

## CREECH ST MICHAEL PARISH COUNCIL

### 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
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 06.03.2023	15.02.2023	<p>15.02.2023 Money Claim online started and evidence submitted.</p> <p>16.03.2023 A request to issue a County Court Judgement was made via the Money Claim service.</p> <p>24.03.2023 County Court Judgement issued and received.</p>	
09.01.2023	3.0	Update the Neighbourhood Plan in light of the changes being brought about by local government reorganisation.	TBC			

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09.01.2023	11.0	Clerk and RFO to develop a proposal to manage the Parish Council Community Improvement Fund.	Clerk and RFO 06.03.2023		Postponed until the meeting scheduled for 03.04.2023.  See agenda item 10. 11.04.2023	
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 06.02.2023		27.01.2022 See item 22.2 on the agenda for meeting held on 06.02.2023.  16.03.2023 Awaiting a response from Somerset Council Highways.	
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. 03.10.2022 Plan to be drawn up to locate larger bin and replace dog waste bin. 07.11.2022 Site meeting to be arranged for councillors by the Clerk and RFO.	

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		<p><b>Rec Park Toilets –</b></p> <p><b>Action:</b> 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</p>	<p>Clerk &amp; RFO 11.07.2022</p>		<p>Clerk &amp; RFO now in possession of information and images needed to make a Police report and subsequently an insurance claim.</p> <p>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.</p> <p>21.09.2022 Works started and ongoing.</p> <p>03.10.2022 Works continuing.</p> <p>05.12.2022 New contractor being appointed to complete works.</p> <p>21.12.2022 New contractor on site to review works and provide quote for remaining works.</p> <p>30.12.2022 Former contractor written to with final warning regarding repayment of monies.</p>	
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					27.01.2023 See agenda items 12 and 13 for meeting held on 06.02.2023. 20.03.2023 Works expected to be completed by 07.04.2023	
06.06.2022	120	<p>Make arrangements for the review of <b>inventory of land and assets</b> including buildings and office equipment.</p> <p><b>Action:</b> The Finance Committee would review the register and allocate the tasks of updating the register.</p>	Finance Committee 01.09.2022		<p>12.07.2022 to be considered at the Finance Committee meeting scheduled for the 20.07.2022.</p> <p>05.09.2022 Review of asset register underway. Progress to be shared with Parish Council.</p>	
<b>COMPLETED ACTIONS</b>						
05.12.2022	11.0	Proceed with the appointment of the Play Inspection Company to undertake operational and annual inspections of the play equipment at the Rec Park.	Clerk & RFO 09.01.2022		<p>16.12.2022 Purchase order sent to company with plan to commence inspection after the repair works have been completed.</p> <p>24.02.2023 Initial inspection booked for March 2023.</p>	✓

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05.12.2022	13.0	Proceed with the purchase of two Speed Indicator Devices and progress attempts to confirm the funding from Avon and Somerset Police Community Trust (ASPCT).	Clerk and RFO 09.01.2022		29.12.2022 Quote confirmed with supplier. No further contact with ASPCT. 13.01.2023 Purchase completed and items delivered awaiting installation. Clerk contacted West Monkton and Ruishton Parish Councils to seek support from them for installation. 06.02.2023 Cllr. Tucker confirmed he was appropriately trained and that he was able to supervise the installation. 11.02.2023 Speed Indicator Devices installed and operational.	✓
06.02.2023	9.0	Clerk and RFO to write to Somerset West and Taunton District Council to confirm that the planning enforcement notice relating to the application 14/20/0008.	Clerk and RFO 28.02.2023	15.02.2023	Letter sent to Somerset West and Taunton District Council seeking confirmation of enforcement.  06.03.2023 Cllr. Cudlip confirmed that Planning Enforcement were planning to	✓

