

SLAPTON PARISH COUNCIL – MEETING ACTIONS REGISTER (year end 24-25)

Last updated: 25/06/24

Open actions year end 24-25

Minute ref	Action	By when	Next report	By whom	Status
40:24 a ii	1432/24/HHO PC has no comment to make assuming that the Velux windows are in keeping with adjacent properties	27.06.24	01.07.24	Clerk	Completed
41:24 a	Invite Struan Coupar from Stoke Flemming to PC meeting to discuss Neighbourhood Planning	21.06.24	01.07.24	Clerk	Completed – Struan will attend Sept meeting
42:24 a	Giles Sutton to sign declaration of acceptance and register of interests once Clerk has completed checks	14.06.24	01.07.24	Clerk and Giles Sutton	Completed
42:24 b	Inform Shop Committee that signage can be installed on the fence owned by the PC at the Park and Walk	14.06.24	01.07.24	Clerk	Completed
42:24 d	Contact South West Water to request pipe near the Tower Inn is repaired again	14.06.24	01.07.24	Clerk	Reported to SWW online on 19.06.24 – see Clerk’s report for further information
42:24 e	Contact landowner in writing about the bank on Brook Street	14.06.24	01.07.24	Clerk	See Clerk’s report
45:24 a ii	Invite Coleridge Bus to September full council meeting	21.06.24	01.07.24	Clerk	Completed – Tony Rundle (secretary) will attend Oct meeting
45:24 vi	Write letter of support for Water Restoration Fund application being made by local catchment groups	04.06.24	01.07.24	Clerk	Completed
45:24 vii	Attend free community emergency planning training in Uffculme	12.06.24	01.07.24	Chair	Completed
45:24 vi	Attend VH meeting to discuss cinema equipment – Chair to organise and Clerk to attend	12.06.24	01.07.24	Chair and Clerk	Completed
45:24 ix	Arrange a date for Clerk’s appraisal	21.06.24	01.07.24	Clerk	Complete
48:24 a	Make May/June’s payments	04.06.24	01.07.24	Clerk	Completed
49:24 c	Report missing jubilee clip on dog bin by church.	07.06.24	01.07.24	Clerk	Completed
37:24 o	Forward Cllr Osborne’s emails to Lisa Edmonds.	07.06.24	01.07.24	Clerk	Completed
27:24 a vii	Strim FP2 as soon as possible. Clerk to arrange date for herself, Cllr Lange and Cllr Luscombe	27.05.24	03.06.24	Clerk, Cllr Lange and Cllr Luscombe	To do after 22 nd June

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28:24 a ii	Liaise with PCC to determine support required for Church Fayre	24.06.24	01.07.24	Cllr Staines	Status update required
30:24 a	Obtain posts from Road Warden store for installation at Park and Walk and then liaise with Cllr Mitchelmore and Cllr Luscombe regarding installation	27.05.24	03.06.24	Clerk, Cllr Mitchelmore and Cllr Luscombe	To be installed on 10 th June: Completed

Open actions carried forward from year end 23-24

Minute ref	Action	By when	Next report	By whom	Status
27:24 a iii	Complete outstanding training that has already been booked	02.09.24	02.09.24	Cllr Staines, Cllr Mitchelmore, Cllr Waters, Cllr Crowson and Cllr Luscombe	Some completed
27:24 a ii	Begin ILCA course	17.05.24	Ongoing	Clerk	Begun but not completed
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	Draft completed – still needs finalising when time permits
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 Move to later in the year as Logo not yet finalised	Clerk	Add to July agenda
97:23 b	Edit draft logo for consideration by PC at a later date	23.02.24	04.03.23	Cllr Lange	Add to July agenda

