

Open actions year end 25-26

Minute ref	Action	By when	Next report	By whom	Status
145:25	Clerk to find dates available for APM and Annual Meeting of the Parish Council. Calendar checked and unavailable dates shared with councillors with hall treasurer and bookings email address copied.	13.04.26	13.04.26	Clerk	Completed
143:25	Submit PC response (no comment) on planning application 0369/65/VAR	19.03.26	13.04.26	Clerk	Completed
130:25	Submit planning response	19.02.26	02.03.26	Clerk	Completed
132:25a	Complete employment checks and references for new Clerk/RFO	23.02.26	02.03.26	Clerk	Completed
134:25c	Update Parish Emergency Plan	23.02.26	02.03.26	Clerk	Partially completed – Cllrs to check vulnerable list
134:25d	Chase SHDC regarding repair of playpark gate at Greenbanks	27.02.26	02.03.26	Chair	
134:25e	Arrange repair of Chair's laptop. New laptop purchased for the Chair. Now need to purchase software.	asap	13.04.26	Clerk	
135:25b	Report flooding issue to South West Water	Immediate	02.03.26	Clerk	Completed
135:25c	Investigate free source of scalpings and compactor hire costs. No free scalpings available. Council resolved to spend a maximum of £250 to fill the worst of the holes 145:25d	27.02.26	02.03.26	Cllr Lange	
137:25c	Liaise with landowners and contractor re flooding works (Alston/Dittiscombe & Dearswell)	27.02.26	02.03.26	Cllr Harris	
83:25 c	Continue to share Highways issue photos with Slapton Line Partnership (Lou Hoskins)	Ongoing	Ongoing	Chair	Ongoing
67:25 c	Begin preparing documents necessary to register 3x small parcels of public land in the village	Ongoing	Ongoing	Clerk	Ongoing – maps prepared
53:25 (d)	Get quotes for repair of damage to the bus shelter on Sands Road. The bus shelter has now been repaired.	31.10.25	03.11.25	Clerk	Complete
12:25 b	Report to PC on signage survey			Cllr Abbey	To be deferred until after further discussions with DCC Highways

Closed or completed actions year end 25-26

Minute ref	Action	By when	Next report	By whom	Status
117:25 a(i)	Submit PC response (no comment) on planning application 3486/25/HHO	08.01.26	02.02.26	Clerk	Completed
117:25 a(ii)	Submit PC response (no comment) on planning application 3645/25/LBC	29.01.26	02.02.26	Clerk	Completed
118:25 a	Add recreation field proposals to next Parish Council agenda	Next agenda	02.02.26	Clerk	Completed
119:25 a	Submit precept demand for £28,030.00	30.01.26	02.02.26	Clerk	Completed – Ref: RP/566955
119:25 b	Contact Strete PC re Slapton Line Alliance	08.01.26	02.02.26	Clerk	Completed
119:25 c	Book annual village clean with Cranheath (2nd week Dec 2026)	17.01.26	02.02.26	Clerk	Completed. Cranheath have pencilled it in for 15 th and 16 th Dec 2026 but it will be weather dependent. This will need to be confirmed a few weeks before. Remember notices will need to go up around the village and on cars the night before.
119:25 c	Request Road Warden to blow down Prospect Hill (Sept–Feb)	17.01.26	02.02.26	Clerk / Road Warden	Have asked Nick if he would mind blowing down this month – will need to specifically be added to contract scope of work when reviewed in March so that it doesn't get in the same state it did before the village clean.
119:25 d	Book Village Hall for Annual Parish Meeting (Monday 20 th April 2026, 6.30 pm)	17.01.26	02.02.26	Clerk	Completed
119:25 e	Commission risk assessment for bus shelter (if suitable contractor identified)	17.01.26	02.02.26	Clerk	Emailed Lisa Edmonds x 2 requesting info re