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					visit the Mill Lane site on the 08.03.2023, but he understood that South West Cranes had vacated the site.	
06.02.2023	10.0	Clerk and RFO to contact Ruishton Parish Council to offer support for their request to be included in LCN 15.	Clerk and RFO 06.03.2023	15.02.2023	Email sent to the Clerk of Ruishton Parish Council offering support.	✓
06.02.2023	11.0	Clerk and RFO to respond to the Traffic Regulation Order for Hopkins Field, Creech St Michael.	Clerk and RFO 06.03.2023	08.02.2023	Letter sent to the Planning Office stating our support for the order, but wishing to be reassured that enforcement would take place.	✓
05.12.2022	14.0	Proceed with handover of role of Clerk for the United Charities to Clerk and RFO.	Clerk and RFO 09.01.2022	20.01.2023	18.12.2022 Contact made with Mr Graham Hodges and process of handover underway. 20.01.2023 Handover completed.	✓

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03.10.2022	6	Cllr. Phillips and Cllr. Griffin to meet with the residents' representative of Mill Lane to discuss a response to the application for a Certificate of Lawful Development for land at Mill Lane, Creech St Michael.	Cllr. Phillips and Cllr. Griffin 07.11.2022		27.10.2022 Clerk and RFO provided summary feedback to Planning Officer. 07.11.2022 Cllr. Griffin was awaiting a response on this matter from Cllr. Phillips.	✓
05.12.2022	12.0	Proceed with the purchase of fire extinguisher equipment for the Rec Park Buildings.	Clerk and RFO 09.01.2022	18.12.2022	All equipment installed.	✓
06.06.2022	113	There is a need to clear pathways and undertake other works to paths, verges and grassed areas within the Parish.  <b>Action:</b> 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 07.11.2022 Volunteer now available and equipment available from Rec Park site.	✓

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06.06.2022	106	<p>United Charities – rep. Clarity needed on whether further assistance needs to be provided to G Hodge.</p> <p><b>Action:</b> Cllr. Peters to contact G Hodge.</p>	<p>Cllr. Peters 01.08.2022</p>		<p>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.</p>	✓
					<p>03.10.2022 6 month reports received from the majority of grant recipients. These will be circulated to councillors once all responses have been received.</p> <p>05.12.2022 See agenda item 14.</p>	

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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		<p>03.10.2022 Cllr. Peters met with Village Hall and Baptist Church and agreement reached to progress a village Christmas Fair to be held on the 10<sup>th</sup> of December 2022. Volunteers will be needed to assist with stewarding.</p> <p>Cllr. Tucker to investigate issue of road closures.</p> <p>Clerk and RFO to investigate booking of bouncy castle. 05.12.2022 See item 24.</p>	✓
12.07.2022	24	Clerk and RFO to write to Persimmon and Redrow and the local Planning Officer to reestablish meetings with the Parish Council.	Clerk & RFO 05.09.2022		20.08.2022 Contact made with representative of the developers and meeting	✓

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					<p>agreed to. Awaiting potential dates from developer's representative.</p> <p>22.02.2022 Meeting postponed as a result of the move by planning officers to recommend refusal.</p> <p>03.10.2022 Clerk and RFO to contact the planning officer at Somerset West and Taunton Council to request a meeting.</p> <p>10.10.2022 Contact with SW&amp;T Council established and awaiting a response with dates for a meeting.</p> <p>07.11.2022 Online meeting arranged, Clerk and RFO to circulate details after the meeting.</p> <p>05.12.2022 Regular online meetings now arranged to include West Monkton PC, developer and planning officer.</p>	
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07.11.2022	21	Cllr. Cudlip and Clerk and RFO to prepare a proposal to purchase the Speed Indicator Devices.	Clerk and RFO 05.12.2022	05.12.2022	05.12.2022 See agenda item 13.	✓
07.11.2022	16	Cllr. Peters to prepare a proposal to approve that the fund provided by Novus Renewable Services is administered by the Ham Flood Committee for the next full council meeting.	05.12 2022	05.12.2022	05.12.2022 See agenda item 15.	✓
11.10.2022	5.0	Sarah Elliott to contact Ruishton Parish Council and West Monkton Parish Council to understand who they use for risk assessments and playground inspections.	Sarah Elliott 07.11.2022	05.12.2022	05.12.2022 See agenda item 11.	✓

