

CREECH ST MICHAEL PARISH COUNCIL

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Date of Original Meeting Action Raised	Minute Ref.	Action Point	Responsibility & Timeframe	Date Completed	Outcome/Further Actions	Complete
05.09.2022	14	Clerk to book the Village Hall rooms for the approved dates. Publication of dates would only be three months in advance.	Clerk & RFO 03.10.2022	13.09.2022	13.09.2022 Village Hall bookings submitted.	✓
05.09.2022	18	Clerk to contact Somerset West and Taunton Council to arrange for the installation of the small combined bin and to enquire of the cost of moving the dog waste bin on the site.	Clerk & RFO 03.10.2022		22.09.2022 Request submitted to Somerset West and Taunton Street Scene team. 23.09.2022 Response received – cost of relocating dog waste bin £100.00 + VAT.	
05.09.2022	19	PT to investigate the possibility of siting the noticeboard within the Village Hall car park.	Cllr. Tucker 03.10.2022	17.09.2022	17.09.2022 Cllr. Tucker has reached an agreement for the noticeboard to be installed within the Village Hall car park at no cost.	✓
05.09.2022	21	Clerk to produce a brief for the local art group and anyone else from the community who wishes to participate.	Clerk & RFO 03.10.2022	22.09.2022	22.09.2022 Brief prepared and being distributed to relevant groups.	✓
05.09.2022	22	Clerk to pursue a search for an alternative banking provider.	Clerk & RFO 03.10.2022		23.09.2022 No suitable provider identified.	
05.09.2022	27	ND to log the issue of the fencing on the embankment at Ryesland Way with the Canal and Rivers Trust.	Cllr. Davidson 03.10.2022			

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05.09.2022	32	AP to pursue the opportunity of joining with the Village Hall committee to provide a joint Christmas event.	Cllr. Peters 07.11.2022			
05.09.2022	33.1	Clerk to draft a letter or email for use by councillors to allow contact with businesses to alert them to the traffic restrictions in the village.	Clerk & RFO 03.10.2022	22.09.2022	22.09.2022 Letter completed and circulated to Councillors	✓
12.07.2022	13.1	Clerk & RFO to follow-up contractor on repairs to the fencing and vehicle gates and on the repairs to the broken locks on the doors. Cllr. Cudlip to arrange the purchase of suitable padlocks to a maximum cost of £400.00 (previously approved by council).	Clerk & RFO Cllr. Cudlip 31.07.2022		30.07.2022 Locks purchased and fitted to Rec Park gates. 19.08.2022 Repairs to fencing panel completed by contractor. Gate drop bolt remains damaged. 11.09.2022 Drop bolt repaired by Cllr. Cudlip and Clerk and RFO. 22.09.2022 All repairs completed.	✓
12.07.2022	24	Clerk and RFO to write to Persimmon and Redrow and the local Planning Officer to re-establish meetings with the Parish Council.	Clerk & RFO 05.09.2022		20.08.2022 Contact made with representative of the developers and meeting agreed to. Awaiting potential dates from developer's representative. 22.02.2022 Meeting postponed as a result of the move by planning officers to recommend refusal.	

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		Action: CSMPC to form a new planning applications panel.	Cllr. Peters & Cllr. Davidson		12.07.2022 Cllr. Phillips & Cllr. Griffin to form a new panel.	
		Rec Park Toilets – Action: Steve Altria to check if this can be claimed on the insurance – Clerk TE requested details from the Rec park panel to report to the police	Clerk & RFO 11.07.2022		Clerk & RFO now in possession of information and images needed to make a Police report and subsequently an insurance claim. 01.07.22 Insurance claim being processed by Zurich Municipal. 20.08.2022 Works to toilets scheduled to take place in the first week of September. 21.09.2022 Works started and ongoing.	
16.05.2022	90	Bench at North End Action: Cllr. Davidson to ask Charlie Cudlip.	Cllr. Davidson 06.06.2022		12.07.2022 Local builder attempting to source a replacement span. 14.09.2022 Repair to the bench now complete.	✓
25.05.2022	5.1	Action: Clerk and RFO to complete a bank mandate to progress the change of address.	Clerk & RFO (subject to bank completing initial change of signatories).		16.06.2022 Initial mandate rejected. 01.07.2022 Revised mandate prepared and awaiting submission to the bank, once all signatures have been collected. 20.08.2022 Awaiting response from Lloyds Bank re. mandate request.	

