

Bishops Lydeard & Cothelstone Parish Council Action Tracker

Action Point	PC Meeting	Meeting Minutes Reference	Action	Responsibility	Target Completion Date	Comments	Status	Date Completed
AP1		005/24	Contact SALC re councillors email addresses and domain name	Clerk	31/01/2024		Closed	15/01/2024
AP2		007/24a	Arrange for grit bins to be filled and one bin replaced	Clerk	31/01/2024	SC Council contacted	Closed	15/01/2024
AP3		007/24b	Arrange for rubbish collection from the carpark	Clerk	31/01/2024	SC Council contacted Ref SWT578828520	Closed	19/01/2024
AP4		007/24c	Drains to be cleaned on A358 to prevent possible flooding	Clerk	31/01/2024	SC Council contacted Ref 698225	Closed	19/01/2024
AP5		007/24d	Whiskey Trail footpath to be filled with stone	Clerk	31/01/2024	On agenda 14/2/24	Closed	02/02/2024
AP6		008/24	Planning 06/23/0036 Support but with expression of concern over c	Clerk	19/01/2024		Closed	16/01/2024
AP7		009/24	Quantock Vale surgery to dispense drugs - support the application	Clerk	19/01/2024		Closed	16/01/2024
AP8		010/24	Contact PCSO for more information on police report	Clerk	19/01/2024	Not possible due to GDPR	Closed	31/01/2024
AP9		011/24	Arrange for Somerset Gazette to be ordered for the library	Clerk	19/01/2024		Closed	15/01/2024
AP10		012/24	Response to AGAR queries	Chair/Clerk	13/02/2024		Closed	05/02/2024
AP11		044/24	Defibrillator for school (£500) - agenda for meeting 14/2/24	Clerk	10/02/2024		Closed	15/01/2024
AP12		043/24	Carpet cleaning Library (£100 quote awaited) - agenda 14/2/24	Clerk	05/02/2024		Closed	13/02/2024
AP13		026/24	Website and email addresses proposal	Clerk	10/03/2024		Closed	27/02/2024
AP14		032/24	Proposal for scoping exercise on youth provision in the village	P Durban	10/04/2024		Open	
AP15		032/24	Establish Working Party on flood risk and prevention	Cllr Orr	10/04/2024	Deferred to 11/12/2024	Open	
AP16		037/24	Reports on road and traffic issues to be submitted to Somerset Cou	Chair	10/03/2024		Closed	19/02/2024
AP17		037/24	Report on CIL funds and fixed assets	Clerk	10/03/2024		Closed	26/02/2024
AP18		037/24	Report on possible acquisition of Ash Priors Common	Cllr Rigby	10/03/2024	See AP70	Closed	
AP19		045/24	Follow up on fly tipping on Broadgate	Clerk	10/03/2024		Email Closed	20/02/2024
AP20		045/24	Query time taken to clear rubbish in the underpass	Clerk	10/03/2024		Email Closed	20/02/2024
AP21		045/24	Ask Lengthsman to stain the notice board on Greenway	Clerk	10/03/2024		Email Closed	20/02/2024
AP22		046/24	Confirm support to attempt to stop the closure of the Williton recyc	Clerk	19/02/2024		Email Closed	16/02/2024
AP23		047/24	Submit response on AGAR complaints	Chair	29/02/2024		Email Closed	19/02/2024
AP24		042/24	Confirm acceptance of quote for dog bin emptying (Somerset Council	Clerk	10/03/2024		Email Closed	20/02/2024
AP25		060/24	Order new chair for library	Clerk	10/04/2024		Email Closed	26/03/2024