Closed or completed actions year end 24-25

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31:24 a	Make monthly payments – set up online for authorisation	14.05.24	03.06.24	Clerk	Completed
32:24 b	Clerk to check legalities associated with pizza van using Park and Walk and add to June agenda for resolution	27.05.24	03.06.24	Clerk	Completed – have not added to agenda for various reasons
32:24 c	Add leaking pipe between the Arches and Roundhouse (entrance to Tower Inn) to June agenda for further discussion and resolution of next steps	27.05.24	03.06.24	Clerk	Completed
8:24 b i	Deer Bridge to Start: Site visit and follow up with landowners, Highways, Environment Agency and Tree Wardens	19.04.24	13.05.24	Cllr Abbey and Clerk site visit Clerk to do liaison	Site visit and contact with Highways & Tree Wardens completed. To do: Contact Env Agency. Please raise flooding on alternative inland route at Deer Bridge, for several weeks of the year, with Highways at June meeting: Completed – no action will be taken.
8:24 b i	Unstable bank and unruly vegetation on Brook Street: Complete land registry search to ascertain ownership before contacting landowner	03.05.24	13.05.24	Clerk	Completed
8:24 b ii	Damage of verge opposite FSC: Add restoration of verge to June agenda	27.05.24	03.06.24	Clerk	Completed
8:24 b iii	Missing ‘No Overnight Sleeping’ signs at Park and Walk: Ask Nick Mathias to retrieve posts from store and drop off at Clerk’s house, make new signs and ask Cllr Luscombe if he would be happy to reinstall the posts on behalf of the PC	03.05.24	13.05.24	Clerk and Cllr Luscombe	New signs ready and posts at Clerk’s house – date to install TBC (see 30:24 a)
27:24 a iv	Purchase Devon Shovel (bulldog 2309 west country shovel) ~ £30.00 and waste bags 272 l x 3 ~£20.00 for Road Warden	17.05.24	03.06.24	Clerk	Completed
27:24 v	Revisit Start and Newton to report each drain, pothole, missing stretch of road and obstruction separately on the SHDC/DCC ‘report it’ site – lots to report	17.05.24 and 20.05.24	03.06.24	Clerk	Completed
24:24 a i	0999/24/FUL Thorn Park Slapton TQ7 2RD Agricultural building for storage to include farmyard manure Review the supporting documentation related to the application before deciding upon the PC’s comments, if any	27.05.24	03.06.24	Cllr Mitchelmore, Cllr Lange and Clerk	Completed

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	Clerk to submit comments by 28th May				
24:24 a ii	0396/24/HHO Olive House Sands Road Slapton TQ7 2QN Householder application for replacement obsolete front door with a non-opening window, replacement of windows, levelling out of steps that currently lead to door, remove steps and banister Review the supporting documentation related to the application before deciding upon the PC's comments, if any Clerk to submit comments by 30 th May	27.05.24	03.06.24	Cllr Mitchelmore, Cllr Lange and Clerk	Completed
25:24 a v	Provide Cllrs with information on vehicle number through the village, if available	27.05.24	03.06.24	Clerk	Completed
25:24 a v	Meet to discuss any feedback from parishioners on the alternative inland routes and prepare ahead of the June PC meeting	27.05.24	03.06.24	Cllr Abbey and Cllr Osborne	Completed
26:24 a i to vi	Add minute references to all approved documents and upload to website	27.05.24	03.06.24	Clerk	Completed
27:24 a i	Sign and return insurance renewal	17.05.24	03.06.24	Clerk	Completed
28:24 a iii	Share South Hams Community Action - loneliness and isolation report with CSG Committee	17.05.24	03.06.24	Clerk	Completed
28:24 a v	Send CSG flyers to print	17.05.24	03.06.24	Clerk	Completed
28:24 vi	Meet with Giles Sutton about becoming a Cllr	17.05.24	03.06.24	Cllr Abbey, Cllr Osborne and Clerk	Completed
27:24 a xiii	Attend meeting with SW Water and Anthony Mangnall on Friday 7th June at 11.30 am. SW Water, Anthony Mangnall and Cllrs will be joined by 3 parishioners at the Village Hall after their site visit at approximately 12.30 pm. Clerk to make all arrangements	07.06.24	01.07.24	Cllr Abbey, Cllr Mitchelmore and Cllr Staines	Completed
27:24 a xiv	Liaise with VH committee re storage of Cinema for All equipment	17.05.24	03.06.24	Cllr Abbey	Closed – equipment to be stored by another group and not available for June screening 🙄
28:24 a i	Liaise with local farmers regarding storage of hearse so that it is no longer parked outside the children's play park	27.05.24	03.06.24	Cllr Mitchelmore	Closed – storage has been found
146:23 a	80 th Anniversary of D-day: Find out if Exeter University will record their talk on Operation Tiger and make it available to the public/parishioners	03.06.24	03.06.24	Cllr J. Abbey/Clerk	Closed as unable to gather that information

