

## Open actions from 03/07/23 to 31/03/24

Minute ref	Action	By when	Next report	By whom	Status
87:23 a ii	Arrange a date for monitoring of Road Warden Work	13.11.23	04.12.23	Cllr I. Mitchelmore, Cllr J. Waters and Cllr I. Luscombe	No point doing in January or February due to Village Clean by Cranheaths. Aim to schedule for March
89:23 d	Investigate if it would be possible to lock Grit Bin opposite the Play Park in Greenbanks. with coded padlock	30.11.23	04.12.23	Clerk	Padlock ordered - will need fitting and to notify Road and Snow Wardens of code
66:23 a iv	Cllrs to arrange time and date to conduct monitoring of Road Warden work	30.11.23	04.12.23	Cllr I. Mitchelmore, Cllr J. Waters & Cllr I. Luscombe	See above
66:23 b	Complete details on maps and in outline snow plan	30.11.23	04.12.23	Cllr I. Mitchelmore, Cllr J. Waters & Cllr I. Luscombe	Working Party Meeting to be scheduled asap
42.3.23 c	Organise a meeting with Kate Payne (FSC) to discuss coaches	05.07.23	04.09.23	Cllr J. Abbey	Emailed thanks and feedback in Dec – Closed
52:23 a ii	Improving engagement with parishioners: Add to Agenda for January once logo/branding and vision/mission statement completed	29.12.23	08.01.24	Clerk	To do – Move to later in the year as Logo not yet finalised
53:23 f	Highways: Arrange a meeting with Lisa Edmonds, to discuss SPC's key objectives, for Cllr. P. Osborne and Clerk to attend	22.09.23	02.10.23	Clerk	Partially completed
53:23 h	CSG Terms of Reference and Recruitment: Order and distribute postcards, flyers and posters	29.09.23	02.10.23	Clerk	Partially completed – flyers need distributed
94:23 b	Outstanding HMCEF grant: Cllr J. Brazil will follow this up. Clerk to resend information	08.12.23	08.01.24	Clerk	Completed
97:23 a	80 <sup>th</sup> Anniversary of D-day. Find out what other local parishes are considering doing; whether the American Embassy, Dartmouth Naval College or Local History Society intend to mark the occasion; whether the Village Hall Committee or Parochial Parish Council have any plans already or any suggestions; and what parishioners might feel is appropriate. Clerk to contact other organisations listed above to enquire, feedback to Cllrs and add to Agenda for further discussion in February	26.01.24	05.02.24	Clerk	To do – next report not due until Feb
97:23 b	Edit draft logo for consideration by PC at a later date	23.02.24	04.03.23	Cllr Lange	To do – next report not due until March

SLAPTON PARISH COUNCIL – MEETING ACTIONS REGISTER (Financial Year 2023/24)

Last updated: 03/01/24

Minute ref	Action	By when	Next report	By whom	Status
98.23 a	Liaise with James Curtis (Tree Warden) to obtain cost/quote of willow weaving at the Tree Hub in January	15.12.23	08.01.24	Clerk	Partially completed – emailed again in Dec to request costs and awaiting confirmation
98.23 b	Liaise with Julie Hinder (CSG Chair) and James Curtis (Tree Warden) to set up children’s stall/activities at Tree Hub on 20/1/24 between 10am - 2pm at Slapton Village Hall	20.01.24	05.02.23	Clerk	To do – next report not due until February
98.23 c	Notify the Parochial Church Council (PCC) that the PC has agreed to support the costs of running the Church Café with a Community Grant of £250 and make the payment	15.12.23	08.01.24	Clerk	Completed
98.23 d	Set up Lloyds Bank Cardnet machine	08.12.23	08.01.24	Cllr J. Abbey and Clerk	Completed
98.23 e	Return Devon Audit Partnership engagement letter	08.12.23	08.01.24	Clerk	Completed
98.23 f	Confirm acceptance of quote for fitting bird boxes and rewilding signs	08.12.23	08.01.24	Clerk	Completed
105:23 a	Contact details of Neighbourhood Police team to be shared with all Cllrs so that they can pass on to parishioners, when necessary	08.12.23	08.01.24	Clerk	Completed
105:23 c	Cllr J. Waters to be added as a signatory to the PC’s bank accounts as agreed previously by the PC	26.01.24	05.02.24	Cllr J. Abbey	To do – next report not due until February

