

## CREECH ST MICHAEL PARISH COUNCIL

### CREECH ST MICHAEL PARISH COUNCIL ACTION RECORD

| <b>Date of Original Meeting Action Raised</b> | <b>Minute Ref.</b> | <b>Action Point</b>   | <b>Responsibility &amp; Timeframe</b> | <b>Date Completed</b> | <b>Outcome/Further Actions</b>   | <b>Complete</b> |
|---|--------------------|---|---------------------------------------|-----------------------|--|-----------------|
| 14.10.2024                                    | 2.0                | Clerk and RFO contact the Rights of Way team to encourage them to progress the issue of the footpath concerns at Whiteleaze Lane, Thurloxton.                                     | Clerk and RFO<br>04.11.2024           |                       | 16.10.2024 Request made to Rights of Way team to review the situation and update on progress.  |                 |
| 14.10.2024                                    | 9.0                | Contact to be made with landowner of public open space off Derham Close, to determine if a waste bin can be installed.  | Clerk and RFO<br>04.11.2024           |                       | 18.10.2024 Site is owned and managed by Allison Homes.<br>22.10.2024 Somerset Council confirmed that the S106 agreement did not make reference to waste bins being installed.<br>24.10.2024 Allison Homes contacted and request made to install bin. |                 |
| 02.09.2024                                    | 8.0                | The creation of a secure record of key accounts and passwords to be accessed in an emergency by the Chair and Vice Chair of the Parish Council or Chair of the Finance Committee. | Clerk and RFO<br>04.11.2024           |                       | 28.10.2024 See agenda item 12.   |                 |
| 02.09.2024                                    | 13.0               | To write to the PCC regarding traffic management issues.  | Clerk and RFO<br>01.10.2024           | 05.09.2024            | Response received and date arranged for site visit. Meeting to be rearranged to accommodate availability of councillors.   |                 |

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| 01.07.2024 | 17.0   | Proposal to undertake works to trees within the Recreation Park to be provided.   | Clerk and RFO<br>02.09.2024 |  | See agenda item 11 of meeting agenda 02.09.2024.<br>09.09.2024 contractor appointed and work scheduled for completion in November 2024.   |  |
| 13.05.2024 | 15.0   | Prepare quotations for the installation of CCTV at the Rec. Park.   | Clerk and RFO<br>03.06.2024 |  | 25.05.2024 See agenda item 15<br>03.06.2024 Proposal approved and purchase of hardware completed.<br>31.07.2024 Equipment purchased, delivered and installation commenced.  |  |
| 08.01.2024 | 12.0   | Clerk and RFO to submit a request to the DHSC for funding for two defibrillators, one to be sited at the Recreation Park and one at or near to Adsborough.            | Clerk and RFO<br>05.02.204  |  | 08.01.2024 Resident at Adsborough contacted and asked to assist in finding a suitable location for the Defib.<br>25.01.2024 Defibrillators shipped and arrived and now in storage.<br>16.02.2024 Defibrillator installed at the Recreation Park. Second location under discussion.<br>17.06.2024 Offer of site for installation made from Adsborough resident. Site being investigated for suitability. |  |
| 06.11.2023 | 29.2.1 | Clerk and RFO to contact West Monkton Parish Council to collaborate on a submission to Somerset Highways to address the issues with large vehicles using Coombe Lane. | Clerk and RFO<br>04.12.2023 |  | 27.11.2023 Contact with West Monkton Parish Council made and details of the issue shared. West Monkton Parish Council to consider and respond.<br>13.12.2023 Email sent to Somerset Roads requesting that the Lane be designated with a maximum weight of 7.5 tonnes.<br>15.12.2023 response received and request for more evidence received.   |  |

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| 02.10.2023 | 9.0 | Members to identify risks that are not listed on the draft Risk register and forward these to the Clerk and RFO.  | All members<br>06.11.2023   |  | 23.05.2024 See agenda item 14 03.06.2024.  |  |
| 05.06.2023 | 2.0 | Clerk and RFO to contact the relevant parties to request that the issue of overgrown hedges be dealt with on the lane between Hyde Lane and Leighton Drive. | Clerk and RFO<br>03.07.2023 |  | <p>20.06.2023 Managing Agent contacted and confirmation received that they are not responsible for Hyde Lane vegetation. Response awaited from David Wilson Homes.</p> <p>07.11.2023 Letter written to David Wilson Homes requesting that the vegetation be dealt with.</p> <p>09.11.2023 Holding response received from David Wilson Homes.</p> <p>22.11.2023 David Wilson Homes confirm that a consultant has been appointed to address the outstanding adoption issues.</p> <p>18.12.2023 Chasing email sent and response received to indicate it had been passed to another team to respond.</p> <p>19.01.2024 Chasing email sent and response received to indicate it had been passed to another team to respond. No progress being made on this issue.</p> <p>27.03.2024 Deadline of 08 April 2024 given for resolution of the matter or legal steps to be taken to resolve the matter.</p> <p>28.03.2024 Response received from David Wilson Homes stating that the delay in resolving the matter sits with Somerset Council.</p> |  |