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87:23 a ii and 152:23 a iv	Arrange a date for monitoring of Road Warden Work	13.11.23	04.12.23 Next update 08.04.24	Cllr I. Mitchelmore, Cllr J. Waters and Cllr I. Luscombe	Closed as rescheduled for Autumn 2024
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	Closed as rescheduled for Autumn 2024
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	Closed as Lisa Edmonds attending June 2024 PC meeting
53.23 h	CSG Terms of Reference and Recruitment: Order and distribute postcards, flyers and posters	29.09.23	02.10.23	Clerk	Closed as new flyer will be printed for distribution
50-22	21.06.23 <i>Extend invite to Devon and Cornwall Fire Service to speak about home safety scheme free inspection at 1x Community Café session</i>	Oct 2023	04.12.23	Cllr J. Abbey	Closed as over one year since added to the action log – will revisit when Community Café restarts in Autumn 2024, if appropriate
5:24 a ii	Share maps of the proposed alternative inland routes at the Annual Parish meeting and ask parishioners for their thoughts/comments	25.04.24	None	Clerk to prepare maps	Completed
5:24 b ix	Confirm meeting date with Planning Department and let Clerk and Cllr Lawford know	12.04.24	13.05.24	Cllr Abbey	Completed
7:24 a ii to v	Submit comments on planning applications	11.04.24	13.05.24	Clerk	Completed
8:24 a iii	Prepare PCs presentation for APM, including planning for Cllr Mitchelmore, SLP for Cllr Crowson, finance and accounting for Clerk and everything else for Cllr Abbey. Send to Cllrs ahead of APM	19.04.24	13.05.24	Clerk	Completed
8.24 a iv	Create, print and distribute posters for APM	16.04.24	13.05.24	Clerk	Completed
8.34 a v	Liaise with shop re drinks for APM Prepare nibbles – ask parishioners to help too	18.04.24 25.04.24	13.05.24	Clerk Cllrs	Completed
8:24 b i	Slapton to Deerbridge: Find out who owns the land where the wall/bank has collapsed. Clerk to ask Patsy Edgecombe, Cllr Mitchelmore to ask Keith Widger and Cllr Waters to ask Colin	03.05.24	13.05.24	Clerk, Cllr Mitchelmore and Cllr Waters	Cllr Mitchelmore Completed and landowner aware
8:24 b i	Hedges overhanging yellow line on Sands Road opposite the Park and Walk: Contact Campsite to discuss possibility of cutting	03.05.24	13.05.24	Clerk	Cut before being requested to do so (should have waited until after end of July!)
8:24 b ii	Permanently blocked drain at Townsend Cross: Contact DCC's Neighbourhood Highways Officer to request their expertise and support	03.05.24	13.05.24	Clerk	Completed

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9:24 a to h	End of year documentation: finalise, submit to auditors and upload to website	26.04.24	13.05.24	Clerk	Completed
15:24 a and b	Make payments via online banking	09.04.24	13.05.24	Clerk Cllr Abbey to authorise	Completed
12:24 a iii	Newton Cross to Thorn Cross: Conduct a site visit and record/photograph road condition so that the Clerk can liaise with DCC's Neighbourhood Highways Officer	19.04.24	13.05.24	Cllr Abbey to carry out site visit Clerk	Completed