

## CREECH ST MICHAEL PARISH COUNCIL

**Draft Minutes** for the Meeting of Creech St Michael Parish Council held at Creech St Michael Village Hall on **Monday 2 September 2024 at 7.00pm**

### Councillor Attendance

Cllr. Annabelle Peters – Chair	AP	Present	Cllr, Neil Davidson – Vice Chair	ND	Present
Cllr. Adrian Birch	AB	Present	Cllr. Paul Tucker	PT	Present
Cllr. Corinne Giles	CG	Present	Cllr. Stephen Greenhalgh	SG	Present
Cllr. David Griffin	DG	Present	Cllr. Martyn Willis	MW	Present
			Cllr Kieran Roe MBE	KR	Present

**Also Present:** 6 (six) members of the public (including 1 (one) via the Zoom stream) and Andrew Williams, Creech St Michael Parish Clerk and Responsible Financial Officer.

### Meeting started at 7.00pm

1.0	<b>Chair's welcome</b>				
	The Chair welcomed everyone to the meeting and invited any members of the public that were present to speak.				
2.0	<b>Public Question time</b> - Questions asked by the Public and Press will be noted.				
	A member of the public asked if the Parish Council could attend to the vegetation on the pathway next to the junction with Ryesland Way and St Michael Road as it was seriously overgrown.  MW and others agreed to form a volunteer party to deal with the matter.				
3.0	<b>To receive Somerset Council Councillors' Reports</b>				
	No councillors were present, with apologies being received from both Cllr. Cavill and Cllr. Fothergill. Cllr. Fothergill had supplied a briefing to the Clerk and RFO and this would be circulated to members via email.				
4.0	<b>Apologies for Absence</b>				
	<b>4.1 To receive apologies for absence.</b> Apologies had been received from Cllr. Williams and Cllr. Cudlip.				
	<b>4.2 To approve any apologies for absence.</b> The absence of Cllr. Williams and Cllr. Cudlip was approved.				
	<b>Prop:SG</b>	<b>Sec:AB</b>	<b>In Favour:9</b>	<b>Against:0</b>	<b>Abstain:0</b>
5.0	<b>Declarations of Interests</b>				
	<b>5.1 Declarations of Individual Members</b> None.				

	<b>5.2 Dispensation Request</b> None.				
6.0	<b>Minutes</b>				
	To <b>Review and Approve</b> the minutes of the meeting held on 01 July 2024. [M] All present confirmed that they had received the minutes. The minutes of the meeting held on 1 July 2024 were approved and signed by the Chair.				
	<b>Prop:AP</b>	<b>Sec:SG</b>	<b>In Favour:6</b>	<b>Against:0</b>	<b>Abstain:3</b>
7.0	<b>Review and Monitor the Actions Outstanding from Past Meetings</b> – See Appendix A for details of action points and progress toward the completion of each action.  The Clerk and RFO updated members on progress toward completing actions from previous meetings and these were recorded on the actions log.				
	<b>Items for Decision</b>				
8.0	<b>Financial Regulations</b> – to review and approve the updated version of the Financial Regulations. [M]  CG asked for clarification on why members could not have access to a debit card or purchase items on behalf of the Parish Council. The Clerk and RFO confirmed that members were not allowed to make purchases on behalf of the Parish Council.  AB raised concerns about the risk to the Parish Council of a prolonged period of time without the presence of the Clerk and RFO. It was agreed that the Clerk and RFO was set up a record of key accounts and passwords that would be stored securely and accessible by the Chair and Vice Chair of the Parish Council.  The Financial Regulations were approved.				
	<b>Prop:AP</b>	<b>Sec:MW</b>	<b>In Favour:10</b>	<b>Against:0</b>	<b>Abstain:0</b>
9.0	<b>Recreation Park Pitch</b> – to consider and approve a proposal to create a partnership with Ruishton Rhinos Football Club to improve the use and management of the football pitch. [M]  AB asked that an agreement be produced by the Clerk and RFO for both parties to sign.  The proposal was welcomed as a means of encouraging use of the Recreation Park. The proposal was approved including the allocation of up to £1,500.00 of CIL funds to purchase a mower and a reduction in the grass cutting service provided by Somerset Council.				
	<b>Prop:AP</b>	<b>Sec:SG</b>	<b>In Favour:10</b>	<b>Against:0</b>	<b>Abstain:0</b>
10.0	<b>Annual Incremental Pay Award</b> - to approve an award of an increase of one incremental point to the salaries of all Parish Council employees and to approve a proposal to align the review date of salary reviews to April each year, subject to an employee being employed for at least 12 months continuous employment and that annual pay awards are capped within the				

	bands as defined by an individual role's job description. The pay award to be back dated to April 2024. [M]				
	The proposal was approved.				
	<b>Prop:AP</b>	<b>Sec:PT</b>	<b>In Favour:10</b>	<b>Against:0</b>	<b>Abstain:0</b>
11.0	<p><b>Works to Trees</b> – to consider and approve a quotation to undertake works to trees at the Recreation Park. [M]</p> <p>The quotes were all considered. MW queried why one provider had quoted for more works than were specified. The Clerk and RFO confirmed that all had been issued with the same specification and all but one had visited the site.</p> <p>The quotation provided by Arboricare Ltd at a cost of £1,575.00 + VAT was approved.</p>				
	<b>Prop:SG</b>	<b>Sec:PT</b>	<b>In Favour:10</b>	<b>Against:0</b>	<b>Abstain:0</b>
12.0	<p><b>Summer Event 2025</b> – to approve the Parish Council's commitment to supporting an event in the summer of 2025. [M]</p> <p>AP sought agreement from members that a commitment would be made to supporting a summer event similar to this year's tug of war event, including a financial contribution to be confirmed. It was confirmed that West Monkton Parish Council would be the lead organiser.</p> <p>The proposal was approved.</p>				
	<b>Prop:SG</b>	<b>Sec:PT</b>	<b>In Favour:10</b>	<b>Against:0</b>	<b>Abstain:0</b>
13.0	<p><b>Letter to the PCC</b> – to approve a letter to be sent to the Police and Crime Commissioner for Somerset regarding road safety in the Village of Creech St Michael. [M]</p> <p>SG's proposal as welcomed by all members. SG and MW proposed some minor changes that the Clerk and RFO would incorporate prior to sending. The proposal was approved.</p>				
	<b>Prop:AP</b>	<b>Sec:PT</b>	<b>In Favour:10</b>	<b>Against:0</b>	<b>Abstain:0</b>
14.0	Finance – to <b>review and approve</b> the Financial Transaction Report. [M]				
	The Financial Transaction report was approved. See <b>Appendix B</b> for a list of all payments. The Chair signed a copy of the report for the records.				
	<b>Prop:AP</b>	<b>Sec:MW</b>	<b>In Favour:10</b>	<b>Against:0</b>	<b>Abstain:0</b>
15.0	<b>New Policies</b>				
	<p><b>15.1 Whistleblowing Policy</b> - to review and approve the proposed Whistleblowing Policy. [M]</p> <p>The Whistleblowing Policy Was Approved.</p>				
	<b>Prop:SG</b>	<b>Sec:KR</b>	<b>In Favour:10</b>	<b>Against:0</b>	<b>Abstain:0</b>
	<p><b>15.2 Training &amp; Development Policy</b> - to review and approve the proposed Training &amp; Development Policy. [M]</p> <p>The Training &amp; Development Policy was approved.</p>				