Open actions carried forward from the financial year 2022/23

Action Ref no.	Action <i>*Italics show historic entry</i>	By when	Next report	By whom	Status
50-22	<b>21.06.23</b> <i>Extend invite to Devon and Cornwall Fire Service to speak about <b>home safety scheme free inspection</b> at 1x Community Café session if PC resolves that Community Café can go ahead in 23-24</i>	Oct 2023	04.12.23	Cllr J. Abbey	

## Closed actions from 03/07/23 – 31/03/24

Minute ref	Action	By when	Next report	By whom	Status
35.23	Clerk to invite new Neighbourhood Team Leader for Dartmouth (Neil Powers) to October PC meeting	31.07.23	25.08.23	Clerk	Completed
37.1.23 a	Clerk to follow up with SHDC as to why the normal submission route was not made available	05.07.23	25.08.23	Clerk	Emailed 08.07.23
37.1.23 b	Clerk to prepare draft comments for further discussion and resolution before making submission	Asap – to submit by 13.07.23	25.08.23	Clerk	Completed and submitted 12.07.23 and further comments submitted 17.07.23
37.3.23 a	Clerk to invite Tree Wardens to 04.09.23 meeting.	31.07.23	25.08.23	Clerk	Completed
38.1.23 a	Clerk to request again that the assigned Planning Officer pursue the existence of covenants and conduct Land Registry search, if necessary	08.07.23	25.08.23	Clerk	Land registry search requested - no restrictive covenants identified
39.23 a	Clerk to organise a working group meeting for Cllrs to discuss Highways objectives and to contact Lisa Edmonds to begin discussions about the possibility of in-person meeting	End Aug 2023	04.09.23	Clerk	Working party meeting Complete 17.08.23
39.23 b	Cllr J. Abbey to contact Mr Humphreys about the condition of the Tower and Clerk to investigate how to report to SHDC	08.07.23	04.09.23	Cllr J. Abbey	Completed
40.23 a	Clerk to ensure acceptance, register of interests and dispensations to be signed and returned within 28 days	31.07.23	25.08.23	Clerk	Completed
40.23 b	Clerk to update Cllr Governance (roles/tasks) and distribute V2 draft. Cllrs to consider roles/tasks carefully before the next meeting	25.08.23	25.08.23	Clerk	Completed (circulated with Agenda for Sept meeting)
40.23 c	Clerk to submit HMCEF	31.07.23	25.08.23	Clerk	Submitted 02.08.23
40.23 d	Clerk to action purchase of King's Coronation bench	31.07.23	25.08.23	Clerk	Complete – delivered to Cllr. J. Waters 03.08.23
40.23 e	Clerk to action recommendations and observations in Final Internal Audit Report	25.08.23	02.10.23	Clerk	Completed (updated Standing Orders and Financial Regulations circulated with Agenda for Sept meeting)
41.23 a	Clerk to research options, costs and whether an internet connection is required together with current ring-fenced defibrillator funds and any additional funds required. Clerk to inform PC for resolution with aim to install before mid-September 2023. Cllr I. Mitchelmore to liaise with Queens Arms following an update from the Clerk	31.07.23	25.08.23	Clerk Cllr I. Mitchelmore	Completed (report circulated with Agenda for Sept meeting)

