

CREECH ST MICHAEL PARISH COUNCIL ACTION RECORD

Date of Original Meeting Action Raised	Minute Ref.	Action Point	Responsibility & Timeframe	Date Completed	Outcome/Further Actions	Complete
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. CC 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			
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			
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			
12.07.2022	22	Clerk to research the benefits of membership of the CPRE to the parish council.	Clerk & RFO 05.09.2022			
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			
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			
12.07.2022	25	Clerk and RFO to add co-option statements to the Standing orders.	Clerk & RFO 05.09.2022			

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12.07.2022	26	Clerk to request that a summary of the minutes is provided to the Parish Council.	Clerk & RFO 05.09.2022			
12.07.2022	29	Clerk and RFO to construct a spreadsheet with all training records for councillors.	Clerk & RFO 05.09.2022			
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			
		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.	
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.	
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.	

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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			
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 Awaiting a response from G Hodge.	
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.	

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06.06.2022	112	Canal weekend event. Action: To be considered and discussed at the next Canal Panel meeting.	Cllr. Davidson 04.07.2022		12.07.2022 Canal panel to meet w/c 18.07.2022	
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			
06.06.2022	112	Community Action Plan Action: All councillors review the document ahead of the next meeting and prepare comments and suggestions to aid the implementation of the plan.	All Councillors 04.07.2022		12.07.2022 Councillors to provide responses to Clerk & RFO prior to next council meeting.	
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.	

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					Permission will need to be gained from SCC Highways.	
06.06.2022	120	<p>Make arrangements for the review of inventory of land and assets including buildings and office equipment.</p> <p>Action: The Finance Committee would review the register and allocate the tasks of updating the register.</p>	Finance Committee 01.09.2022		12.07.2022 to be considered at the Finance Committee meeting scheduled for the 20.07.2022.	
COMPLETED ACTIONS						
06.06.2022	106	<p>Volunteers requested approval to store equipment within a PC property.</p> <p>Action: Clerk & RFO to contact insurers and seek clarity on the insurance arrangements.</p>	Clerk & RFO 04.07.2022		<p>01.07.2022 Clerk & RFO awaiting a response from insurers.</p> <p>04.07.2022 Clerk & RFO Insurers would not cover equipment and machinery stored in PC premises.</p>	✓
		<p>Rec Park</p> <p>Action: Clerk to organise the briefing meeting</p>	Clerk & RFO 04.07.2022		Briefing to be prepared ahead of the meeting 04.07.2022.	✓
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 .	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.	✓

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		Action: Cllr. Peters to ask Steve Altria (SA) if CSMPC has either of these			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. Action: Cllr. Peters to check with Cllr. Gover if a schedule is being created.	Cllr. Peters 16.05.2022	15.06.2022	Clerk & RFO to make arrangements for invoicing.	✓
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	Clerk & RFO 06.06.2022	25.05.2022	Insurance claim submitted. Awaiting outcome of claim.	✓

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		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.				
		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. Action: Cllr. Peters to send an email to confirm CSMPC support.	Cllr. Peters 06.06.2022	07.06.2022	None.	✓
16.05.2022	91	CSMPC to use the Cartwright room and there had been a previous agreement to put	Clerk & RFO 04.07.2022	Donation of £1,000.00	Facilities to be installed on 25.07.2022.	✓

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		<p>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.</p> <p>Action: Adrian Birch and Jan King to work together to organise the audio/visual equipment in the Cartwright Room as soon as possible.</p>		agreed and approved at the meeting held on the 06.06.2022.		
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	<p>AP enquired whether the new notice boards would be lockable.</p> <p>Action: Clerk & RFO to contact the supplier to confirm the warranty on the products and whether the notice boards are lockable.</p>	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	✓
16.05.2022	65	A member of the public mentioned the warning lights near the school not working and having been dysfunctional for a long time. Also	Cllr. Fothergill 06.06.22	30.05.2022		✓

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		<p>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>				
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>	Cllr. Peters 06.06.2022	06.06.2022	Cllr. Tucker reported that he believed action had been taken.	✓