	<b>Prop:AP</b>	<b>Sec:ND</b>	<b>In Favour:10</b>	<b>Against:0</b>	<b>Abstain:0</b>
	<b>Items for Discussion</b>				
16.0	<p><b>LCN Highways Working Group</b> – update &amp; recent announcement on Enhanced Highway Maintenance Pilot.</p> <p>The Clerk and RFO shared an update on the recently announced Enhanced Highway Maintenance Pilot scheme and confirmed that a letter detailing the scheme was expected from Andrew Turner, Head of Highways at Somerset Council in the near future. On receipt this, the letter would be shared with members.</p>				
17.0	<p><b>LCN Children &amp; Young People Working group</b> – update.</p> <p>The Clerk and RFO confirmed that the working group was making progress and was seeking to better understand current provision for children and young people across the LCN. It was planned that a piece of research was to be undertaken to better understand what need existed in the community.</p>				
18.0	<p><b>Langaller Park Development</b> – update on the progress of the planning application following the meeting held on 18 July 2024.</p> <p>KR explained that at the recent meeting, the developer had announced that there was the prospect that the school would not proceed as planned, as there was debate about the need for the secondary phase. It was expected that an application for the development would be submitted to Somerset Council in October.</p>				
	<b>Updates from Committees, Panels and Working Groups</b>				
19.0	<p><b>Finance Committee</b> The changes to budget allocations were noted.</p> <p>The Clerk and RFO confirmed that there were no concerns with income and expenditure.</p>				
20.0	<p><b>Staffing Committee</b> ND confirmed that a recent meeting had been held and a number of the items from that meeting had appeared on the meeting agenda.</p>				
21.0	<p><b>Planning Committee</b> DG raised the issue of the committee operating without a permanent Chair. He asked that members consider volunteering for the role. Both DG and KR voiced their frustrations with the planning process and expressed a view that they felt that the Parish Council was not being listened to.</p> <p>The Clerk and RFO confirmed that he had contacted the Democratic Services team at Somerset Council to request who should be approached to raise the concerns about the planning process.</p>				
22.0	<p><b>Traffic Panel</b> MW shared a summary of a recent meeting held between MW, Cllr. Cudlip and the Clerk and RFO and confirmed that with the addition of SG and KR, the panel would be convening to prepare a highways plan.</p>				
23.0	<p><b>Canal Panel</b> PT confirmed that the locking and unlocking of the canal car park was functioning well.</p>				

24.0	<b>Party in the Park Working Group</b> AB confirmed there was no update.
25.0	<b>Events</b> No further update.
26.0	<b>Newsletter Working Group</b> AP asked that members provide ideas for articles or full text for articles to aid the production of the newsletter.
27.0	<b>Footpaths</b>
	27.1 Resignation of volunteer footpaths liaison officer. AP confirmed that the post was now vacant following the resignation of Fred A'Court. Members thanked Fred A'Court for his contribution.  The Clerk and RFO would advertise the post in the next edition of the newsletter.
	<b>Other Matters</b>
28.0	<b>Additions to the Parish Council's Risk Register</b> The additions to the register were noted.
29.0	<b>LCN Annual Report &amp; Minutes of AGM.</b> The report was noted.
30.0	<b>Somerset Council Chairs Community Awards 4th October 2024.</b> It was confirmed that Cllr. Cudlip had been nominated for an award and he had been invited to attend the event on 4 October 2024. As AP was unable to attend, the invitation as extended to other members.
31.0	<b>Correspondence</b>
	<b>31.1 To consider any correspondence received that Councillors wish to raise that has already been circulated.</b> None.
	<b>31.2 To note items of correspondence received by the Clerk and RFO deemed appropriate to be brought to the attention of the Parish council.</b> The email from the resident was noted and sympathy was expressed. The Parish Council was limited in its powers to address the parking issues raised.  The Clerk and RFO noted that the Recreation Park had been awarded a prize in the Somerset Playing Fields Association awards.
32.0	<b>New Matters to be Carried Forward</b>
	KR suggested that we investigate the installation of solar panels on the roof of the Engine Shed building at the Recreation Park. The Clerk and RFO to pursue this.  PT asked that the Creech News publication be updated with details of the new defibrillators.

The meeting ended at 8.41 pm

[V] = Where a resolution (vote) is expected

Andrew Williams, CSM PC, Clerk and RFO, 07708 680797, email clerk@creechstmichael.net

The next Creech St Michael (CSM) Parish Council meetings are on:

Monday 14 October 2024

at 7pm in the CSM Village Hall



## 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
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 04.11.2024			
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.	✓
02.09.2024	13.0	To write to the PCC regarding traffic management issues.	Clerk and RFO 01.10.2024	05.09.2024	Response received and date arranged for site visit. Meeting to be rearranged to accommodate availability of councillors.	
01.07.2024	10.0	Purchase and installation of new signage for the Recreation Park.	Clerk and RFO 02.09.2024	13/09/2024	02.07.2024 Purchase order submitted to Blake Signs. 12.08.2024 Main signs installed. Other signs in the process of being installed. 13.09.2024 All signs installed.	✓



## CREECH ST MICHAEL PARISH COUNCIL

### CREECH ST MICHAEL PARISH COUNCIL ACTION RECORD

01.07.2024	17.0	Proposal to undertake works to trees within the Recreation Park to be provided.	Clerk and RFO 02.09.2024		See agenda item 11 of meeting agenda 02.09.2024. 09.09.2024 contractor appointed and work scheduled for completion in October 2024.	
13.05.2024	15.0	Hold discussions with Ruishton Rhinos Football Club to seek their support for maintaining the grass pitch.	Clerk and RFO 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. 12.05.2024 Meeting held and proposal being progressed to Finance Committee to consider prior to approval by Parish Council. 16.08.2024 See agenda item 9 of meeting 02.09.2024. 29.09.2024 Agreement shared for approval by both parties. 07.10.2024 Signed agreement received and purchase of mower initiated.	✓
13.05.2024	15.0	Prepare quotations for the installation of CCTV at the Rec. Park.	Clerk and RFO 03.06.2024		25.05.2024 See agenda item 15 03.06.2024. 03.06.2024 Proposal approved and purchase of hardware completed. 31.07.2024 Equipment purchased, delivered and installation commenced.	
05.02.2024	8.0	Implementation of budget proposals.	Clerk and RFO 31.03.2024		12.02.2024 Notice given of cessation of service to Walford Security. 13.02.204 Notice given of cessation of funding to the Community Youth Project. Dialogue opened	✓