**SLAPTON PARISH COUNCIL – MEETING ACTIONS REGISTER (Financial Year 2023/24)**

**Last updated: 03/01/24**

<b>Minute ref</b>	<b>Action</b>	<b>By when</b>	<b>Next report</b>	<b>By whom</b>	<b>Status</b>
<b>41.23 c</b>	Clerk to research and update Cllr's on training and professional development options & costs	25.08.23	25.08.23	Clerk	Completed (report circulated with Agenda for Sept meeting)
<b>42.1.23 f</b>	See 41.23 a.				Completed
<b>42.2.2 3 a</b>	Cllr J. Abbey to report ASB to Devon and Cornwall Police via website and copy Neighbourhood Officer	05.07.23	04.09.23	Cllr J. Abbey	Completed
<b>47:23</b>	Tree Wardens to continue to send a copy of their reports /recommendations to the Clerk for circulation to Cllrs	08.09.23	02.10.23	Clerk to remind	Completed
<b>48.23</b>	Contact Neil Powers, Neighbourhood Team Leader, Dartmouth to confirm attendance at either Oct, Nov or Dec PC meeting	22.09.23	02.10.23	Clerk	Completed – attending November meeting
<b>49.23 i and ii</b>	Submit no comment on planning applications 2488/23/HHO and 2489/23/LBC	06.08.23	02.10.23	Clerk	Completed
<b>49.23 iii</b>	Advise Cllrs and Clerk regarding comments to submit on certificate of lawfulness 2438/23/CLB	15.09.23	02.10.23	Cllr I. Mitchelmore & Cllr S. Lange	Unable to submit Parish Comment – if Parish has comments they will need to be submitted via public portal
<b>52.23 b</b>	Parishioner awareness regarding A379 Slapton Line: Include a brief update in the PC article for Slapton Lines Village Magazine	15.09.22	02.10.23	Cllr J. Abbey	Completed
<b>53.23 a</b>	Return signed acceptance, register of interests and dispensations for new Cllr (Cllr I. Luscombe)	22.09.22	02.10.23	Cllr. I Luscombe & Clerk	Completed
<b>53.23 c</b>	Circulate finalised Cllr Governance (roles/tasks)	08.09.23	02.10.23	Clerk	Completed
<b>53.23 d</b>	Book the following courses: 1A: Safeguarding Essentials Training (Level 1) by High-Speed Training, 2A: Standards in Public Life by Devon Association of Local Councils (DALC), 2B: What Makes People Challenging by Society of Local Clerks (Chair only) 3A: Equality, Diversity and Inclusion by DALC, 4A: Finance for Cllrs by DALC (3 x Cllrs + Clerk) and 4B: An Overview of Local Councils by DALC (new Cllrs)	22.09.22	02.10.23	Clerk to book Safeguarding and indiv. Cllrs to book DALC courses with support from Clerk	Completed -1A, 2A, 3A, 4A booked. Being a good Cllr booked instead of 4B. Managing difficult people and conversations booked for Chair instead of 2B.
<b>53.23 g and i</b>	Update website with CSG ToFR, SOs and FRs	08.09.23	02.10.23	Clerk	Completed
<b>55.23 a</b>	The Tower: Request update from Devon Building Control	22.09.23	02.10.23	Cllr J. Abbey	Completed
<b>55.23 d i</b>	Pandemic artwork: Liaise with Mr. J. Curtis to ensure the completion/closure of the pandemic artwork project	22.09.23	02.10.23	Cllr I. Mitchelmore	Completed
<b>55.23 d ii, 57.23 a and 57.23 c i &amp; ii</b>	Update budgets and make approved payments for authorisation	08.09.23	02.10.23	Clerk	Completed