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AP26		057/24	Confirm switch to Parish Online for the website and set up new email Clerk		10/04/2024	Email	Closed	24/03/2024
AP27		052/24	Return SID for a warranty repair	Clerk	10/04/2024	Collected	Closed	28/03/2024
AP28		061/24	Contact police to request a greater presence in the village	Clerk	10/04/2024	Email	Closed	20/03/2024
AP29		052/24	Ensure agendas for meetings are placed on notice boards in the parish Clerk Orr		10/04/2024	k and Clerk Orr now doing this	Closed	30/10/2024
AP30		054/24	Place risk assessment on the website	Clerk	When the new site is up and running		Closed	16/03/2024
AP31		054/24	Put flower boxes, library fittings and SID on the fixed asset register	Clerk	10/04/2024		Closed	28/03/2024
AP32		059/24	Ensure collection of rubbish from Station View	Cllr Rigby	10/04/2024		Closed	10/04/2024
AP33		067/24	Send support letter for railway link from Bishops Lydeard to Taunton Clerk Martin		10/04/2024		Closed	10/06/2024
AP34		068/24	Contact lengthsmen to establish time taken to complete certain tasks Clerk Martin		10/04/2024		Closed	10/04/2024
AP35		064/24	Establish working party to develop an emergency plan for the village	Cllr Orr	Ongoing		Open	
AP36		069/24	Obtain quotes to carry out repairs to Streamside path	Cllr Bletcher	10/04/2024	Bell Civil Engineering quotation	Closed	30/11/2024
AP37		068/24	Prepare work schedule for the lengthsmen	Cllr Hunt	TBA		Open	
AP38		058/24	Establish working party to oversee the roads project	Cllr Martin	10/04/2024		Closed	10/04/2024
AP39		072/24	Ensure full list of payments is circulated as part of the agenda for each Clerk		10/04/2024		Closed	10/04/2024
AP40		084/24	Contact Somerset Council re planning application comments from meeting Clerk		08/05/2024	Email	Closed	18/04/2024
AP41		086/24	Arrange legal advice on school CIL application	Clerk	08/05/2024	Superseded by SALC advice	Closed	18/04/2024
AP42		088/24	Prepare Indemnity for Lengthsmen VAT payment	Clerk	08/05/2024	Prepared but not required	Closed	09/10/2024
AP43		089/24	Discuss problem with storm drain on Taunton Road with DWH	Cllr Rigby	08/05/2024		Open	
AP44		092/24	Discuss option for Bleed Control Kits in the village	Cllr Allen	08/05/2024		Open	
AP45		096/24	Set up new email addresses for councillors	Clerk	08/05/2024		Closed	18/04/2024
AP46		110/24	Review subscription to Somerset Playing Fields Association	Clerk	10/06/2024	Email	Closed	21/05/2024
AP47		111/24	Review Standing Orders, Financial Regulations and Risk Assessment	Clerk	10/06/2024		Closed	12/06/2024
AP48		118/24	Village phone boxes policy	Clerk	10/06/2024		Closed	12/06/2024
AP49		118/24	Arrange further SID repair if required	Clerk	10/06/2024		Closed	15/05/2024
AP50		121/24	Bleed control kits consumables to be reviewed (092/24 above)	Clerk	10/06/2024	See 092/24	Closed	15/05/2024

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AP51		124/24	Obtain further information on proposed fish & chip van	Clerk	10/06/2024	Email	Closed	21/05/2024
AP52		127/24	Parish Lengthsman to attend the next PC meeting	Clerk	10/06/2024	Email	Closed	09/05/2024
AP53		129/24	Agree launch of new website	Clerk	10/06/2024		Closed	17/05/2024
AP54		131/24	Bus timetable near the underpass	Cllr Rigby	10/06/2024		Closed	17/05/2024
AP55		133/24	Clerk to obtain login details for the Parish Online mapping system	Clerk	10/06/2024		Closed	21/05/2024
AP56	June 2024	145/24	Circulate blank financial regulations to councillors for completion at Clerk		10/07/2024		Closed	12/06/2024
AP57	June 2024	155/24	Clarify verge cutting proposal with the lengthsman	Clerk	10/07/2024		Closed	27/06/2024
AP58	June 2024	157/24	Renew insurance	Clerk	14/06/2024		Closed	14/06/2024
AP59	June 2024	163/24	Update inspection rights for the website and noticeboards	Clerk	01/07/2024		Closed	14/06/2024
AP60	June 2024	163/24	Update website for FOI regulations per ICO model publication scheme	Clerk	10/07/2024		Open	
AP61	July 2024	172/24	Arrange for Station Green bin to be emptied	Cllr Rigby	14/08/2024		Closed	26/07/2024
AP62	July 2024	173/24	Arrange for grit bins to be filled before the Winter	Clerk	30/09/2024	Request made Ref: 828306	Open	
AP63	July 2024	173/24	Check adoption of roundabout on the A358	Cllr Rigby	14/08/2024		Closed	25/07/2024
AP64	July 2024	173/24	Ask Lengthsman to recharge the battery in the SID when necessary	Clerk	14/08/2024		Closed	25/07/2024
AP65	July 2024	180/24	Contact Edventure re youth provision in the village	Cllr Hunt	14/08/2024	Proposal received and discussed in mtg 13/11/2024	Closed	
AP66	July 2024	181/24	Draft advert for a new cleaner for the toilets and place on the websi	Clerk	14/08/2024		Closed	23/07/2024
AP67	July 2024	186/24	Arrange for approval of the financial regulations at the August meet	Clerk	14/08/2024		Closed	26/07/2024
AP68	August 2024	197/24	Notify councillors of timetable for the election of a councillor	Clerk	17/08/2024		Closed	15/08/2024
AP69	August 2024	203/24	Review work carried out by the Lengthsman	Cllrs Hunt & Bletche	30/09/2024		Open	
AP70	August 2024	206/24	Update from Cllr Rigby on Ash Priors Common	Cllr Rigby	11/09/2024		Open	
AP71	August 2024	210/24	Put Ecological survey on the agenda for the September PC meeting	Clerk	05/09/2024		Closed	15/08/2024
AP72	August 2024	210/24	Obtain quote for two speed indicator devices	Clerk	05/09/2024		Closed	15/08/2024
AP73	September 2024	236/24	Recording of Parish Council meetings.	Clerk	13/11/2024		Closed	09/10/2024

