Keinton Mandeville Parish Council

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

**Tuesday 06 February 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) and 7 members of the public.

***Parish councillors and members of the public observed a one minute silence in memory of Somerset Council Councillor, Dean Ruddle, who passed away since the last meeting unexpectedly.***

Tim Kerley (Somerset County Councillor)

* The town of Somerton is in shock following the unexpected death of Councillor Dean Ruddle.
* Somerset Council has sent information to all parish councils in relation to the devolution of assets and services which invites parish councils to consider taking over some of those services.
* Somerset Council funding – there are still significant savings to be made to the budget which is very likely to result in reductions in some services provided by Somerset Council.
* Somerset Council does not have a 5 year plan for housing, currently only at 3.25 years and therefore can only then use national planning framework as a reference.

**Public session**

* Member of the public has put a complaint into Somerset Council following a response from Highways in relation to the data put forward by the member of the public about crash information. Member of the public is disputing the data being held by crashmap. A further response has gone back asking if there is a quality assurance system in place to review the data.
* Planning Officer report on Queen Street nine houses – there are again some inaccuracies in the responses and it could be concluded that they are not material but will become historical when another application is considered and the mistakes could be repeated.
* Keinton Mandeville does not need more houses to be sustainable. There are elements of abandoned rural settlement strategy in this planning application. Need to respond to Planning Officer as otherwise they become acceptable.
* If developments make Highways unsafe how does this follow through into an agreed planning application. There should be a basic duty of care in terms of the school location. Councillor Kerley suggested that the Highways Authority do not consider the wider highways network, just the access to the development site. He also suggested that the lack of a five year housing supply has greater weight in the local planning authority’s decision making process than highway safety.
* Member of public directed their comments to Councillor Kerley advising that the transparency around the decision in relation to planning application 19/02211/OUT have been unsatisfactory. Initially the Planning Officer advised the decision was made and then this information was overturned by the Chair of the Area Planning Committee.
* Member of the public asked why Somerset Council planning department will not take into consideration the independent advice from the Traffic Report that the parish council have commissioned.
* Bollard put in place at Row Lane – member of public reported that it looks like it has been bent and is not locked. Mr Ireland agreed to ask the contractor who had installed it to have a look to see if it can be repaired.