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25.05.2022	5.6	Action: Clerk and RFO to add Cllr. Griffin as a signatory when preparing the mandate for agenda item 5.1.(address)	Cllr. Griffin Clerk & RFO (subject to bank completing initial change of signatories).			
06.06.2022	106	Wessex Water/Flooding/Environmental Agency panel. DG suggested that the PC looked to recruit a member of the Ham community to this panel. Action: Cllr. Griffin and Cllr. Davidson to seek a nominee.	Cllr. Griffin and Cllr. Davidson 01.08.2022		05.09.2022 Cllr. Griffin nominated Mr Mark Hellier, a resident of Ham. Action: Either Clerk or Cllr. Peters to discuss the role with Mr Hellier.	
06.06.2022	106	United Charities – rep. Clarity needed on whether further assistance needs to be provided to G Hodge. Action: Cllr. Peters to contact G Hodge.	Cllr. Peters 01.08.2022		12.07.2022 Cllr. Peters awaiting responses from grant recipients who will report on the use of funds. Responses to be circulated to panel and councillors.	
06.06.2022	113	There is a need to clear pathways and undertake other works to paths, verges and grassed areas within the Parish. Action: ND to prepare a proposal for consideration by the PC for the next meeting.	Cllr. Davidson 04.07.2022		27.07.2022 Volunteer appointed by SCC undergoing training in August 2022. 23.09.2022 Volunteer training taking place w/c 26.09.2022 and ready for use within the Parish from w/c 10.10.2022	
06.06.2022	112	Community Action Plan Action: All councillors review the document ahead of the next meeting and prepare	All Councillors 04.07.2022		12.07.2022 Councillors to provide responses to Clerk & RFO prior to next council meeting.	

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		comments and suggestions to aid the implementation of the plan.			05.09.2022 No further responses received. Action: Clerk to add this item to the next full council meeting agenda.	
06.06.2022	117	The installation of a waste bin at Arundells Way. Action: Cllr. Peters to obtain further information and a quote.	Cllr. Peters 04.07.2022		12.07.2022 Clerk & RFO to investigate alternative prices with supplier Wyebone. 01.07.2022 SW&T Council can install a LARGE combined bin at a cost of £900.00 (ex VAT) and a smaller waste and recycling bin at £600.00 (ex VAT). The cost of emptying the bins is £6.66 plus VAT per visit. Permission will need to be gained from SCC Highways. 28.07.2022 see agenda item 19 05.09.2022 22.09.2022 Request submitted to Somerset West and Taunton Street Scene team.	
06.06.2022	120	Make arrangements for the review of inventory of land and assets including buildings and office equipment.	Finance Committee 01.09.2022		12.07.2022 to be considered at the Finance Committee meeting scheduled for the 20.07.2022.	

