



Clerk's Report – 9th May 2023

- Parish Administration:
 - Actions from the last meeting / issues arising:
 - Monkton Inn Play Park proposal – liaising with the Monkton Inn. Confirmation has not been received from landowner so order has not been made and deposit has not been paid. Installation therefore delayed.
 - Reported damaged fence at Aginhills.
 - Requested Lengthsman to cut the hedge at the end of School Road which is overgrowing the pavement.
 - Requested Lengthsman to clean Milton Hill Bus Shelter.
 - Met with Lengthsman and handed over bins for installation at Cricket Ground. The bins have now been installed.
 - Received delivery of Defibrillator for Village Hall.
 - Community Governance Review research.
 - General Admin:
 - In discussion with Lengthsman about Parish Sign to be installed in Bathpool.
 - Chased Farriers Green ramp installation and St Quintins Play Equipment refurb.
 - Review PC policies and procedures for adoption for a further 12 months.
 - Finance / Payroll:
 - Making payments / placing orders including Coronation Bench and Coronation Event orders and payments.
 - Gathered quotes.
 - Reviewed insurance renewal quote and gathering alternative quote.
 - Managing / inputting Accounts using Scribe.
 - Audit Working Party Meeting on 21st April, agenda, reports and notes.
 - Finalising 2022/23 accounts, prepared files for Internal Audit and now completing AGAR / associated paperwork.
 - Met with Internal Auditor.
 - May payroll and finance reports.
 - Created 2023/24 accounts on Scribe.
- Planning:
 - Updating Planning Log with planning decisions / conditions weekly.
 - Preparation of PowerPoint presentation in respect of planning applications received for PC meeting and submission of agreed response to planning applications.
- Highways:
 - Village Sign review underway.
 - Hedge on Monkton Heathfield Road near Milton Hill turning reported.
 - Reported pothole on Milton Hill near Farriers Green junction.
- MH1:
 - MH1 S106 Agreement Variation – continued to chase progress with solicitor and Persimmon. Simon Fox is now also chasing and Persimmon / Somerset Council / the PC meet. Responded to confirm that the PC would be happy to meet and requesting availability.
 - Attended Sports Pitch meeting with Cricket / Rugby representatives.
 - Reported Brittons Ash Attenuation Pond safety gate to Persimmon.
 - Liaised with Persimmon and the Police regarding the travellers returning next to the canal.
- MH2:
 - MH2 Teams Meeting on 14th April
 - PC MH2 meeting to consider Vision Document.
 - Formulated and submitted PC comments in respect of the Vision Document.
 - Shared MH2 comments with Andy Coupe
 - Next MH2 Teams Meeting on 19th May at 9am

- Holding response from Simon Fox on PCs comments received.
- BACH:
 - Invoices and accounts, prep for Internal Audit.
 - Purchased cleaning supplies.
 - Next BACH Committee Meeting was scheduled to take place on Thursday 25th May 2023 at 7pm now to be rescheduled.
- Meetings last month:
 - 5th April – LGR Session
 - 11th April – Parish Council meeting
 - 14th April – MH2 Teams Meeting
 - 14th April – Sports Pitch Meeting
 - 15th April – MH2 prep meeting
 - 18th April – Agenda run through meeting
 - 19th April – MH2 Meeting
 - 21st April – Audit Working Party Meeting
 - 25th April – Meeting with Internal Auditor
 - 25th April – Parish Council meeting
- Meetings this month:
 - 2nd May – Agenda run through / final Coronation Event run through
 - 3rd May – LGR Session
 - 4th / 5th May – Coronation Event Set Up
 - 6th May – Coronation Event
 - 9th May – PC Meeting
 - 16th May – Agenda run through
 - 17th May – LGR Session
 - 19th May – MH2 Teams Meeting with Developer / Planning Officer
 - 23rd May – PC Meeting
 - 25th May – BACH Committee Meeting
 - W/C 29th May – Annual Leave