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<b>58:23 b</b>	Churchyard - access to graves: Liaise with the Treasurer of PCC	08.09.23	02.10.23	Cllr J. Abbey	Completed
<b>58:23 c</b>	Funding and grant applications: Add to October Agenda	22.09.23	02.10.23	Clerk	Completed
<b>65:23 a i to iv</b>	Submit 'no comment' on Planning Applications 2816/23/LBC, 2810/23/LBC, 2882/23/VAR and 2964/23/VAR	06.10.23	06.11.23	Clerk	Completed
<b>66:23 a i</b>	Arrange a November meeting for setting precept/budget and December meeting to complete 3rd quarterly forecasts with Cllr J. Abbey, Cllr P. Osborne and Cllr S. Lange	30.11.23	04.12.23	Clerk	Complete – arranged for 13 <sup>th</sup> November
<b>66:23 a ii</b>	Prepare asset conditions monitoring forms and send to Cllr I. Mitchelmore and Cllr I. Luscombe	09.10.23	06.11.23	Clerk	Completed
<b>66:23 a iii</b>	Ensure Cllrs responsible for monitoring noticeboards, Facebook pages and Website are made aware of any non-compliance with statutory requirements	Ongoing	N/A	Clerk	Ongoing
<b>66:23 a iv</b>	Provide Cllr I. Mitchelmore, Cllr J. Waters and Cllr I. Luscombe with map of buddle holes, drains and Road Warden schedule of works	13.10.23	06.11.23	Clerk	Completed
<b>66:23 a vi</b>	Provide map of PROWs, list of agreed PROW works for 2023-24 and Mowing schedule and arrange times to monitor with Cllr S. Lange and Cllr. I Luscombe to monitor PROWs	13.10.23	06.11.23	Clerk	Completed
<b>66:23 a vii</b>	Check 1 <sup>st</sup> aid equipment located at Edgehill (Clerk's house)	31.10.23	06.11.23	Clerk	Completed
<b>66:23 a vii</b>	Monitor green light on existing defibrillator until installation of new SWAFST defibrillator	30.11.23	06.11.23	Clerk, Cllr P. Osborne & Cllr S. Lange	Completed
<b>66:23 b</b>	Confirm whether Mr K. Widger will continue to lead as Snow Warden	31.10.23	06.11.23	Cllr I. Mitchelmore	Completed
<b>66:23 b</b>	Confirm Highways and Parish Council responsibilities with regards to gritting and snow clearance and find out if payments to farmers are available	13.10.23	06.11.23	Clerk	Completed
<b>68:23 a</b>	Post community grants notices on noticeboards and website and circulate applications to Cllrs for consideration at January's PC meeting	09.10.23	08.01.24	Clerk	Completed
<b>68:23 a</b>	Notify Parochial Parish Council that they do not need to apply for a community grant and arrange payment of £250 towards mowing around war memorial	13.10.23	06.11.23	Clerk	Completed
<b>68:23 b i</b>	Forward any funds that might be applicable to village clubs/groups using the Village Hall to the Village Hall Secretary	Ongoing	Ongoing	Clerk	Ongoing
<b>68:23 b ii</b>	Forward any funds that might be applicable to the Parochial Parish Council directly to their Treasurer	Ongoing	Ongoing	Clerk	Ongoing
<b>68:23 b iii</b>	Investigate whether the Parish Council can obtain a grant to support the Parochial Parish Council with the costs of running the Church Café from April to September as it serves the whole community	31.10.23	06.11.23	Clerk	Completed
<b>68:23 c</b>	Obtain quotes for village drain clean to take place in early December	13.10.23	06.11.23	Clerk	Completed
<b>68:23 d</b>	Order 1x wreath (about £20) for the Church War Memorial and ask Shirley Sullock if she would like to lay the wreath	31.10.23	06.11.23	Clerk	Completed

Minute ref	Action	By when	Next report	By whom	Status
74:23 a	Forward pictures of personal notes left in bus stop to Chair, check bus stop displays and ensure the bus stop is clean and tidy	06.10.23	06.11.23	Clerk	Completed
53.23 b	Purchase and install SWASFT defibrillator	22.09.22	02.10.23	Clerk	Purchase Complete Installation planned before end of Nov
53.23 e	Community Café. Book hall for Mondays between 2.00 pm – 4.30 pm from Nov 2023 – March 2024, recruit volunteers, place order for sundry items (tea/coffee etc.) and advertise	Book hall 08.09.23 Other actions following PC approval 06.10.23	02.10.23	Clerk	31.10.23 Completed – no volunteers so just Clerk  04.12.23 Several Cllrs, including Cllr P. Osborne, have agreed to volunteer at the Community Café and several parishioners now also kindly help on an ad hoc basis. Their support is much appreciated.
78:23	Ensure parishioners, especially farmers, are aware that a quad bike was stolen from a workshop at Lower Fuge Farm recently and that there have been several other quad bike thefts in South Hams in recent months. Encourage farmers and the public to report anyone acting suspicious on farms and surrounding land as thieves often reconnaissance an area before hand, can be quite brazen and have been known to use drones to do so too. Recommended that equipment, including quad bikes, is well secured/padlocked etc	13.11.23	04.12.23	Cllr J. Waters and Cllr M. Crowson to liaise with farmers  Clerk to post on website	Completed  Completed
79:23 a i	Forward current and previous HMCF grant applications to Cllr J. Brazil	15.11.23	04.12.23	Clerk	Completed
79:23 a ii	Post advance warning that A379 at Stoke Flemming will be closed during January, February and March so that repairs to the wall can be carried out	10.11.23	04.12.23	Clerk	Completed
79:23 a iii	Remind parishioners to request recycling boxes and food bins (if they are still using blue bags), to not leave cardboard next to recycling boxes for the first couple of weeks and that bins need to be brought to the end of private lanes/roads for collection.	10.11.23	04.12.23	Clerk	Completed
79:23 b i	Remind parishioners to take food waste out from 20th November and that collection dates might change. Encourage parishioners to report any missed services/collections or other complaints directly	10.11.23	04.12.23	Clerk	Completed
81:23 a i	Submit no comment on Planning Application 3098/23/FUL	10.11.23	04.12.23	Clerk	Completed