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		Action: The Finance Committee would review the register and allocate the tasks of updating the register.			05.09.2022 Review of asset register underway. Progress to be shared with Parish Council.	
COMPLETED ACTIONS						
06.06.2022	107	Change signage at the Canal Car Park to inform visitors of what action they should take if they find themselves locked in the car park. Contact needs to be made with 3D Security to make arrangements for a telephone service to notify panel members of any incidents where a visitor is locked in. Action: PT to follow up with Charlie Cudlip on these matters.	Cllr Tucker 01.08.2022		12.07.2022 Clerk & RFO to contact Vistar Security to obtain a quote for telephone service. 28.07.2022 Canal panel agreed that service costs were unreasonable.	✓
06.06.2022	112	Canal weekend event. Action: To be considered and discussed at the next Canal Panel meeting.	Cllr. Davidson 04.07.2022	28.07.2022	12.07.2022 Canal panel to meet w/c 18.07.2022 28.07.2022 Canal Panel agreed that an event was not feasible at this time	✓
12.07.2022	25	Clerk and RFO to add co-option statements to the Standing orders.	Clerk & RFO 05.09.2022		27.08.2022 See agenda item 13 05.09.2022	✓
12.07.2022	26	Clerk to request that a summary of the minutes is provided to the Parish Council.	Clerk & RFO 05.09.2022	25.08.2022	25.08.2022 Request made to Village Hall Committee.	✓
12.07.2022	29	Clerk and RFO to construct a spreadsheet with all training records for councillors.	Clerk & RFO 05.09.2022	02.08.2022	02.08.2022 Clerk & RFO in possession of training matrix and efforts now being undertaken to accurately populate the records.	✓

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12.07.2022	29	Cllr. Peters to make contact with the allotment tenants to arrange a meeting with the Parish Council. Cllr. Davidson and Cllr. Tucker to also attend.	Cllr. Peters 05.09.2022	28.07.2022	28.07.2022 Meeting held with representatives from the CSM Allotment Society. Discussions regarding a new lease now underway with society and landowner.	✓
12.07.2022	20	Cllr. Peters to contact the village hall committee to ascertain whether they would consider siting the notice board on their land.	Cllr. Peters 05.09.2022	20.08.2022	20.08.2022 See agenda item 19 05.09.2022	✓
12.07.2022	21	Clerk and RFO to request further information from West Monkton Parish Council on the wider benefits of the project to the Creech St Michael Parish.	Clerk & RFO 05.09.2022	30.07.2022	30.07.2022 Confirmed that it was difficult to measure the impact of the community fridge on the residents of the Creech St Michael parish.	✓
12.07.2022	22	Clerk to research the benefits of membership of the CPRE to the parish council.	Clerk & RFO 05.09.2022	30.07.2022	30.07.2022 No tangible benefit identified.	✓
12.07.2022	23	Cllr. Cudlip to review the consultation and provide a response on behalf of the Parish Council.	Cllr. Cudlip 26.07.2022	05.09.2022	05.09.2022 Cllr. Cudlip confirms that the consultation was responded to.	✓
06.06.2022	106	Volunteers requested approval to store equipment within a PC property. Action: Clerk & RFO to contact insurers and seek clarity on the insurance arrangements.	Clerk & RFO 04.07.2022		01.07.2022 Clerk & RFO awaiting a response from insurers. 04.07.2022 Clerk & RFO Insurers would not cover equipment and machinery stored in PC premises.	✓
		Rec Park	Clerk & RFO 04.07.2022		Briefing to be prepared ahead of the meeting 04.07.2022.	✓

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		Action: Clerk to organise the briefing meeting				
16.05.2022	68 & 69	Make arrangements for the establishment or review of the Council's complaints procedure and Council's policy for dealing with the press/media . Action: Cllr. Peters to ask Steve Altria (SA) if CSMPC has either of these	Cllr. Peters 06.06.2022		12.07.2022 Parish Council Standing Orders (14) include reference to a complaints procedure for use in dealing with complaints against councillors. SA not aware of one, need to ensure not in SO in the future. Cllr. Peters to investigate the issue further	✓
04.04.2022	18	Mr. Greenhalgh asked whether the PC had applied for A&S Police funds to buy two SIDS. Action: Cllr. Brown responded that he would take the matter forward urgently.	Cllr. Brown 16.05.2022		Clerk & RFO to investigate issue and report back at the 11.07.2022 meeting. 01.07.22 Clerk & RFO confirmed that an application had been submitted by Mr Brown.	✓
12.07.2022	13.3	To consult SALC on the correct arrangements for the creation of a committee with councillor and non-councillor membership.	Cllr. Peters 05.09.2022	15.07.2022	SALC advice confirmed that the arrangements for the Rec. Park Panel as approved by council were legitimate. Chair of the committee does not have to be a councillor.	✓
04.04.2022	30	Proposal for Ladies Only Walking Football use of MUGA at £15 per hour.	Cllr. Peters 16.05.2022	15.06.2022	Clerk & RFO to make arrangements for invoicing.	✓

