



Clerk's Report – 8th August 2023

- Parish Administration:
 - General Admin:
 - Reported flytipping at Langaller Lane
 - Requested removal of signage indicating that ROW is closed
 - Requested statistics of use of the number 12 bus; response awaited.
 - Drafted Council of the Year NALC Award nomination and submitted it.
 - Drafted village news contribution.
 - GDPR Training / update of policies for approval at this meeting.
 - Review of WMPC website. Discussion with SWS. Quotation included in finance report.
 - Chasing re Farriers Green steps.
 - Milton Hill bin (School Road end)



Suggestion received from a member of the public that the litter bin is moved. The PC owns the litter bin which is located to the right of the bus shelter on Milton Hill. Access to the bin is restricted due to vegetation overgrowing and it is leaning on uneven ground and is next to a lamppost which impedes access.

Suggestion that the PC moves the bin to the left hand side of the bus shelter where there is level ground and it would be more visible, which will hopefully encourage greater use.

Checked with Somerset Council and they have no objection to the movement of the bin.

- Made contact with the Canal and River Trust about expanding the car park at Swingbridge; response awaited.
- Finance / Payroll:
 - Making payments / placing orders.
 - Managing / inputting Accounts using Scribe.
 - Q1 Bank Reconciliation and finalised Q1 account files.
 - Audit Working Party meeting on 21st July – agenda, papers and notes.
 - August payroll and finance reports.
 - Quotations obtained and included in the finance report for mower insurance renewal, MH1 public meeting invitation printing and sports pitch pre-planning application advice.

- 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 paper prepared for consideration.
 - SID data from Greenway passed to the Police to inform enforcement schedule.
 - SID installed on ERR
 - Reported overgrown brambles on canal bridge and near Bathpool bridge.
 - Raised enquiry about the placement of a bus shelter in Bathpool opposite Aldi; response awaited.
 - Reported parking on pavement outside the hairdressers in Bathpool to the PCSO and parking enforcement.
 - Response awaited from Traffic Management at Somerset Council (chaser sent) regarding:
 - Review of parking issues on Brittons Ash along hedge
 - Review of parking issues at entrance to Farriers Green
 - Update on other proposed SID locations including in Bathpool, outside Primary School and on Monkton Heathfield Road.
 - Requested an update on the installation of the new SID pole near the Hartnells Roundabout
 - Painting of 20mph roundels on Monkton Heathfield road.
 - Request for meeting sent to Andy Coupe. Andy is invited to the MH2 Teams meeting on 25th August.
- MH1 / Sports Pitches
 - MH1 S106 Agreement Variation – liaised with solicitor and meeting with Planning Officer / Persimmon to review progress and regular Teams Meetings with Persimmon / Planning Officer to progress matters.
 - Collected S106 variation and transfer documents in respect of Sports Pitches from solicitor, arranged signing and delivered to Somerset Council at Shepton Malllet. S106 variation finalised on 18th July 2023.
 - Formal offer of Sports Pitch transfer received and acceptance returned on 26th July.
 - Traveller occupation of sports pitch land on 2nd August.
 - S106 variation in respect of POS commenced. Invitation letter for public meeting drafted and sent to Persimmon for comment. Quotes for printing two sided invitation letter included in the finance report. Confirmation of director numbers for Articles of Association confirmed with solicitor.
 - Public Meeting to take place on Monday 18th September from 3pm until 7pm.
 - Google forms review / development for voting for amendment of the Articles of Association.
 - Liaised with homeowner and planning officer regarding MUGA in Hob Close.
- Country Park
 - Damage to forest school roof and trees reported to the police and pictures of damage forwarded to our local PCSOs.
 - Joint meeting arranged for 14th August and agenda circulated. Pre-meeting to take place on 11th August via zoom.
- MH2:
 - MH2 Teams Meeting in July was cancelled – next meeting on 25th August at 9am via Teams.
 - Joint Meeting with CSM PC scheduled for 7th August, agenda circulated.
- BACH:
 - Invoices and accounts, cleaning supplies.
 - Next BACH Committee Meeting scheduled to take place on Tuesday 19th September 2023 at 7pm.
- Meetings last month:
 - 4th July – Agenda run through
 - 6th July – Acacia Gardens Meeting
 - 7th July – MH1 Meeting with Planning Officer / Persimmon
 - 7th July – Data Protection Training Part 1
 - 10th July – Data Protection Training Part 2
 - 10th July – PA System run through with Audio Visual
 - 12th July – LGR Session
 - 14th July – Data Protection Training Part 3
 - 14th July – Garden Town Delivery Board Meeting
 - 17th July – Airband Online Meeting
 - 18th July – Agenda run through meeting
 - 19th July – SWS re website rebuild

21st July – Audit Working Party Meeting

21st July – MH1 POS update meeting

25th July – PC Meeting

26th July – LGR Session

28th July – Annual Leave

- Meetings this month:

1st August – Agenda run through meeting

3rd August – Sports Pitch meeting

4th August – Annual Leave

7th August – MH2 Joint meeting with CSM PC

8th August – PC meeting

10th August – LGR Session

11th August – AM Annual Leave

11th August – MH1 POS update meeting

11th August – CP Meeting pre meet

14th August – CP Meeting with CFPC

18th – 25th August inclusive – Annual Leave