## CREECH ST MICHAEL PARISH COUNCIL

### CREECH ST MICHAEL PARISH COUNCIL ACTION RECORD

					<p>with Community Youth Project and Somerset Youth Alliance to explore external funding opportunities.</p> <p>13.02.2024 Contact made with West Monkton Parish Council to explore viability of sharing use of their mower.</p> <p>26.03.2024 A positive response from West Monkton Parish Council received, subject to insurance and agreement of a schedule and financial contribution.</p> <p>01.10.2024 All matters completed.</p>	
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 05.02.204		<p>08.01.2024 Resident at Adsborough contacted and asked to assist in finding a suitable location for the Defib.</p> <p>25.01.2024 Defibrillators shipped and arrived and now in storage.</p> <p>16.02.2024 Defibrillator installed at the Recreation Park. Second location under discussion.</p> <p>17.06.2024 Offer of site for installation made from Adsborough resident. Site being investigated for suitability.</p>	
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 04.12.2023		<p>27.11.2023 Contact with West Monkton Parish Council made and details of the issue shared. West Monkton Parish Council to consider and respond.</p> <p>13.12.2023 Email sent to Somerset Roads requesting that the Lane be designated with a maximum weight of 7.5 tonnes.</p>	

## CREECH ST MICHAEL PARISH COUNCIL

### CREECH ST MICHAEL PARISH COUNCIL ACTION RECORD

					15.12.2023 response received and request for more evidence received.	
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 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 03.07.2023		20.06.2023 Managing Agent contacted and confirmation received that they are not responsible for Hyde Lane vegetation. Response awaited from David Wilson Homes. 07.11.2023 Letter written to David Wilson Homes requesting that the vegetation be dealt with. 09.11.2023 Holding response received from David Wilson Homes. 22.11.2023 David Wilson Homes confirm that a consultant has been appointed to address the outstanding adoption issues. 18.12.2023 Chasing email sent and response received to indicate it had been passed to another team to respond. 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.	

## CREECH ST MICHAEL PARISH COUNCIL

### CREECH ST MICHAEL PARISH COUNCIL ACTION RECORD

					<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> <p>02.04.2024 Request made to Cllr. Fothergill to intervene.</p>	
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 05.06.2023		<p>23.05.2023 request sent to Somerset Council Highways requesting confirmation of approved sites.</p> <p>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.</p> <p>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.</p> <p>21.02.2024 Further contact held with Traffic Engineer to arrange a site meeting.</p> <p>30.04.2024 Awaiting further meeting with Speedwatch and Traffic Panel to agree sites.</p>	

## CREECH ST MICHAEL PARISH COUNCIL

### CREECH ST MICHAEL PARISH COUNCIL ACTION RECORD

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	15.02.2023 Money Claim online started and evidence submitted. 16.03.2023 A request to issue a County Court Judgement was made via the Money Claim service. 24.03.2023 County Court Judgement issued and received. 15.05.2023 Request to be issued for a Warrant of Control. 12.07.2023 case transferred to Yeovil Crown Court and a warrant issued.	
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. 05.06.2023 See agenda item 20.1. 27.11.2023 To be discussed by the Planning Committee.	
<b>COMPLETED ACTIONS</b>						
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 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. 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 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.	✓

## CREECH ST MICHAEL PARISH COUNCIL

### CREECH ST MICHAEL PARISH COUNCIL ACTION RECORD

					<p>25.11.2023 Cllr. Peters in contact with resident about the issue.</p> <p>11.12.2023 Contact with Roads Records initiated following advice from Somerset Highways.</p> <p>12.12.2023 Request submitted to First Bus Group for data on bus stop use for the previous 12 months.</p> <p>12.01.2024 response received from Somerset Road Records received outlining process. Initial costs of £765.00 to cover application, licenses and legal costs. Planning Application may also be necessary.</p> <p>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 08.01.2024		<p>05.12.2023 Contact made with Somerset Bus Partnership and request made. Response received and awaiting further information.</p> <p>31.12.202 Information shared that 4 decals had been sited within Creech 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 03.10.2022		<p>22.09.2022 Request submitted to Somerset West and Taunton Street Scene team.</p> <p>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.</p> <p>07.11.2022 Site meeting to be arranged for councillors by the Clerk and RFO.</p>	✓

## CREECH ST MICHAEL PARISH COUNCIL

### CREECH ST MICHAEL PARISH COUNCIL ACTION RECORD

				<p>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> <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.	✓

## CREECH ST MICHAEL PARISH COUNCIL

### CREECH ST MICHAEL PARISH COUNCIL ACTION RECORD

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 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 04.09.2023		02.10.2023 No longer required.	✓
04.09.2023	4.0	Clerk and RFO to present a proposal to implement a member attendance policy.	Clerk and RFO 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 04.09.2023		07.08.2023 Letter written to the resident. 25.08.2023 No response received and no action taken by the resident. 04.09.2023 vegetation has been reduced and no longer presents an issue.	✓



## CREECH ST MICHAEL PARISH COUNCIL

### CREECH ST MICHAEL PARISH COUNCIL ACTION RECORD

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 Cllr. Davidson 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.  The Clerk and RFO to send an agreement to the landowner.  13.06.2023 Lease agreement sent to landowner.  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 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."	✓

**CREECH ST MICHAEL PARISH COUNCIL**

**CREECH ST MICHAEL PARISH COUNCIL ACTION RECORD**

## Item 9.

### Derham Close Waste Bin

#### 1.0 Proposal

To approve a proposal to fund the installation of a combined waste bin at a location off Derham Close and the ongoing cost of waste disposal.

#### 2.0 Introduction

On land off Derham Close in Creech St Michael, there is a popular walking route that is used by residents that passes round an attenuation pond and links to other routes through the various housing developments in the area. A small number of residents have recently highlighted the need for an animal waste bin to be available along the route.

See appendix A for location detail.

#### 3.0 A Combined Waste Bin Solution

Earlier this year, a combined waste bin was installed by Somerset Council on behalf of the Parish Council on land at the junction of Arundells Way and Hyde Lane. The same solution is proposed for Derham Close. This allows for general waste to be collected alongside animal waste, resulting in one collection fee.