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		Action: Cllr. Peters to check with Cllr. Gover if a schedule is being created.				
04.04.2022	33	Steve Altria to put in a claim to the insurance company for the fallen notice board on Arundells Way. Steve has requested the information be sent to him i.e. date, pictures, exact location etc. Action: Clerk TE has sent Steve a notice board quote and awaits an update. Now with Clerk AW.	Clerk & RFO 06.06.2022	25.05.2022	Insurance claim submitted. Awaiting outcome of claim.	✓
		Rec Park Engine Shed Graffiti Action: CSMPC to organise Adrian Birch and volunteers to paint the wall.	Clerk & RFO 04.07.2022	12.06.2022	A group of volunteers has been assembled ready to complete the task.	✓
16.05.2022	82	Affordable Housing – Email from Kevin Ferriday, Vice-Chair, Nether Stowey Parish Council. Proposed to respond to join and support the forum. Action: Housing development panel to consider.	Cllr. Peters 06.06.2022	06.06.2022	None	✓
16.05.2022	83	Love Musgrove Launches 25th Anniversary Appeal. Action: Clerk to organise the donation.	Clerk & RFO 04.07.2022	08.06.2022	Clerk to send cheque and covering letter.	✓
16.05.2022	86	Civility and Respect Email - Consider writing a letter of support.	Cllr. Peters 06.06.2022	07.06.2022	None.	✓

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		Action: Cllr. Peters to send an email to confirm CSMPC support.				
16.05.2022	91	CSMPC to use the Cartwright room and there had been a previous agreement to put audio/visual equipment in the Cartwright Room and CSMPC had agreed a budget of up to £1000. CSMPC agreed to this and move to the Cartwright Room. Action: Adrian Birch and Jan King to work together to organise the audio/visual equipment in the Cartwright Room as soon as possible.	Clerk & RFO 04.07.2022	Donation of £1,000.00 agreed and approved at the meeting held on the 06.06.2022.	Facilities to be installed on 25.07.2022.	✓
25.05.2022	5.4	Action: Cllr. Davidson and AW to sign the Annual Governance Statement.	Cllr. Davidson Clerk & RFO 25.05.2022	25.05.2022	None.	✓
25.05.2022	5.4	Action: Clerk and RFO to publish the Notice of Public Rights and Publication of Unaudited AGAR within the required timescales.	Clerk & RFO 13.06.2022	Posted to noticeboard 03.06.2022		✓
06.06.2022	114	AP enquired whether the new notice boards would be lockable. Action: Clerk & RFO to contact the supplier to confirm the warranty on the products and whether the notice boards are lockable.	Clerk & RFO 04.07.2022	08.06.2022	Confirmed a 5 year warranty and notice boards are lockable.	✓
16.05.2022	60	Councillors to read the model Standing Orders document from NALC.	All Cllrs. 06.06.2022	06.06.2022	None	✓

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16.05.2022	65	<p>A member of the public mentioned the warning lights near the school not working and having been dysfunctional for a long time. Also the trees are covering the signage and he was concerned for the children nearby the school.</p> <p>Action: Cllr. Fothergill to report the issue.</p>	<p>Cllr. Fothergill 06.06.22</p>	30.05.2022		✓
16.05.2022	65	<p>A member of the public reported an overgrown hedge over a footpath (St Michaels Road, by the bus stop at the top).</p> <p>Action: Cllr. Peters to write to the homeowner requesting they cut the hedge.</p>	<p>Cllr. Peters 06.06.2022</p>	06.06.2022	<p>Cllr. Tucker reported that he believed action had been taken.</p>	✓

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