Keinton Mandeville Parish Council

Minutes of a meeting of the Parish Council meeting held on

**Tuesday 4 April 2023 at 1930** at Keinton Mandeville Village Hall

Present: Thomas Ireland (Chair), Ken White, Chris Calcutt and Chris Lane

In attendance: Kaye Elston (Clerk)

**Public session**

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| **1.0** | **Apologies.** | |
| **2.0** | **Declarations:** | |
| **3.0** | **Minutes of last meeting: 07 March 2023**  Resolved it was proposed and unanimously agreed to approve the minutes as a true and correct record of the meetings held. | |
| **4.0** | **Actions and Matters arising:** | |
| **4.1** | **Councillor Tim Kerley joined the meeting** | |
| **5.0** | **Planning** | |
| **5.1** | **Determination of Planning. T**he following notice was received: | |
| **5.2** | **Other planning matters.**   * Neighbourhood Plan update – | |
| **6.0** | **Environment Champion Update.** | |
| **7.0** | **Finance and Payments (RFO – Clerk)**  Resolved: It was proposed and unanimously agreed to approve the following payments: |  |
| **[7.1** | Receipts  There were none. |  |
| **7.2** | **Review of Accounts.**  Presentation of summary of accounts and bank reconciliation was initially sent to Mr Ireland and Mr White as part of preparation for precept discussion. Once reviewed the accounts were circulated to all councillors.  The balance on the bank accounts as follows:  Community Account £  Business Premium £  Business Premium £ | |
| **7.3** | **Other finance matters**   * Change of address for bank – ongoing | |
| **7.4** | **Grant requests.** Receive the following grant requests:   * Keinton Netball for the MUGA – * Village Coronation Event grant request – | |
| **8.0** | **Highways.** Consider the following and agree any actions arising:   * Quote for drainage work – second quote being sought.   **ACTION: Mr Ireland**   * Traffic/highways consultant survey update – * Gigaclear – * Stone shield on Babcary Lane update – * Damage to road on Queen Street – * Gully by the Old Rectory – * Speed Indicator Device Report – data has been circulated to councillors. * Community Speedwatch Report update – | |
| **9.0** | **Parish Paths.** Update / items to report.   * Heritage Trail update – * Path at south end of Church Lane – the gate has been ‘patched up’ so that it now opens but may need to consider replacing with a longer lasting and more sturdy gate. To be place on agenda for April meeting.      * Ranger activities – | |
| **10.0** | **Play Areas.**  **Happy Tracks / Skatepark** | |
| **11.0** | **Maintenance.**   * Maintenance tasks for the Ranger – | |
| **12.0** | **Defibrillator**   * Defib training – | |
| **13.0** | **Village Hall Report** | |
| **14.0** | **Correspondence.** Receive the following correspondence and agree any actions arising: | |
| **14.1** | **Correspondence. Circulation** SCC updates, SWP briefings, SSDC updates, SSDC Environment | |
| **15.0** | **PR.** Items for inclusion in the next edition of the Parish Magazine, for the website and social media sites. | |
| **16.0** | **LCN Membership**   * Nothing to report. | |
| **17.0** | **Future agenda Items**   * Annual Parish Meeting in May – | |
| **18.0** | **Any other reports**   * There were none | |
| **19.0** | **Date of next meeting: 04 April 2023 at 1930** | |

**Meeting closed at**

**Actions**

|  |  |  |  |
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|  | October Minutes | Owner | Due |
|  | Audit: Reserve spending plan | PC | To be placed on March agenda |
|  | **DECEMBER MEETING** |  |  |
| 5.2 | NHP Survey Link to be put onto website | TR/Clerk | **Ongoing** |
|  | Bank statement change of address – redo authorisation | Clerk | **Ongoing** |
| 12.0 | Defibrillator training follow up and booking event | CL/Clerk | **Ongoing** |
|  | **JANUARY MEETING** |  |  |
| 5.2 | Create NHP page on website | Clerk | **Ongoing** |
| 8.0 | Second quote to clear ditches at the bottom of Common Lane | TI | **Ongoing** |
|  | **FEBRUARY MEETING** |  |  |
| 5.2 | Analysis of Neighbourhood Plan survey | TR | **Ongoing** |
| 5.2 | Advise traffic survey company commissioned to invoice £1000 separately so that it can be allocated to NHP funding | KE | **COMPLETED** |
| 6.0 | Clerk to return to Happy Tracks and confirm that bark can be put in place on exits to the playpark | KE | **COMPLETED** |
| 7.3 | Speak to shop owner re invoice for Christmas tree | KE | **Ongoing** |
| 7.3 | Coronation Mugs – check with the school how many are required and then respond to Barton St David to place order | KE | **COMPLETED** |
| 8.0 | Clerk to remind SCC that pavement still needs to be repaired in April | KE | **COMPLETED** |
| 8.0 | Grit bin notification in parish magazine | KE | **COMPLETED** |
| 9.0 | Heritage Trail draft guide to be presented at March meeting | TR | **Ongoing** |
| 9.0 | Request for additional dog waste bin on Babcary Lane | KE |  |
| 9.0 | Check broken latch on Church Lane footpath update from land owner | TR |  |
| 3.0 | Quotes to be sought for solar panels | TI | **Ongoing** |
| 13.0 | Samples of CCTC policies to be send to KMVH parish councillors | KE | **COMPLETED** |
|  | **MARCH MEETING** |  |  |
| 1.00 | Write a letter to Hayley Warren to thank her for your time on the parish council. | KE |  |
| 4.1 | Ensure s106 funding information is received from Councillor Kerley | KE |  |
|  | Advice for planning applications in parish magazine | KE |  |
| 6.0 | Advise Happy Tracks that woodchip is now in place | KE |  |
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|  | **COMPLETED TASKS** |  |  |
| 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** |
| 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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