#### 4.0 Financial Implications

It is proposed that the installation costs are allocated against the funds held within the Community Infrastructure Funds (CIL) funds. The current balances of CIL funds are detailed below.

Spend Deadline	Balance Apr 24	Spent/Allocated	Available Funds
Year End 2024/25	£2,116.51	£1,133.08	£983.43
Year End 2029/30	£5,319.94	£1,500.00	£3,819.94

The cost of a bin supplied and installed by Somerset Council is £950.00 (plus VAT). Alternative suppliers are available ranging from £599.99 (plus VAT) for similar style bins. Installation costs would have to be considered as an additional expense, should a purchase be made away from Somerset Council.

The emptying and removal of waste is charged at £7.82 (plus VAT) per collection and typically waste is removed on two occasions per week. Based on previous experience with the installation process, the costs of disposal are unlikely to be funded until the new financial year and can be factored in to the new budget for 2025/26.

#### Recommendation

That the proposal is considered and approved.



## Item 10.

### Strategic Plan

#### 1.0 Proposal

To approve the process for the creation of a Parish Council Strategic Plan.

#### 2.0 Introduction

The nature of the role and the profile of the Parish Council is changing significantly and is likely to change further as the new Government introduces changes through its devolution plans. In April 2023, Somerset Council was formed from the four district councils, in October 2023 the Council announced its financial emergency plans and is now embarked upon a programme of radical change in the way it operates and the services it delivers.

The Parish Council published its Neighbourhood Development Plan in 2018 which included a Community Action Plan.

Project
Establish and manage a 20 mph speed limit through Creech St Michael Village
Traffic calming scheme through Creech St Michael Village
Introduce measures to reduce noise from M5 motorway
Canal enhancement scheme and the protection of its setting and surrounding environment
Creech St Michael Village centre enhancement scheme
Promote opportunities for public transport improvements
Provision of access from Hyde Lane to West Monkton Relief Road when satisfactory traffic management measures are in place in Hyde Lane as part of the village traffic management plan
Improve the range of clubs, activities and events for all community
Provision of age specific recreation areas
Establish a Youth Council
Establish a community café

Since the publication of the Plan, much has changed. The Parish now faces some significant challenges, not least those that are to come from the proposed developments at North End, Creech St Michael and Langaller and the development of the solar power site at Ham.

#### 3.0 The Strategic Plan

A strategic plan allows the Parish Council to identify its key priorities for a period of time and from those priorities to create plans that allocate resources to support the delivery of the priorities. The plan will inform the Council's financial planning and allow for plans to be created for the delivery of

specific services and facilities. Importantly, a strategic plan provides the community with a means by which the performance of the Parish Council can be judged.

The initial plan has been drafted taking account of the Council's recent activity and areas of responsibility, it also considers the wider agenda that it is believed are priorities for the community of Creech St Michael.

#### **4.0 Consultation**

##### **4.1 Initial Phase**

The draft plan is shared with the council and partners to seek feedback on the key priorities.

##### **4.2 First Amendment**

Following completion of the first phase, amendments will be made and a second draft will be submitted to the Council for consideration and approval.

##### **4.3 Second Phase**

The draft plan will be shared with the wider community and key partners to seek feedback on the plan.

##### **4.4 Second Amendment**

The plan will be updated taking in to account feedback received to date and a final draft will be shared with the Council for approval.

##### **4.5 Second Level Plans**

Following approval of the strategic plan, individual plans will be created under each of the key themes, these will be overseen by the relevant committees and working groups and considered by the Parish Council for approval.

#### **5.0 Recommendation**

That the process for consultation is approved.

Andrew Williams

Clerk and RFO

07.10.2024



# Creech St Michael Parish Council Strategic Plan 2025 - 2030





# **VISION** **for the Parish Council**

Working in the heart of our community to create a place where people, families and businesses choose to settle and prosper together.



# PROCESS

- Parish Council agrees vision & Key Themes
- Community engagement with efforts made to seek views on the key themes and priorities
- Consolidation of themes and priorities
- Creation of Strategic Plan (May 2025)
- Development of individual plans for key themes with measureable outcomes

## **KEY THEMES**

- **Climate Emergency & Biodiversity**
- **Health, Wellbeing & Prosperity**
- **Governance**

# CLIMATE EMERGENCY & BIODIVERSITY

- Recognising the impact of climate change on the community
- Working with the community to mitigate the impact of climate change
- Championing the use of alternative energy
- Seeking opportunities to improve biodiversity and the natural habitat

# HEALTH, WELL-BEING & PROSPERITY

- Promoting opportunities for employment and business
- Homes that are fit for purpose
- Connectivity – within and with out
- Delivering facilities that benefit all
- Managing transport & active travel

# GOVERNANCE

- Representing the community we serve
- Accountability for actions
- Transparency and openness
- Value for money
- A responsible employer

## **Item 11.**

### **Caray Grove Play Equipment**

#### **1.0 Proposal**

To consider an invitation to acquire the play equipment currently sited at the Caray Grove play area.

#### **2.0 Introduction**

Creech St Michael Village is the new leaseholder of the Caray Grove open space and has approached the Parish Council with an offer to relocate some or all of the existing play equipment. Responsibility for the cost of removal and installation of the play equipment would be the responsibility of the Parish Council.

#### **3.0 The Play Equipment**

There are various items of equipment on site (see images in appendix A). It is believed that the items are all in excess of 20 years of age.