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<b>81:23 b iv</b>	Draft formal complaint to SHDC Planning Department	30.11.23	04.12.23	Cllr J. Abbey and Cllr M. Crowson	Completed
<b>82:23 a</b>	Thank Shop Management Committed and share PC's thoughts about windows in roof of Slapton Community Shop	10.11.23	04.12.23	Clerk	Completed
<b>83:23 a</b>	Book Cranheath for their only available dates (22nd and 23rd January, 1.5 to 2 days @ £1,232.00 to £1,540.00 + VAT)	10.11.23	04.12.23	Clerk	Completed
<b>83:23 b</b>	Publish dates for 2024 PC meetings	10.11.23	04.12.23	Clerk	Completed
<b>87:23 a i</b>	Send conditions report for village assets to Clerk. Cllr I. Luscombe to complete salt levels	13.11.23	04.12.23	Cllr I. Luscombe	Completed
<b>87:23 a iii</b>	Email Cllrs re meeting location for PROW monitoring on Saturday 25 <sup>th</sup> and Sunday 26 <sup>th</sup> November	13.11.23	04.12.23	Clerk	Completed
<b>87:23 a iv</b>	Send maps and outline snow plan for Cllrs to complete	15.11.23	04.12.23	Clerk	Completed
<b>87:23 a v</b>	Arrange time to meet with Cllr S. Lange regarding logo	13.11.23	04.12.23	Clerk	Closed
<b>89:23 a</b>	Confirm costs of portable generator and liaise with Village Hall Committee before submitting application for Emergency Resilience Funding Ask to look at system to establish whether a separate switch would need to be installed to cut off mains grid	20.11.23	04.12.23	Clerk  Cllr. J Waters	Closed
<b>89:23 b</b>	Remove overhanging branch on Brook Street.	30.11.23	04.12.23	Cllr I. Luscombe	Completed
<b>89:23 c</b>	Report to Highways that 3 drains/road gulleys are blocked from Townsend Cross to Brook Street, including a drain at the bottom of Brook Street, which has resulted in the garage at Lower Cottage being flooded. Liaise with owners of Lower Cottage Find out if Cllr J. Waters can borrow a vehicle to suck the drains/road gulleys	15.11.23	04.12.23  30.11.23	Clerk  Clerk	Completed  Complete – vehicle not available
<b>66:23 a ii</b>	Monitor conditions of assets and liaise with Nick Mathias regarding condition of Road Warden assets	31.10.23	06.11.23	Cllr I. Mitchelmore & Cllr I. Luscombe	Completed
<b>66:23 a iii</b>	Clerk to post on CSG Facebook Page	Ongoing	N/A	Clerk	Completed
<b>66:23 a vi</b>	PROW works to be monitored by Clerk, Cllr S. Lange and Cllr I. Luscombe	30.11.23	04.12.23	Clerk, Cllr S. Lange & Cllr I. Luscombe	Completed
<b>66:23 b</b>	Provide maps and an outline snow plan	13.10.23	06.11.23	Clerk	Completed
<b>68:23 b iv</b>	Apply for DCC Devon Emergency Resilience Funding to support development of an emergency plan and possibly towards a generator	31.10.23	06.11.23	Clerk	Closed