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|            |      |  |                             |            | 02.04.2024 Request made to Cllr. Fothergill to intervene.   |  |
| 15.05.2023 | 15   | The Clerk and RFO would confirm the approved sites for the Speed Indicator Devices with Somerset Council Highways.             | Clerk and RFO<br>05.06.2023 |            | 23.05.2023 request sent to Somerset Council Highways requesting confirmation of approved sites.<br>05.06.2023 The Clerk and RFO confirmed that the two existing sites were the only that had been fully approved and that a meeting with highways to discuss further sites was being scheduled for late June or early July.<br>04.12.2023 Highways to confirm locations and await the installation of new poles to accommodate solar SIDs. Likely to be delayed until May/June 2024.<br>21.02.2024 Further contact held with Traffic Engineer to arrange a site meeting.<br>30.04.2024 Awaiting further meeting with Speedwatch and Traffic Panel to agree sites. |  |
| 06.02.2023 | 12.0 | Clerk and RFO to pursue the use of the Money Claim service to seek the recovery of the funds paid to Oakleaf Joinery & Design. | Clerk and RFO<br>06.03.2023 | 15.02.2023 | 15.02.2023 Money Claim online started and evidence submitted.<br>16.03.2023 A request to issue a County Court Judgement was made via the Money Claim service.<br>24.03.2023 County Court Judgement issued and received.<br>15.05.2023 Request to be issued for a Warrant of Control.<br>12.07.2023 case transferred to Yeovil Crown Court and a warrant issued.<br>28.10.2024 New information on location of individual passed to the Court.  |  |

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| 09.01.2023               | 3.0  | Update the Neighbourhood Plan in light of the changes being brought about by local government reorganisation. | TBC                         |            | 15.05.2023 To be considered at the next Planning committee meeting.<br>05.06.2023 See agenda item 20.1.<br>27.11.2023 To be discussed by the Planning Committee.  |   |
| <b>COMPLETED ACTIONS</b> |      |   |                             |            |   |   |
| 01.07.2024               | 10.0 | Purchase and installation of new signage for the Recreation Park.   | Clerk and RFO<br>02.09.2024 | 13/09/2024 | 02.07.2024 Purchase order submitted to Blake Signs.<br>12.08.2024 Main signs installed. Other signs in the process of being installed.<br>13.09.2024 All signs installed.   | ✓ |
| 13.05.2024               | 15.0 | Hold discussions with Ruishton Rhinos Football Club to seek their support for maintaining the grass pitch.    | Clerk and RFO<br>03.06.2024 |            | 26.05.2024 Contact made with Chair of Ruishton Rhinos Football Club and meeting to be held to discuss plans for the club to use the Rec. Park as a base.<br>12.05.2024 Meeting held and proposal being progressed to Finance Committee to consider prior to approval by Parish Council.<br>16.08.2024 See agenda item 9 of meeting<br>02.09.2024.<br>29.09.2024 Agreement shared for approval by both parties.<br>07.10.2024 Signed agreement received and purchase of mower initiated. | ✓ |
| 05.02.2024               | 8.0  | Implementation of budget proposals.   | Clerk and RFO<br>31.03.2024 |            | 12.02.2024 Notice given of cessation of service to Walford Security.<br>13.02.204 Notice given of cessation of funding to the Community Youth Project. Dialogue opened  | ✓ |

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|            |      |   |                             |            | with Community Youth Project and Somerset Youth Alliance to explore external funding opportunities.<br>13.02.2024 Contact made with West Monkton Parish Council to explore viability of sharing use of their mower.<br>26.03.2024 A positive response from West Monkton Parish Council received, subject to insurance and agreement of a schedule and financial contribution.<br>01.10.2024 All matters completed.  |   |
| 02.09.2024 | 2.0  | Attend to overgrown vegetation at the cut through path at the junction of Ryesland Way and St Michael Road. | Cllr. Willis + other Cllrs. | 14/09/2024 | Task complete.  | ✓ |
| 05.06.2023 | 23.2 | To request that the markings for the virtual pavement at North end are reinstated to improve visibility.    | Clerk and RFO<br>03.07.2023 | 17.07.2024 | 03.07.2023 A recent meeting with the Highways Officer from Somerset Council had confirmed a commitment to reline the Virtual Footpath.<br>17.07.2024 Lines reinstated by Somerset Council.  | ✓ |
| 09.01.2023 | 3.0  | Clerk and RFO to respond to Cllr. Fothergill's enquiry about a bus shelter for Creech Heathfield.           | Clerk and RFO<br>06.02.2023 |            | 27.01.2022 See item 22.2 on the agenda for meeting held on 06.02.2023.<br>16.03.2023 Awaiting a response from Somerset Council Highways.<br>25.11.2023 Cllr. Peters in contact with resident about the issue.<br>11.12.2023 Contact with Roads Records initiated following advice from Somerset Highways.<br>12.12.2023 Request submitted to First Bus Group for data on bus stop use for the previous 12 months.<br>12.01.2024 response received from Somerset Road Records received outlining process. Initial costs of | ✓ |