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AP74	October 2024	245/24 High Street/Church Stre	Request red or yellow line to Somerset Council Highways	Clerk	13/11/2024	Request made - Ref: 828299. Refused.	Closed	05/12/2024
AP75	October 2024	246/24 Somerset Council Matters	Investigate and clarify scope of vegetation works at Ash Priors common.	Cllr Rigby	13/11/2024		Open	
AP76	October 2024	248/24 Comments from members of the public	Provide further information in response to the FOI request.	Cllr Lewin-Harris	13/11/2024	email sent	Closed	13/11/2024
AP77	October 2024	248/24 Comments from members of the public	Add Civility and Respect Pledge to next Parish Council agenda	Clerk	13/11/2024		Closed	13/11/2024
AP78	October 2024	248/24 Comments from members of the public	Check if poles provided for SIDs have been approved for use by Somerset Council	Clerk	13/11/2024	Raised planning department. No reply. As far as I can see no poles provided.	Closed	10/01/2025
AP79	October 2024	249/24 Planning Applications	Request and extension of planning application 06/24/0030.	Clerk	13/11/2024	email from Anthony Pick - I'll make a note and on file a seek an Extension of Time from the applicant given we have just received additional information.	Closed	13/11/2024
AP80	October 2024	250/24 24 Consider and approve the indemnity for VAT payments	Raise the VAT claim and then pay Jack Council when the funds are received.	Clerk	13/11/2024	VAT claim submitted Ref: KAKX-UYU3-AM08 and paid	Closed	13/11/2024
AP81	October 2024	251/24 Lengthman's Report	Weed Control - add this to the agenda for the next Parish Council meeting.	Clerk	13/11/2024	Now on agenda for January meeting	Closed	03/01/2025
AP82	October 2024	251/24 Lengthman's Report	Confirm the underpass lighting situation and reported to Somerset Council as needed.	Clerk	13/11/2024	Visited underpass in the dark and confirmed all working	Closed	03/02/2025
AP83	October 2024	254/24 Approval of EDF Energy Framework	Investigate the applicability of the EDF framework agreement.	Clerk	13/11/2024	email sent 14/10/24 - relates to Library? CCS applies so we will use EDF	Closed	13/11/2024
AP84	October 2024	259/24 CIL update	Convene the next CIL Committee meeting	Cllr Lewin-Harris	13/11/2024	Meeting arranged for 29/10/2024 at 7pm	Closed	22/10/2024
AP85	October 2024	261/24 Consideration of quote	Produce a requirement/ specification for the streamside path for contractors to quote against.	Cllr Bletcher	13/11/2024	Bell Civil Engineering quote accepted in mtg 13/11/2024	Closed	13/11/2024
AP86	October 2024	262/24 Correspondence from members of the public	Prepare a draft correspondence policy for review.	Clerk	13/11/2024		Open	