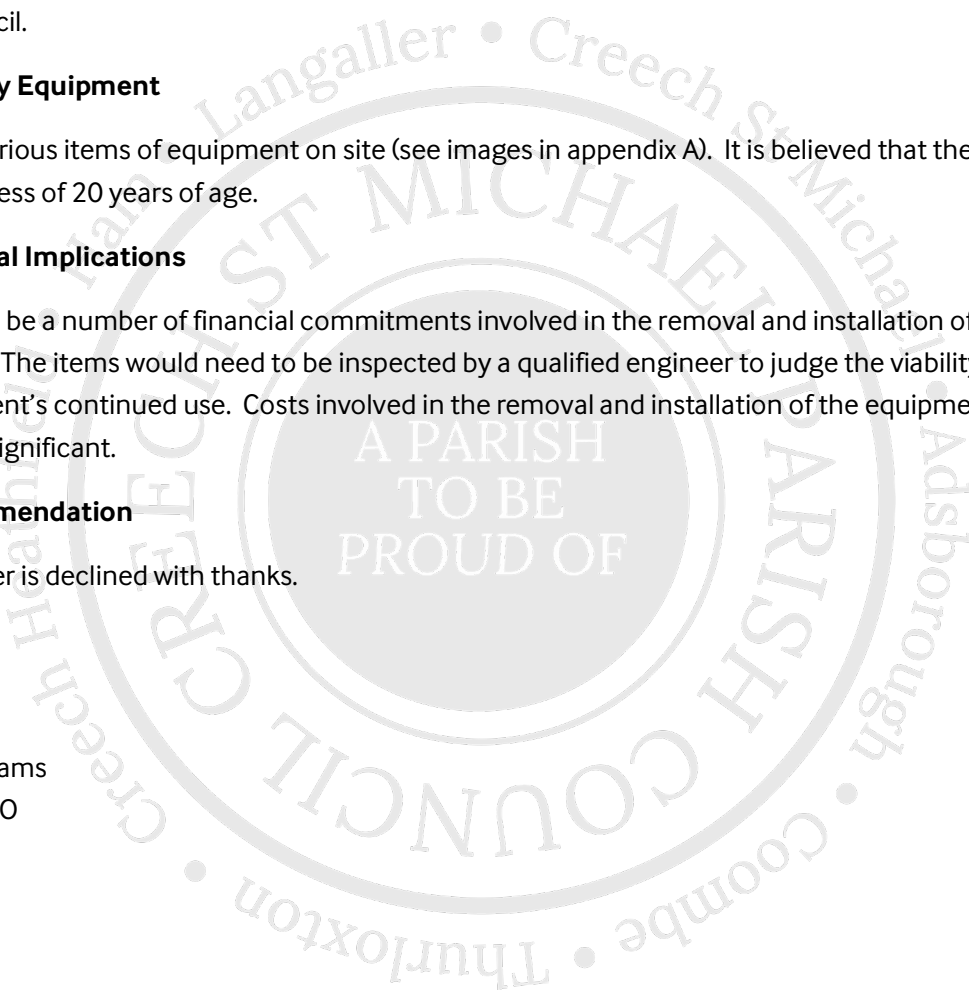
#### **4.0 Financial Implications**

There would be a number of financial commitments involved in the removal and installation of the equipment. The items would need to be inspected by a qualified engineer to judge the viability of the equipment's continued use. Costs involved in the removal and installation of the equipment are likely to be significant.

#### **3.0 Recommendation**

That the offer is declined with thanks.

Andrew Williams  
Clerk and RFO  
02.10.2024





## Appendix A

Images of play equipment



# Creech St Michael Parish Council

A Parish to be *Proud of*

## Creech St Michael Parish Council

<b>Policy Title</b>	Councillor Attendance Policy
<b>Applies to</b>	All Parish Councillors
<b>Date Created</b>	5 <sup>th</sup> September 2023
<b>Date Approved by Council</b>	
<b>Minute Reference</b>	
<b>Author</b>	Clerk and RFO
<b>Review Cycle</b>	Annual
<b>Review Dates</b>	



# **Creech St Michael Parish Council**

A Parish to be *Proud of*

## **1.0 Introduction**

This policy is designed to promote the efficient administration of meetings, to avoid inquorate meetings and permit timely rescheduling of meetings where necessary.

## **2.0 Absence Reporting**

Parish Councillors should make all reasonable efforts to provide advance notice of absence from meetings. Apologies for absence shall be made directly in advance and not via a third person such as another Parish Councillor.

Advance notice of an absence from a meeting should be directed to the Clerk and RFO either by email or telephone and should be received no later than 5pm on the same day as the meeting.

## **3.0 Non Attendance**

A Parish Councillor who fails to notify the Clerk and RFO of their absence from a meeting, will be recorded as absent in the minutes of that meeting.

## **4.0 Non Attendance Due to Confidential Matters**

A Parish Councillor may request that the reason for their absence by apology remain a confidential matter. In these circumstances the Parish Councillor should make every effort to share as much information as possible with the Clerk and RFO prior to the meeting, who must be satisfied of the need to keep the matter confidential. The reason for absence will not to be disclosed to other members or recorded in the minutes of the meeting.

## **5.0 Extended Periods of Absence**

A Parish Councillor who fails to attend a single council meeting for a period of six consecutive months will automatically cease to be a Member of the Parish Council, unless the reason for absence is approved by the Council before the end of the period.

Should the reason for absence not be approved by the Parish Council, the absence will be recorded and the reason for absence noted.

If a Parish Councillor's expects to be absent for an extended period of time, the Parish Councillor should submit a request to authorise the absence to the Clerk and RFO, providing details of the reason for absence. This request will be considered for approval by the Parish Council.

# **Creech St Michael Parish Council**

A Parish to be *Proud of*

## **6.0 Recording and Publishing Attendance**

For all committee meetings of the Council, the Clerk and RFO will record member attendance or absence and whether apologies had been received within the minutes of the meeting. The outcome of the vote to approve or reject the reason for absence, when apologies have been received in advance of the meeting, will be recorded in the minutes of the meeting.

Creech St Michael Parish Council

2 October 2024 (2024-2025)

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
111	Salaries	27/08/2024		Unity Trust Bank		Salary Payment	Karen Hutchings	E	594.91		594.91
112	Salaries	27/08/2024		Unity Trust Bank		Salary Payment	Francis Reading	E	484.09		484.09
112	General Administration Expenses	27/08/2024		Unity Trust Bank		Salary Payment	Francis Reading	E	8.10		8.10
113	Salaries	27/08/2024		Unity Trust Bank		Salary and Expenses Payment	Andrew Williams	E	2,113.96		2,113.96
113	General Administration Expenses	27/08/2024		Unity Trust Bank		Salary and Expenses Payment	Andrew Williams	E	71.00		71.00
116	Security	28/08/2024		Unity Trust Bank		Locking & Unlocking Service	RelyOn Guarding & Security	S	663.00	132.60	795.60
120	External Audit	06/09/2024		Unity Trust Bank		Audit Fees	PKF Littlejohn LLP	S	420.00	84.00	504.00
121	Venue Hire	06/09/2024		Unity Trust Bank		Room Hire Charges	Creech St Michael Village Hall	E	46.75		46.75
124	Improvements	06/09/2024		Unity Trust Bank		Electrical Installation Works for	E-lectrics	S	158.40	31.68	190.08
122	Utilities (Electricity)	09/09/2024		Unity Trust Bank		Electricity Charges	Yü Energy	L	64.20	3.21	67.41
123	Utilities (Electricity)	09/09/2024		Unity Trust Bank		Electricity Charges	Yü Energy	L	9.21	0.46	9.67
137	Pension Contributions	09/09/2024		Unity Trust Bank		Pension Contribution	NEST	E	208.37		208.37
140	Postage	13/09/2024		Unity Trust Bank		Postage	Royal Mail Group Ltd	E	2.70		2.70
136	Bank Charges	18/09/2024		Unity Trust Bank		Bank Charges	Unity Trust Bank Plc	E	20.80		20.80
138	Mobile Phone Charges	23/09/2024		Unity Trust Bank		Mobile Phone Charges	Tesco PLC	S	15.83	3.16	18.99
135	Bank Charges	24/09/2024		Unity Trust Bank		Bank Charges	Unity Trust Bank Plc	E	-20.80		-20.80
82	Membership & Subscription Fees	27/09/2024		Unity Trust Bank		Annual Membership Charges	The Somerset Association	E	827.65		827.65
117	Salaries	27/09/2024		Unity Trust Bank		salary	Francis Reading	E	533.97		533.97
118	Salaries	27/09/2024		Unity Trust Bank		Salary Payment	Karen Hutchings	E	655.99		655.99
119	Salaries	27/09/2024		Unity Trust Bank		Salary Payment	Andrew Williams	E	2,260.67		2,260.67
81	Membership & Subscription Fees	28/09/2024		Unity Trust Bank		Subscription Charges	Starboard Systems Limited	S	660.00	132.00	792.00
133	Security	30/09/2024		Unity Trust Bank		Locking & Unlocking Service	RelyOn Guarding & Security	S	663.00	132.60	795.60
134	Bank Charges	30/09/2024		Unity Trust Bank		Bank Charges	Unity Trust Bank Plc	E	18.00		18.00
<b>Total</b>									<b>10,479.80</b>	<b>519.71</b>	<b>10,999.51</b>

## PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
130	Grounds Maintenance (Internal	27/08/2024		SOLDO Debit card		White Line Paint	Net World Sports Ltd	S	120.95	24.19	145.14
129	Improvements	28/08/2024		SOLDO Debit card		Signage Fittings	Graphskill Ltd	S	57.25	11.45	68.70
126	Bank Charges	02/09/2024		SOLDO Debit card		Bank Charges	SOLDO Software Limited	S	27.00	5.40	32.40
125	Maintenance Equipment	03/09/2024		SOLDO Debit card		Purchase of Tools	Hangzhou Shendeyi Plastic	S	9.98	2.00	11.98
139	Repairs & Maintenance (Buildin	11/09/2024		SOLDO Debit card		Painting Materials	Screwfix Direct Ltd	S	34.14	6.83	40.97
141	Postage	12/09/2024		SOLDO Debit card		Postage	Royal Mail Group Ltd	E	2.70		2.70
<b>Total</b>									<b>252.02</b>	<b>49.87</b>	<b>301.89</b>

RECEIPTS LIST

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
14	Pitch Fees	27/08/2024		Unity Trust Bank		Football Pitch Hire	Ruishton U14s 2023/24 Se	E	25.00		25.00
14	Pitch Fees	27/08/2024		Unity Trust Bank		Football Pitch Hire	Ruishton U14s 2023/24 Se	E	25.00		25.00
14	Pitch Fees	27/08/2024		Unity Trust Bank		Football Pitch Hire	Ruishton U14s 2023/24 Se	E	25.00		25.00
16	Lottery	10/09/2024		Unity Trust Bank		Lottery Sales Income	West Somerset Lottery	E	4.00		4.00
15	Rental Charges	01/10/2024		Unity Trust Bank		Charges for use of the Recreat	Inspired Schools Limited	S	200.00	40.00	240.00
15	Rental Charges	01/10/2024		Unity Trust Bank		Charges for use of the Recreat	Inspired Schools Limited	S	250.00	50.00	300.00
<b>Total</b>									<b>529.00</b>	<b>90.00</b>	<b>619.00</b>

## Item 15.1.

### Income and Expenditure Report

#### 1.0 Expenditure

All budget indicators are in line with expectations and there are no areas of concern. Of the Cost Centres with significant budgets, all are operating on profile.

**Payroll.** Currently at 47% spent against a profile of 50%.

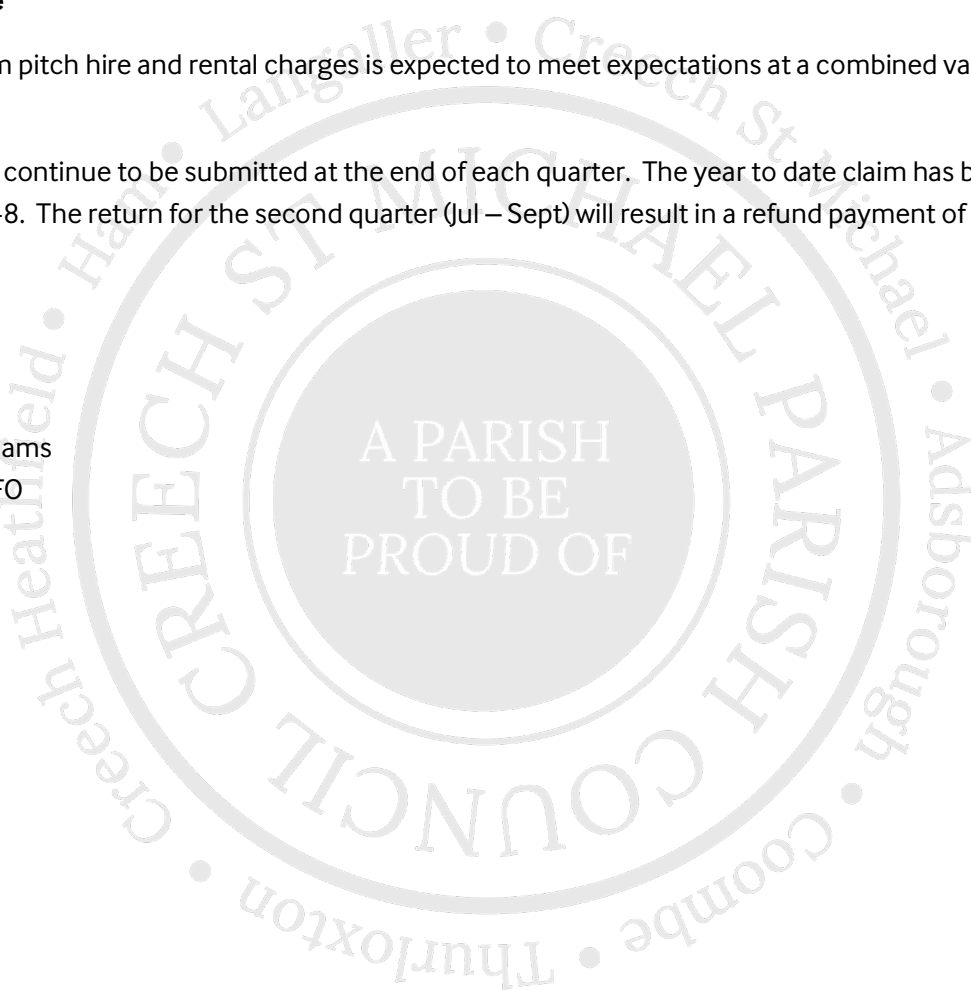
**Recreation Park.** Currently at 51% spent against a profile of 50%.