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06.06.2022	117	<p>The installation of a waste bin at Arundells Way.</p> <p>Action: Cllr. Peters to obtain further information and a quote.</p>	<p>Cllr. Peters 04.07.2022</p>		<p>12.07.2022 Clerk &amp; RFO to investigate alternative prices with supplier Wyebone.</p> <p>01.07.2022 SW&amp;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.</p> <p>28.07.2022 see agenda item 19 05.09.2022</p>	✓
11.10.2022	5.0	<p>Rec Park play equipment repairs. Clerk and RFO to approach an alternative provider to seek a quote for the works.</p>	<p>Clerk and RFO</p>	<p>23.10.2022</p>	<p>07.11.2022 To date no responses have been received.</p>	✓

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11.10.2022	5.0	Rec Park play equipment repairs. Clerk and RFO to approach Sutcliffe Play (South West) Limited and challenge elements of the quote to seek to achieve reductions.	Clerk and RFO	23.10.2022	23.11.2022 Quote confirmed with no reduction in charges.	✓
03.10.2022	21	Clerk and RFO to chase the Highways team at Somerset County Council to seek clarification on the Traffic Regulation Order.	Clerk and RFO 07.11.2022	17.10.2022	17.10.2022 Confirmation received from SCC Highways that the TRO had been sealed.	✓
03.10.2022	12	Local Community Networks. It was agreed that the Clerk and RFO would attend a meeting of Parish Council's being hosted by Stoke St Mary PC on the 7 <sup>th</sup> of October 2022 and report back via email to the Parish Council.	Clerk and RFO	07.10.2022	07.10.2022 Clerk and RFO attended the meeting and shared feedback via email. Further consultations with West Monkton PC arrived at a proposal see meeting 07.11.2022 agenda item 15.	✓
03.10.2022	15	Rec Park Repairs and Maintenance. Clerk and RFO to ascertain the warranty cover for the equipment and a meeting of the Rec Park Committee should be convened to discuss the matter further.	Clerk and RFO and Rec Park Committee.	11.10.2022	11.10.2022 Extraordinary meeting of the Parish Council held on 11.10.2022. See minutes of the meeting included in meeting 07.11.2022 agenda item 7.2.	✓

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05.09.2022	22	Clerk to pursue a search for an alternative banking provider.	Clerk & RFO 03.10.2022	10.10.2022	23.09.2022 No suitable provider identified. 03.10.2022 Application submitted to Unity Trust Bank	✓
					and accepted. Application being processed. 10.10.2022 Application accepted and account now open with Unity Trust Bank. Funds being transferred and process to close the Lloyds Bank account underway.	
25.05.2022	5.1	<b>Action:</b> Clerk and RFO to complete a bank mandate to progress the change of address.	Clerk & RFO (subject to bank completing initial change of signatories).	07.11.2022	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. 07.11.2022 Action 22 from 05.09.2022 negates the need for this action.	✓

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		<b>Action:</b> CSMPC to form a new planning applications panel.	Cllr. Peters & Cllr. Davidson		12.07.2022 Cllr. Phillips & Cllr. Griffin to form a new panel. 07.11.2022 Propose that this action be deleted.	07.11.2022 Action Deleted.
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.  <b>Action:</b> 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.  <b>Action:</b> Either Clerk or Cllr. Peters to discuss the role with Mr Hellier.  03.10.2022 Cllr. Griffin to pass the contact details to Cllr. Davidson.	✓
25.05.2022	5.6	<b>Action:</b> 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).		03.10.2022 Cllr. Griffin added to signatories of new account.	✓
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		03.10.2022 issue reported to the Canal and Rivers Trust.	✓

