do we have any other ideas on how to provide light. | |
| **23/24/255** | **Date of next meeting:**   * **06 February 2024 at 1930** | |

**Meeting closed at 2210**

**Actions**

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|  | **MARCH MEETING** |  |  |
| 4.1 | Ensure s106 funding information is received from Councillor Kerley | Clerk | **CANCELLED AS ALTERNATIVE SOURCE IDENTIFIED** |
|  | **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 | **ONGOING** |
| 23/24/159 | Draft agreement for grass contractor | Clerk | **ONGOING** |
| 23/24/160 | Explore a new website and email addresses for councillors | Clerk | **ONGOING** |
| 23/24/165 | Draft Newsletter to be prepared by January 2024 | Mr T Ryder | **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 |  |
| 23/24/179 | Meeting with Norton St Philip to consider judicial review | Mr T Ireland and Mr T Ryder |  |
| 23/24/188 | Sourcing someone to maintain the Flower Meadow hedge | Mr T Ryder |  |
|  | **DECEMBER MEETING** |  |  |
|  | Contact contractor regarding work on the hedge on the lane up to the Village Hall | Mrs C Calcutt |  |
| 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 |  |
| 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** |
|  | **JANUARY MEETING** |  |  |
| 23/24/232 | Submit planning comments for 23/03086 Castle Nursing Home | Clerk |  |
| 23/24/235 | Signage for telephone kiosk re trail leaflets | Mr T Ryder/Clerk |  |
| 23/24/235 | Confirm total of Environment Group funding being held by parish council until they had a bank account | Clerk |  |
| 23/24/239 | Submit precept request for 2024/25 | Clerk |  |
| 23/24/241 | Finger post installation chase installer for an update | Clerk |  |
| 23/24/241 | Contact resident holding the new grit to arrange to refil the grit bin. | Mrs Calcutt |  |
| 23/24/242 | Contact resident in Cotton Lane to ask them to maintain their path which his part of public footpath | Clerk/Mr Ireland |  |
| 23/24/243 | Explore costs of Annual inspection for Happy Tracks | Clerk |  |
| 23/24/248 | Grass cutting invoices to be passed from KMVH to the parish council | Mrs Calcutt |  |
|  | **COMPLETED TASKS** |  |  |
|  | **NOVEMBER MEETING** |  |  |
| 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** |
|  | **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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