#### 2.0 Income

Income from pitch hire and rental charges is expected to meet expectations at a combined value of £1,900.00.

VAT returns continue to be submitted at the end of each quarter. The year to date claim has been for £2,449.48. The return for the second quarter (Jul – Sept) will result in a refund payment of £2,805.76.

Andrew Williams  
Clerk and RFO  
02.10.2024





# Creech St Michael Parish Council

## Summary of Receipts and Payments

2 October 2024 (2024-2025)

All Cost Centres and Codes

### Administration

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
3001	General Administration Expense:				1,500.00	524.77	975.23	975.23 (65%)
3002	Venue Hire				1,000.00	441.75	558.25	558.25 (55%)
3003	Internal Audit				200.00	170.00	30.00	30.00 (15%)
3004	External Audit				450.00	420.00	30.00	30.00 (6%)
3005	Membership & Subscription Fee:				1,500.00	1,502.65	-2.65	-2.65 (-0%)
3006	Bank Charges				400.00	171.00	229.00	229.00 (57%)
3007	Printing				300.00		300.00	300.00 (100%)
3008	External Communications (Non I				200.00		200.00	200.00 (100%)
3009	External Communications (News	100.00		-100.00	1,000.00	180.00	820.00	720.00 (65%)
3010	Postage				50.00	54.99	-4.99	-4.99 (-9%)
3011	Website Hosting				200.00		200.00	200.00 (100%)
3012	Planning Support				2,000.00		2,000.00	2,000.00 (100%)
3013	Sub Contracted Staff							(N/A)
3014	Other Income							(N/A)
3015	Lottery	60.00	26.00	-34.00				-34.00 (-56%)
3016	VAT		2,449.48	2,449.48				2,449.48 (N/A)
3017	Mobile Phone Charges				250.00	94.97	155.03	155.03 (62%)
3018	Langaller Park Support				5,000.00		5,000.00	5,000.00 (100%)
<b>SUB TOTAL</b>		<b>160.00</b>	<b>2,475.48</b>	<b>2,315.48</b>	<b>14,050.00</b>	<b>3,560.13</b>	<b>10,489.87</b>	<b>12,805.35 (90%)</b>

### Allotments

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
7001	Rental	800.00		-800.00	800.00		800.00	(0%)
<b>SUB TOTAL</b>		<b>800.00</b>		<b>-800.00</b>	<b>800.00</b>		<b>800.00</b>	<b>(0%)</b>

### Burial Ground

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
10001	Burial Ground				685.00		685.00	685.00 (100%)
<b>SUB TOTAL</b>					<b>685.00</b>		<b>685.00</b>	<b>685.00 (100%)</b>

### Bus Stops

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
11001	Cleaning				350.00	225.00	125.00	125.00 (35%)
11002	Maintenance				200.00		200.00	200.00 (100%)
<b>SUB TOTAL</b>					<b>550.00</b>	<b>225.00</b>	<b>325.00</b>	<b>325.00 (59%)</b>

# Creech St Michael Parish Council

## Summary of Receipts and Payments

2 October 2024 (2024-2025)

All Cost Centres and Codes

### Canal Car Park

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
6001	Maintenance				1,500.00	925.00	575.00	575.00 (38%)
6002	Security					140.98	-140.98	-140.98 (N/A)
<b>SUB TOTAL</b>					<b>1,500.00</b>	<b>1,065.98</b>	<b>434.02</b>	<b>434.02 (28%)</b>

### Capital Expenditure

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
12001	Tools							(N/A)
12002	Waste Bin Installation							(N/A)
12003	Other				5,700.00		5,700.00	5,700.00 (100%)
<b>SUB TOTAL</b>					<b>5,700.00</b>		<b>5,700.00</b>	<b>5,700.00 (100%)</b>

### CIL

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
16001	Pavilion Refurbishment							(N/A)
16003	CIL Receipts		5,319.94	5,319.94				5,319.94 (N/A)
16004	CCTV Purchase					1,133.08	-1,133.08	-1,133.08 (N/A)
<b>SUB TOTAL</b>			<b>5,319.94</b>	<b>5,319.94</b>		<b>1,133.08</b>	<b>-1,133.08</b>	<b>4,186.86 (N/A)</b>

### Events

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
15001	PiP Ticket Sales							(N/A)
15002	PiP Event Sales							(N/A)
15003	PiP Concession Fees							(N/A)
15004	PiP Expenditure Event Costs							(N/A)
15005	PiP Other Events							(N/A)
15010	Christmas Fayre				300.00		300.00	300.00 (100%)
15011	Easter Fayre				300.00		300.00	300.00 (100%)
15012	Other Events		255.16	255.16	1,000.00	455.16	544.84	800.00 (80%)
<b>SUB TOTAL</b>			<b>255.16</b>	<b>255.16</b>	<b>1,600.00</b>	<b>455.16</b>	<b>1,144.84</b>	<b>1,400.00 (87%)</b>

### Grants

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
13001	Community Development Fund C				3,000.00		3,000.00	3,000.00 (100%)
13002	S137 Grants				1,500.00	200.00	1,300.00	1,300.00 (86%)
14003	Donations & Grants					100.00	-100.00	-100.00 (N/A)
17002	Parish Grant							(N/A)

# Creech St Michael Parish Council

## Summary of Receipts and Payments

2 October 2024 (2024-2025)

All Cost Centres and Codes

<b>SUB TOTAL</b>	<b>4,500.00</b>	<b>300.00</b>	<b>4,200.00</b>	<b>4,200.00 (93%)</b>
------------------	-----------------	---------------	-----------------	-----------------------

### Highways

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
19001 Maintenance				3,000.00	116.00	2,884.00	2,884.00 (96%)
19002 SID Site Installation				2,000.00		2,000.00	2,000.00 (100%)
19003 Shared Costs Highways Warden				10,000.00		10,000.00	10,000.00 (100%)
<b>SUB TOTAL</b>				<b>15,000.00</b>	<b>116.00</b>	<b>14,884.00</b>	<b>14,884.00 (99%)</b>

### Insurance

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4001 Insurance Premium				4,200.00	3,984.63	215.37	215.37 (5%)
<b>SUB TOTAL</b>				<b>4,200.00</b>	<b>3,984.63</b>	<b>215.37</b>	<b>215.37 (5%)</b>

### Payroll

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1001 Salaries				50,180.99	19,111.99	31,069.00	31,069.00 (61%)
1002 Tax & NI				2,931.77	5,186.44	-2,254.67	-2,254.67 (-76%)
1003 Pension Contributions				1,011.48	1,093.27	-81.79	-81.79 (-8%)
<b>SUB TOTAL</b>				<b>54,124.24</b>	<b>25,391.70</b>	<b>28,732.54</b>	<b>28,732.54 (53%)</b>