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					contractors. Highways don't recommend 'approved' contractors. Suggested googling road safety auditors so I have done that (see Clerk's report).
107:25 a	Add bus shelter within Greenbanks to next agenda	Next agenda	05.01.26	Clerk	Completed
108:25 a	Appoint Devon Audit Partnership as internal auditor for 2025–26	19.12.25	05.01.26	Clerk	Completed
108:25 b	Buddleholes clearance	asap	05.01.26	Clerk/Cllr Harris	Completed
109:25 d	Contact South West Ambulance Service regarding defibrillator training	02.12.25	05.01.26	Clerk	Completed
110:25 a	Post notice of casual vacancy	02.12.25	05.01.26	Clerk	Completed
110:25 f	Put up additional posters for Police surgery on 9 December	02.12.25	05.01.26	Clerk	Completed and taken down again as now cancelled
110:25 e	Research Wild Planet Trust seagrass meadow project for coastal protection	Ongoing	05.01.26	Cllr Abbey	Completed
125.25 a	Banking – payments to be approved ready for authorisation	07.01.26	02.02.26	Clerk	Completed
94:25 (a)	Co-opt Tracey Fletcher onto the Parish Council and complete all relevant paperwork/notifications	14.11.25	01.12.25	Clerk	Completed
94:25 (b)	Confirm venue and free entry for Jill Gregory's drumming workshop before issuing £240 grant payment	21.11.25	01.12.25	Clerk	Completed (grant not yet issued but confirmation received that it will be at the village hall and free)
95:25 (f)	Finalise Community Café rota (fill remaining gaps)	10.11.25	01.12.25	Clerk	Completed
5:25 (g)	Publicise defibrillator training (Monday 8th December) - prepare and display posters on the Parish Council website and noticeboards	21.11.25	01.12.25	Clerk	Completed
95:25 (h)	Coordinate village clean (Tuesday 9th & Wednesday 10th December). Ensure posters go on the website and noticeboards. Liaise with farmers regarding hedge cutting so that as many as possible are completed beforehand.	21.11.25	01.12.25	Cllr Harris & Clerk	Completed Thanks to Cllr Harris for liaising with

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					farmers to organise hedge cutting
82:25 h	Add Allotments to agenda in new year after expressions close in November 2025	31.12.25	05.01.26	Clerk	Completed
39:25 g	Draft a volunteer rota to determine whether it would be feasible to staff and bake for the Community Café for a period of two months	31.10.25	03.11.25	Clerk	Completed
77:25 a (iii)	Review proposed DCC Highways draft protocol (re Parish autonomy) and submit Parish Council comments	31.10.25	03.11.25	Clerk	Emailed DALC 20.10.15 to request a copy – they are unaware of the draft protocol but will follow it up
80:25 a	Add 'Bus shelter at Greenbanks – next steps' to November agenda	31.10.25	03.11.25	Clerk	Completed
80:25 b	Follow up request for parish map from DCC/SHDC for inland routes planning	31.10.25	03.11.25	Cllr Lawford	Completed – Lou Hoskins has provided a map to Cllr Abbey
81:25 a	Process £250 payment to PCC for mowing/war memorial upkeep	15.10.25	03.11.25	Clerk	Completed
81:25 b	Arrange Rural Network membership renewal (£52.50 + VAT)	15.10.25	03.11.25	Clerk	Completed
82:25 b	Follow up with SWW re leaking air valve off Blacksmith's Hill and report findings	31.10.25	03.11.25	Clerk / Cllr Mitchelmore / Cllr Abbey	Completed
82:25 f	Level surrounds for salt bin at corner of Marsh Lane	When possible	03.11.25	Cllr Harris	Completed
82:25 g	Circulate grant bid and add 'PC grants to community groups' to November agenda	31.10.25	03.11.25	Clerk	Completed
65:25 a i	Submit comment on planning portal (submit no comment) by 29 th September 2025	29.09.25	06.10.25	Clerk	Completed
66:25 a	Update Cllr Roles and Governance Tasks document	29.09.25		Clerk	Completed
66:25 b	Print and distribute hard copies of PC's Emergency Response Plan to Cllrs	06.10.25	06.10.25	Clerk	Completed
66:25 c	Arrange meeting between Cllrs and residents at Green Banks to discuss the next steps for a possible bus shelter	08.09.25	06.10.25	Clerk to arrange Cllrs Abbey, Osborne and Sutton to attend	Completed