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|            |     |  |                             |  | <p>£765.00 to cover application, licenses and legal costs. Planning Application may also be necessary.<br/>           14.05.2024 Resident informed that this project has been put on hold for a period of 12 months.</p>   |   |
| 04.12.2023 | 8.0 | Clerk and RFO to contact Somerset Bus Partnership to obtain more information on the scale of funding required.   | Clerk and RFO<br>08.01.2024 |  | <p>05.12.2023 Contact made with Somerset Bus Partnership and request made. Response received and awaiting further information.<br/>           31.12.2023 Information shared that 4 decals had been sited within Crech St Michael. 500 decals have been printed to cover Somerset.</p>  | ✓ |
| 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<br>03.10.2022   |  | <p>22.09.2022 Request submitted to Somerset West and Taunton Street Scene team.<br/>           23.09.2022 Response received – cost of relocating dog waste bin £100.00 + VAT. 03.10.2022 Plan to be drawn up to locate larger bin and replace dog waste bin.<br/>           07.11.2022 Site meeting to be arranged for councillors by the Clerk and RFO.<br/>           15.06.2023 Clerk and RFO contacted the Street Scene team at Somerset Council to approve installation.</p> <p>20.07.2023 Contact with Street Scene Manager made. Awaiting quotation for costs of installation and supply of waste bin.</p> <p>25.07.2023 Costs confirmed as previously agreed and purchase order issued. Lead time likely 7 to 8 weeks.</p> | ✓ |

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|            |      |   |                             |            | <p>30.10.2023 A further update has been requested from the Street Scene team on the likely installation date.</p> <p>06.11.2023 Telephone call with Somerset Council Street Scene team. Installation committed to within 14 days.</p> <p>11.12.2023 Bin installed.</p> |   |
| 06.11.2023 | 14.0 | ND would seek a meeting with the local store manager to discuss the issues with the opening times of the Post Office. | ND 04.12.2023               |            | ND spoke with store staff and received assurances that the issue was being addressed with the addition of more trained staff members.  | ✓ |
| 02.10.2023 | 14.0 | Contact to be made with the Woodland Trust to explore the offer of free trees for planting within the community.      | Clerk and RFO<br>06.11.2023 | 10.10.2023 | 90 small hedge plants and 30 small copse trees will be delivered in March 2024.  | ✓ |
| 03.07.2023 | 20.0 | The Clerk and RFO to obtain a quote from Walford Security for a locking and call out service for the car park.        | Clerk and RFO<br>04.09.2023 |            | 02.10.2023 No longer required.   | ✓ |



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| 04.09.2023 | 4.0 | Clerk and RFO to present a proposal to implement a member attendance policy.  | Clerk and RFO<br>02.10.2023                      |  | 02.10.2023 See item 7 on the agenda.   | ✓ |
| 03.07.2023 | 3.0 | Cllr. Cavill asked that the Parish Council write to the owner of the property on the corner of Paddock Close to request that their hedgerow be cut back as it was causing pedestrians to have to walk in to the road. | Clerk and RFO<br>04.09.2023                      |  | 07.08.2023 Letter written to the resident.<br>25.08.2023 No response received and no action taken by the resident.<br>04.09.2023 vegetation has been reduced and no longer presents an issue.  | ✓ |
| 15.05.2023 | 14  | It was agreed that CC and ND would contact the landowner and arrange to meet and discuss the proposed allotment site lease.   | Cllr. Cudlip and<br>Cllr. Davidson<br>05.06.2023 |  | 05.06.2023 Cllr. Davidson confirmed that he had spoken to the landowner and confirmed that he was willing to sign an agreement on the terms proposed.<br><br>The Clerk and RFO to send an agreement to the landowner.<br><br>13.06.2023 Lease agreement sent to landowner.<br><br>20.07.2023 Signed lease agreement received from the landowner. | ✓ |
| 03.07.2023 | 8.0 | Clerk and RFO to contact Somerset Council to seek a formal arrangement for the disposal of waste from the Recreation Park.  | Clerk and RFO<br>04.09.2023                      |  | 23.08.2023 No such service available from Somerset Council. Advice from SC is that "All businesses producing any waste should have a trade waste agreement with a registered waste carrier or take their refuse to a site licensed to accept trade waste."   | ✓ |

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