**ACTION: Mr Ireland**

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| **23/24/256** | **Apologies.**   * There were none as all councillors were present. | |
| **23/24/257** | **Declarations of interest**   * There were none. | |
| **23/24/258** | **Minutes of the last meeting held 02.01.2024 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. | |
| **23/24/259** | **Planning applications**   * There were none. | |
| **23/24/260** | **Determination of Planning**   * There were none. | |
| **23/24/261** | **Other Planning Matters**   * Neighbourhood Plan update – no further updates until March. * Barton St David are in the early stages of commencing a Neighbourhood Plan and will be communicating with Keinton Mandeville. | |
| **23/24/262** | **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**   * Action Day for Pollution on 16/17 March. * 15.06.2024 Environmental Day | |
| **23/24/263** | **Finance and Payments (RFO – Clerk)**  Resolved: It was proposed and unanimously agreed to approve the following payments  201289 Albert Goodman (PAYE fees)  201290 KM Village Hall (grant for tabletop club)  201291 Somerset Council (playground inspect)  201292 Somerset Council (Ranger Dec)  201293 Keinton Environment Group  201294 HMRC (PAYE)  201295 Ian Matthews (grass cutting)  201296 Kaye Elston (clerk salary)  201297 Somerset Council (Ranger Jan)  201298 Kaye Elston (clerk expenses)  201299 KM and Kingweston PCC (grant) | £  90.00  63.00  127.20  211.26  460.28  69.80  144.00  279.85  211.26  6.99  1500 |
| **23/24/264** | Receipts  None |  |
| **23/24/265** | **Review of Accounts.**  The balance on the bank accounts as follows:  Community Account £1,000.00  Business Premium £53 131.11  Business Premium £5195.11 | |
| **23/24/266** | **Other finance matters**   * Precept request for 2024-25 – Clerk confirmed this has been submitted in the sum of £21 804 which is an increase to Band D properties of 6.49% on their payment. * Planned spending for reserves – this is still on hold until all the costs are identified following recommendations from the Traffic Report. * S106 funding – Mr White has tried to contact Somerset Council again to confirm details but is now struggling to have his contact received. * Grant funding returned to Environment Group in the sum of £460.28 – the parish council held this funding until the group were able to set up their own bank account. This has now been completed and therefore a cheque will pass back to the group in the sum of £460.28 at the meeting tonight. * Invoice from Keinton Mandeville for Games Club Hire in the sum of £63 which councillors agreed to pay. | |
| **23/24/267** | **Grant requests**   * Keinton Mandeville PSA request for book corners update – the PSA have responded to the parish council request for further information and advised that the book corners would also be used in the new build/extension when it was completed. Councillors agreed that the PSA need to be referred to request s106 funding for this grant. Clerk to send documents.   **ACTION: Clerk**   * Keinton Mandeville and Kingweston PCC grant request in the sum of £1600 – request from PCC for a grant to support them in the maintenance of the churchyard maintenance. Councillors were in agreement to make a grant of £1500. Clerk to advise PCC and send cheque.   ***Proposed: Mr T Ireland***  ***Seconded: Mr T Ryder***  ***All councillors in agreement***  **ACTION: Clerk** | |
| **23/24/268** | **Highways.** Consider the following and agree any actions arising:   * Fingerpost installation update – clerk confirmed that the fingerpost is still at Bristol Foundry. * Traffic survey – there are a number of amendments to make to the report, largely spelling and grammar, eg Change Queen Road to Queen Street. Request remedies added to the report about the parking around the primary school, or to add in if there is no remedy as it is a complicated issue.   Councillors looked at the proposals:  Councillors would like to accept all the recommendations that the report author has made, apart from the proposal to put coloured surfacing on B3153 in the village centre. The next steps is to put the proposal together and hold a consultation event with the community. Mr Ryder will produce information for public consultation and a date will be booked for the event.  **ACTION: Mr Ryder**  Councillors agreed that the report should be sent to local MP Sarah Dyke.   * Wooden fingerpost where the footpath leaves the Village Hall field into Kings Hill field – Mr Sturgess reported that there is some damage to the fingerpost. Councillors agreed to contact the Ranger to see if he could repair the fingerpost.   **ACTION: Clerk**   * Response to Highways comments regarding the 30 houses planned on Church Street (20/03613/FUL) – need to focus on impact on the school and the children who attend. Councillors were in agreement that a response needs to be made and it will involve collating all the information that has been sent and received to Highways. There also needs to be a challenge to Tony Garrett in terms of reviewing volumes of traffic as it needs to be established when he did his survey and what methodology he used.   Information to be collated by a member of the public and passed to the Chair and Clerk.   * Speed Indicator Devices – the data was circulated prior to the meeting. * Speedwatch – nothing to report. | |
| **23/24/269** | **Parish Paths.** Update / items to report.   * Stiles near Newcombe Farm – the contractor has advised they are purchasing the materials to complete the task. Question asked about what type of sleepers to use as there are more modern ones but they do not last as long as the original ones. Councillors in agreement to use the original type of sleepers. Mr Sturgess to advise the contractor. * Footpath by Box Cottage – Mrs Calcutt reported at the November meeting that there was slurry spilling out of the lagoon onto the footpath. Mrs Calcutt reported this to the Footpath Officer who came out to visit and advised that the issue was not directly on the footpath but it would be beneficial if the landowners next to the footpath could put signage up and tape off the offending area to prevent any accidents. | |
| **23/24/270** | **Play Areas.**  **Happy Tracks / Skatepark**   * Happy Tracks team are purchasing health and safety signs for the ramp. * Flower meadow – Happy Tracks team currently working on some plans. | |
| **23/24/271** | **Parish Council website and emails**   * New website and emails – quote from Parish Online circulated to councillors. A full package which would include a more up to date website and emails would be £350 (ex VAT). The current package is in the sum of £125.99 but does not include emails. Councillors agreed that another two quotes should be obtained.   **ACTION: Clerk** | |
| **23/24/272** | **Maintenance.**   * Ask the ranger to repair the wooden finger post noted at 23/24/268. * Ask the ranger to replace the hanging post for the footpath kissing gate by the entrance to the Village Hall car park. Detach the farmer’s collapsing fence from the gate and so at least the gate works. | |
| **23/24/273** | **Village Hall Report**   * The committee are doing to request s106 funding to install solar panels and a battery. Clerk to send Mrs Calcutt the application form and information. The Council recommended that the Village Hall apply for as much as possible, eg LED lighting, replacement windows etc etc. We need to use the S106 money before it is lost back to the developers.   **ACTION: Clerk** | |
| **23/24/274** | **Councillor training**   * Latest training offer circulated to councillors | |
| **23/24/275** | **Parish Newsletter Proposal**   * Mr Ryder is planning to send this out in March. | |
| **23/24/276** | **Correspondence.** Receive the following correspondence and agree any actions arising:   * Wessex Water sewer flood alleviation scheme information which includes road closures in the village. Clerk to put onto noticeboard as well as being circulated on social media.   **ACTION: Clerk** | |
| **23/24/277** | **Correspondence. Circulation** SCC updates, SWP briefings, SSDC updates, SSDC Environment   * Information from Highways * Plan-it Somerset | |
| **23/24/278** | **PR.** Items for inclusion in the next edition of the Parish Magazine, for the website and social media sites.   * Completion of traffic report which will be released soon. * Response to planning | |
| **23/24/279** | **Future agenda Items**   * Traffic Report and consultation date | |
| **23/24/280** | **Any other reports**   * There were none | |
| **23/24/281** | **Date of next meeting:**   * **05 March 2024 at 1930** | |

**Meeting closed at 2210**

**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** |
| 23/24/160 | Explore a new website and email addresses for councillors | 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 refil 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 |  |
| 23/24/256 | Traffic Report to be sent to Sarah Dyke (MP) when draft is finalised | Clerk |  |
| 23/24/267 | Contact PSA and recommend they claim funding for book corners through s106 funding. Send relevant information. | Clerk |  |
| 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 |  |
| 23/24/271 | Obtain comparison quotes for a new website and email service. | Clerk |  |
| 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 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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