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66:25 d	Find out potential demand for allotments – article in Slapton Lines Magazine and posters on website and noticeboards	15.09.25	05.01.26	Cllr Abbey and Clerk	Completed
66:25 e	Send follow up email to Caroline Voaden following brief discussion at Slapton surgery	29.09.25	06.10.25	Cllr Abbey	Completed
66:25 e	Email EA re compelling reasons for sea defences under ‘Imperative Reasons of Overriding Public Interest’	08.09.25	06.10.25	Cllr Abbey	Completed
67:25 a	Check Mr Widger is OK for PC to store sandbags at Poole Farm Order sandbags	29.09.25	06.10.25	Cllr Mitchelmore and Clerk	Completed
67:25 b	Display Community Grants Notice on website and noticeboards	08.09.25	03.11.25	Clerk	Completed
68:25 a	Submit complaint to DCC about outstanding payment of P3 Grant for 24-25	29.09.25	06.10.25	Clerk	Completed
70:25 a	Contact Neighbourhood Police Team (after Dartmouth regatta) about speeding along the A379 Slapton Line	08.09.25	06.10.25	Cllr Sutton	Completed
54:25 (b)	Follow up with SHDC regarding relocation request for dog bin at Brandis Park.		01.9.25	Clerk	Completed
53:25 (c)	Book defibrillator training for a Tuesday in December when the village hall is free.		01.9.25	Clerk	Completed
49:25 (d)	Add information to the PC’s website reminding residents not to modify wheely bins, and not to dispose of vapes or batteries in black bins.		01.9.25	Clerk	Completed
52:25 (a)	Add land registration matter to the September agenda for further discussion/resolution.		01.9.25	Clerk	Completed
53:25 (a)	Declare a casual vacancy due to Cllr Waters’ disqualification (non-attendance for 6 months).		01.9.25	Clerk	Completed
53:25 (b)	Complete documentation related to co-option of Mr J. Harris to fill the vacancy left by Mr M. Crowson.		01.9.25	Clerk	Completed
27:25 b	Arrange for transportation of bench from Pollards Combe to Carr Lane Lodge public area.	02.06.25	02.06.25	Cllr Luscombe	Completed
37:25 a i and ii	Submit planning comments.	03.06.25	07.07.25	Clerk	Completed
38:25 a	Update Cllr Roles and Responsibilities document, distribute and upload to website.	09.06.25	07.07.25	Clerk	Completed
39:25 a	Update meeting dates May 2025 to end of April 2026, circulate, post on noticeboards and on website.	09.06.25	07.07.25	Clerk	Completed

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39:25 b	Write to the campsite to request the details of the vehicle that caused the damage to the bus stop on Sands Road.	03.06.25	07.07.25	Clerk	Completed
39:25 c	Respond to SHDC consultation re phone box, find out how to adopt the phone box for £1.00, investigate listed building status and whether the phone box can be relocated. Listed Building no: 1325157 Date first listed: 23-Aug-1989 K6 TELEPHONE KIOSK AT SLAPTON VILLAGE CENTRE Adopt a Kiosk Scheme Buy a BT Phone Box BT Business Consent for Adapting K6 Telephone Kiosks Historic England	10.06.25	07.07.25	Clerk	Completed
39:25 d	Review information provided by the EA and compile any follow up questions. Circulate report and forward questions to Cllr Lawford.	03.06.25	07.07.25	Cllr Osborne Clerk	Completed
39:25 e	Book Signage, Lighting and Guarding refresher training for Road Warden.	09.06.25	07.07.25	Clerk	Completed
39:25 f	Instruct DPS to finalise the Internal Audit Report.	03.06.25	07.07.25	Clerk	Completed
39:25 h	Close the second Community Account with Lloyds Bank to avoid bank charges.	03.06.25	07.07.25	Cllr Abbey	Completed
39:25 i	Explore alternative banking providers that may offer Treasurers and Savings accounts with no monthly charges, in light of Lloyds Bank introducing a new fee of £4.25 per month on the Community Account (main account).	24.06.25	07.07.25	Clerk	Completed
43:25 a	Provide Cllr Abbey with suitable map of the village and beyond for signage survey/report.	03.06.25	07.07.25	Clerk	Completed
44:25 a	Make monthly payments.	03.06.25	07.07.25	Clerk and Cllr Abbey	Completed
9:25 b	Contact SHDC about possible relocation of dog bin on green at Brandis Park.	05.05.25	12.05.25	Clerk	Emailed enquiries 08.04.25 no response to date.
16:25	Cllr Abbey and Cllr Mitchelmore's Declaration of Acceptance of Office forms to be sent to SHDC within 14 days.	19.05.25	02.06.25	Clerk	Completed
23:25 a i and ii	Submit PC comments on planning applications.	12.05.25	02.06.25	Clerk	Completed
24:25 a	Arrange a telephone meeting with SHDC's duty planning officer to determine whether planning permission would be required to locate a bus shelter at Townsend Cross.	02.06.25	02.06.25	Clerk	Completed
25:25	Add minute ref to all documents and upload to website.	23.05.25	02.06.25	Clerk	Completed