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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	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.	✓
16.05.2022	90	<b>Bench at North End</b> <b>Action:</b> 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.	✓

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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.	✓

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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.  <b>Action:</b> 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.  <b>Action:</b> 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.	✓

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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.	✓
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 benefits identified.	✓

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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.  <b>Action:</b> 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.	✓
		<b>Rec Park</b>	Clerk & RFO 04.07.2022		Briefing to be prepared ahead of the meeting 04.07.2022.	✓
		<b>Action:</b> Clerk to organise the briefing meeting				

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16.05.2022	68 & 69	<p>Make arrangements for the establishment or review of the Council's <b>complaints procedure</b> and Council's <b>policy for dealing with the press/media</b>.</p> <p><b>Action:</b> Cllr. Peters to ask Steve Altria (SA) if CSMPC has either of these</p>	Cllr. Peters 06.06.2022		<p>12.07.2022 Parish Council Standing Orders (14) include reference to a complaints procedure for use in dealing with complaints against councillors.</p> <p>SA not aware of one, need to ensure not in SO in the future.</p> <p>Cllr. Peters to investigate the issue further</p>	✓
04.04.2022	18	<p>Mr. Greenhalgh asked whether the PC had applied for A&amp;S Police funds to buy two SIDS.</p> <p><b>Action:</b> Cllr. Brown responded that he would take the matter forward urgently.</p>	Cllr. Brown 16.05.2022		<p>Clerk &amp; RFO to investigate issue and report back at the 11.07.2022 meeting. 01.07.22 Clerk &amp; RFO confirmed that an application had been submitted by Mr Brown.</p>	✓
12.07.2022	13.3	<p>To consult SALC on the correct arrangements for the creation of a committee with councillor and noncouncillor membership.</p>	Cllr. Peters 05.09.2022	15.07.2022	<p>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.</p>	✓

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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.	✓
		<b>Action:</b> 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.  <b>Action:</b> 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.	✓
		<b>Rec Park Engine Shed Graffiti</b>  <b>Action:</b> 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.	✓

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16.05.2022	82	<p><b>Affordable Housing</b> – Email from Kevin Ferriday, Vice-Chair, Nether Stowey Parish Council. Proposed to respond to join and support the forum.</p> <p><b>Action:</b> Housing development panel to consider.</p>	<p>Cllr. Peters 06.06.2022</p>	06.06.2022	None	✓
16.05.2022	83	<p><b>Love Musgrove Launches 25<sup>th</sup> Anniversary Appeal.</b></p> <p><b>Action:</b> Clerk to organise the donation.</p>	<p>Clerk &amp; RFO 04.07.2022</p>	08.06.2022	Clerk to send cheque and covering letter.	✓
16.05.2022	86	<p><b>Civility and Respect Email</b> - Consider writing a letter of support.</p>	<p>Cllr. Peters 06.06.2022</p>	07.06.2022	None.	✓
		<p><b>Action:</b> Cllr. Peters to send an email to confirm CSMPC support.</p>				

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16.05.2022	91	<p>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.</p> <p><b>Action:</b> Adrian Birch and Jan King to work together to organise the audio/visual equipment in the Cartwright Room as soon as possible.</p>	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	<b>Action:</b> 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	<b>Action:</b> 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><b>Action:</b> Clerk &amp; 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.	✓

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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 the trees are covering the signage and he was concerned for the children nearby the school.  <b>Action:</b> Cllr. Fothergill to report the issue.	Cllr. Fothergill 06.06.22	30.05.2022		✓
16.05.2022	65	A member of the public reported an overgrown hedge over a footpath (St Michaels Road, by the bus stop at the top).  <b>Action:</b> Cllr. Peters to write to the homeowner requesting they cut the hedge.	Cllr. Peters 06.06.2022	06.06.2022	Cllr. Tucker reported that he believed action had been taken.	✓