Minute ref	Action	By when	Next report	By whom	Status
			Next update 04.12.23		
68:23 b v	Investigate the Locality grants and technical support packages available for developing a neighbourhood plan	31.10.23	06.11.23 Next update 04.12.23	Clerk	Completed
74:23 b	Investigate costs and possible funding opportunities to complete the pandemic art project and update Cllrs	31.10.23	Next update 04.12.23	Clerk	Closed
42.1.23 f	Arrange a time and date for Cllr M. Crowson to meet with Nick Mathias before the 2024 P3 grant application to discuss Path 2 Coltscombe	31.10.23	06.12.23	Clerk	Closed
52.23 a i	Logo/branding: Contact a parishioner with the right skill set to establish if they might volunteer their time to support the council with this Organise working party meeting if the parishioner agrees to help and if not to include costings for consideration in October 2024-25 budget discussions	22.09.23	02.10.23	Cllr S. Lange to contact the parishioner Clerk	Completed and added to Dec Agenda

Closed Actions carried forward from the financial year 2022/23

Minute ref	Action	By when	Next report	By whom	Status
66-22  41.23 c	<b>NALC/SLCC Dignity at Work</b> <ul style="list-style-type: none"> <li>Cllrs to read through the SLCC briefing pack</li> <li>PC to hold a group MS teams session to watch the training videos. Discuss working group training sessions and set dates</li> </ul> <b>21.06.23</b> New Clerk to research Civility and Respect training via NALC and inform Cllrs of options & costs.	Aug 2023	Options shared and to be included in 04/09/23 Agenda as Matters for Discussion to then be included in 02/10/23 Agenda as Matters for Resolution.	Clerk	Complete – see above
72-22  41.23 c	<b>Safeguarding</b> – source supplier (online or webinar). Clerk to contact SHDC and FSC/DALC/NALC <b>NALC LGBT+ equalities training</b> – placeholder date Wednesday 7 <sup>th</sup> February (2-4pm) by zoom. Agree on budget/final attendees in November 2023. Attendee list started. All CSG members to attend. Confirm date and booking to SLCC Natasha Studer £300 ringfenced in the budget. Cost is £375 including VAT <b>21.06.23</b> New Clerk to identify suitable safeguarding training - £300 budget agreed and ringfenced (minute ref: 148.22)– inform Cllrs of options & costs. The new Clerk has noted that the ringfenced budget was minuted for Safeguarding training only. The new Clerk will investigate whether SLCC can broaden the scope of LGBTQ+ training -	Aug 2023	Options shared and to be included in 04/09/23 Agenda as Matters for Discussion to then be included in 02/10/23 Agenda as	Clerk	Complete – see above



Minute ref	Action	By when	Next report	By whom	Status
	to include all protected characteristics as part of wider diversity, equality and inclusion training – and inform Cllrs of options & costs. New Clerk to liaise with other local Clerks to identify what training and professional development their Cllrs participate in and to determine interest in diversity, equality and inclusion to reduce costs.		Matters for Resolution.		
73-23	<p><b>Winter Community Café – Mondays at the Hall.</b></p> <ul style="list-style-type: none"> <li>• £1181 grant ringfenced and project budget set out.</li> <li>• Dates: Start 6<sup>th</sup> November after the clocks go back. Budget will cover to the end of Feb / March.</li> <li>• Can the village hall offer a discounted rate? Offer storage space and loan the use of the pool table?</li> <li>• Parishioner has donated a Nespresso coffee machine. £180 in the budget just in case this fails / will need a PAT test.</li> <li>• CSG volunteers to run (Lou/Zia/Shirley Haskins). Need a first aider – may need to go on a low-cost course.</li> <li>• Book village hall – need to agree later time to avoid most of the Post office opening time. Suggested 2.30pm - 5pm</li> </ul> <p><b>21.06.23</b></p> The new Clerk to liaise with CSG if PC resolves that Community Café should go ahead in 23-24. If PC votes against Community Café, the Clerk to arrange for the grant to be returned.	Sept 2023	Include in 04/09/23 Agenda as Matters for Resolution.	Clerk	Completed 04.09.23