### Phone Boxes & Defibs

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
8001 Phonebox Maintenance				100.00		100.00	100.00 (100%)
8002 Defib Consumables				200.00		200.00	200.00 (100%)
8003 Defib Maintenance				200.00		200.00	200.00 (100%)
<b>SUB TOTAL</b>				<b>500.00</b>		<b>500.00</b>	<b>500.00 (100%)</b>

### Precept

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
17001 Precept	90,551.52	90,552.00	0.48				0.48 (0%)
<b>SUB TOTAL</b>	<b>90,551.52</b>	<b>90,552.00</b>	<b>0.48</b>				<b>0.48 (0%)</b>

# Creech St Michael Parish Council

## Summary of Receipts and Payments

2 October 2024 (2024-2025)

All Cost Centres and Codes

### Recreation Park

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
5001	Grounds Maintenance (Outsourc				5,800.00	1,900.04	3,899.96	3,899.96 (67%)
5002	Grounds Maintenance (Internal)				800.00	195.34	604.66	604.66 (75%)
5003	Utilities (Electricity)		126.31	126.31	1,499.00	445.09	1,053.91	1,180.22 (78%)
5004	Utilities (Water)				100.00	34.21	65.79	65.79 (65%)
5005	Utilities (Gas)							(N/A)
5006	Utilities (Waste Disposal)							(N/A)
5007	Waste Disposal (Septic Tank)							(N/A)
5008	Waste Disposal (General Waste)				100.00		100.00	100.00 (100%)
5009	Consumables				1,200.00	315.56	884.44	884.44 (73%)
5010	Maintenance Equipment				500.00	9.98	490.02	490.02 (98%)
5011	Repairs & Maintenance (Play Eq				5,000.00	4,656.92	343.08	343.08 (6%)
5012	Repairs & Maintenance (Building				1,250.00	228.07	1,021.93	1,021.93 (81%)
5013	Repairs & Maintenance (Facilitie				1,000.00		1,000.00	1,000.00 (100%)
5014	Improvements				4,500.00	2,797.75	1,702.25	1,702.25 (37%)
5015	Security		-7.50	-7.50	8,000.00	3,643.78	4,356.22	4,348.72 (54%)
5016	Play Equipment Inspections				2,500.00		2,500.00	2,500.00 (100%)
5017	Pitch Fees	800.00	75.00	-725.00				-725.00 (-90%)
5018	Stage Hire	100.00		-100.00				-100.00 (-100%)
5019	Safety Clothing/Equipment				100.00		100.00	100.00 (100%)
5020	Rental Charges	1,000.00	606.37	-393.63				-393.63 (-39%)
<b>SUB TOTAL</b>		<b>1,900.00</b>	<b>800.18</b>	<b>-1,099.82</b>	<b>32,349.00</b>	<b>14,226.74</b>	<b>18,122.26</b>	<b>17,022.44 (49%)</b>

### Recruitment & Training

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
2001	Recruitment Costs				250.00		250.00	250.00 (100%)
2002	Employee Training Costs				500.00	30.00	470.00	470.00 (94%)
2003	Member Training				500.00	271.70	228.30	228.30 (45%)
<b>SUB TOTAL</b>					<b>1,250.00</b>	<b>301.70</b>	<b>948.30</b>	<b>948.30 (75%)</b>

### Waste Disposal

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
9001	Dog Waste				3,500.00	813.28	2,686.72	2,686.72 (76%)
9002	General Waste				200.00		200.00	200.00 (100%)
<b>SUB TOTAL</b>					<b>3,700.00</b>	<b>813.28</b>	<b>2,886.72</b>	<b>2,886.72 (78%)</b>

### Youth Provision

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
14001	Service Delivery Charges							(N/A)
14002	Venue Hire							(N/A)

**Creech St Michael Parish Council**  
**Summary of Receipts and Payments**  
All Cost Centres and Codes

2 October 2024 (2024-2025)

---

SUB TOTAL

(N/A)

**Summary**

---

NET TOTAL	93,411.52	99,402.76	5,991.24	140,508.24	51,573.40	88,934.84	94,926.08 (40%)
V.A.T.		155.92			3,702.83		
GROSS TOTAL		99,558.68			55,276.23		

**Subject:** CSM PC - Traffic Working Group - Wed 18 Sep 24

**From:** martyn.willis@creechstmichael.net

**Date:** 30/09/2024, 11:32

**To:** Charlie Cudlip <charlie.cudlip@creechstmichael.net>

**CC:** Andrew Williams <clerk@creechstmichael.net>, "steve.greenhalgh" <steve.greenhalgh@creechstmichael.net>, Kieran Roe <kieran.roe@creechstmichael.net>

Hi Charlie

As mentioned at the subject - I'm away for the next PC Meeting on Mon 7 Oct 24 but said I would capture our thoughts so that you can back-brief the PC.

In priority of action we discussed;

1. Improvement to signage (i.e refer to speed cameras in use). A quick check on line for signs with both a 20 mph indicator and a speed camera come in at approx £50-70 (I've only had a quick skim). PC purchase with self-help fitting?
2. Both the signs for Width Restrictions and Weight Restrictions that are on Langaller Rd are obscured and dirty - suggest a bit of self-help to address this.
3. Re-site these Width and Weight signs so that they are nearer to all the 'gateways' into the village - they need to be more prominent. Could this be self help - if not, what permission do we need? Do we need more signs to achieve this - maybe a survey to capture what we have got at all entry points?
4. St Michael's Rd - Investigate use of planters to 'chicane' traffic flow (as used in other towns and villages in Somerset). What's the first steps - what permission do we need?
5. RPG and Gladman Report - KR and MW to read.
6. Amongst the other issues we discussed were;
  - a. Amend NSA on Langaller Rd and the NSA on the Ruishton Rd to 40 mph (the Langaller Rd in particular as Gladman and Langaller Park come on line and traffic increases - also, street lighting on this stretch?).
  - b. Railway Bridge - investigate raising kerb edge (not road or pavement) to stop/reduce driving on pavements.
  - c. HGV Watch - signage on Railway Bridge (afterthought - do we need to spk to the Avon and Som Police Rural Affairs Unit wrt disregard of 18 ton max wt limitations on Railway Bridge? Or wait for the response to the PC's Letter to the Police Commissioner?
  - d. Average Speed Cameras - 20 mph zone only; price and maintenance; what follow-up action would the Police take?

In summary - some quick wins here with Pts 1-4 and, as Gladman and Langaller Park/Farm come on line, things we could be doing in Pts 5 & 6 to help the community going forward.

Regards

Martyn