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a i, ii, iii, iv, v, vi b i, ii, iii, iv c i, ii					
27:25 a	Add full cut of Alexanders from Camp Site to beach along Sands Road to December agenda, with a view to arranging for both sides of the path to be fully strimmed in late January or early February.	21.11.25	01.12.25	Clerk	
27:25 d	Arrange for Cllr Sutton to join next SLP meeting online on Wednesday 18th June 2025.	02.06.25	02.06.25	Clerk	Completed
28:25 e	Add Highways communication to June agenda for discussion with Cllr Brazil.	24.05.25	02.06.25	Clerk	Completed
163:24 b iii	Remind SHDC to close the gate to large vehicles/camper vans during High Season.	12.05.25	12.05.25	Clerk	Completed
170:24 a i	Reply to parishioner’s email about oversized vehicles.	28.03.25	07.04.25	Cllr Abbey	Completed
7.25 a iii	Submit PC no comment to SHDC Planning Department.	09.04.25	12.05.25	Clerk	Completed
9:25 a	Add PC logo to all documents e.g. Financial Regulations, Standing Orders, Policies etc.	05.05.25	12.05.25	Clerk	Completed
9:25 b	Conduct land registry searches to try to establish ownership of green at Townsend Cross and greens at Brandis Park.	05.05.25	12.05.25	Clerk	Completed
12:25 a	Contact SHDC planning department to find out, what if any, rules may apply to outdoor lighting in a conservation area.	05.05.25	12.05.25	Clerk	Completed
12:25 c	Organise APM and liaise with Slapton V C Shop re drinks.	05.05.25	12.05.25	Clerk	Completed
166:24 a	Notify PRow team that the PC do not wish to remain in the P3 Scheme for year end 25-26, meaning that responsibility for all footpaths, bridleways and unmetalled roads will remain the full responsibility of Devon County Council.	28.03.25	07.04.25	Clerk	Completed
166:24 b	Check and clear the catchpit (with the landowner’s agreement) which is in the garden of the near to Townsend Cross. Report to Neighbourhood Highways Officer once clear and ask what next.	28.03.25 28.03.25	07.04.25 07.04.25	Cllr Luscombe and Cllr Mitchelmore Clerk	Completed
170:24 a ii	Add logo for resolution to next agenda.	28.03.25	07.04.25	Clerk	Completed
170:24 a iv	Email volunteers to establish whether they might be willing to run the Community Café again in winter 25-26.	28.03.25	07.04.25	Cllr Abbey	Completed

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Minute ref	Action	By when	Next report	By whom	Status
171:24 a iii	Contact EA regarding report on the SWW site visit.	28.03.25	07.04.25	Clerk	Completed
171:24 a iv	Report that a flick knife was found in the children's play area in Greenbanks to Neighbourhood Police Team.	28.03.25	07.04.25	Cllr Sutton	Completed