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AP87	October 2024	268/24 Any Other Business	Add the cycleway between Bishops Lydeard and Taunton to next month's agenda	Clerk	13/11/2024	See agenda 13/11/2024	Closed	13/11/2024
AP88	CIL Mtg 29 October 2024	C10/24 Public Question Time	The clerk to add the CIL Deadline issue to the next parish council meeting as an agenda item.	Clerk	13/11/2024	Completed	Closed	13/11/2024
AP89	CIL Mtg 29 October 2024	C11/24 Revised application from Bishops Lydeard Football Club	Cllr Hunt agreed to investigate other funding opportunities for the Football club	Cllr Hunt	13/11/2024	Cllr Hunt sent the Football Club a link to a grant stream that may be of interest	Closed	11/12/2024
AP90	CIL Mtg 29 October 2024	C13/24 Update on School Nursery Provision application	Clerk to go back to James Dakin and see if the project can be done in phases	Clerk	01/12/2024	Call made on 10/12/2024 - will review again when DoE grant request result known.	Open	
AP91	November 2024	276/24 Parish Council to consider a resolution to sign up to the civility and respect pledge	Cllr Bainbridge to send out further information on the Civility and Respect Pledge	Cllr Bainbridge	11/12/2024	email received on 04/12/2024 for circulation to councillors.	Closed	04/12/2024
AP92	November 2024	280/24a CIL Update	Clerk to check when the £50,000 CIL funding for Youth provision was committed	Clerk	11/12/2024		Open	
AP93	November 2024	280/24c CIL Update	Gary Brown to provide 3 quotes (with fencing and hedging separated) as requested	Gary Brown	11/12/2024	Called Gary on 10/12/2024 to remind him	Open	
AP94	November 2024	281/24 Streamside Path	Clerk to contact Bells Civil Engineering and confirm the quotation stands and agree start date and duration	Clerk	11/12/2024	Bell email confirms quotation - mtg arranged for 05/02/2025.	Open	
AP95	November 2024	283/24 Clerks Report	Clerk to ensure the new SID are on the asset register and covered by the insurance certificate	Clerk	11/12/2024	Asset register updated. Email sent to Zurich Insurance.	Closed	10/12/2024
AP96	November 2024	284/24 Authorisation of the purchase of Edition 13 of the Arnold Baker Local Government Administration book	Clerk to order Edition 13 of the Arnold Baker Local Government Administration book	Clerk	11/12/2024	Checking SLCC membership to get a lower cost. Book ordered.	Closed	03/12/2024
AP97	November 2024	285/24 Authorisation to progress with purchase and implementation of Scribe Accounts	Clerk to contact Scribe and start the process to implement Scribe Accounts software.	Clerk	31/12/2024	Scribe software now available and being set up.	Closed	03/12/2024
AP98	November 2024	286/24 Library - blind quotation	Clerk to liaise with Wyvern blinds and request that the blinds are repaired	Clerk	11/12/2024	Blinds now repaired	Closed	10/12/2024

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AP99	November 2024	287/24 Lengthman's Report	Clerk to check the rules for SIDs in terms of approvals needed and how often they should be moved/ rotated	Clerk	11/12/2024	Online research started. Email sent to planning department. MOU with Somerset Council found. January PC Meeting agreed locations - Ref: 015/25.	Closed	08/01/2025
AP100	November 2024	287/24 Lengthman's Report	Clerk to check if the issues noted by the Lengthman had been reported to Somerset Council.	Clerk	11/12/2024	Confirmed on 28/11/2024	Closed	28/11/2024
AP101	November 2024	288/24 Grit bin proposal for Stairfoot	Clerk to order a new grit bin from B&Q	Clerk	11/12/2024	Ordered on 27/11/2024. Installed on 03/12/2024	Closed	03/12/2024
AP102	November 2024	289/24 Avon & Somerset Police Report	Clerk to follow up with the Police Community Support Officer for an update on nails/ tacks on the road.	Clerk	11/12/2024	email from PCSO received and sent to councillors	Closed	20/11/2024
AP103	November 2024	295/24 British Gas Tariffs	Clerk to research electricity tariffs with a view to using a single provider for both the Library and Public Conveniences	Clerk	11/12/2024	Library subject to CCS agreement with EDF until 2027	Closed	12/12/2024
AP104	November 2024	299/24 Any Other Business	Cllr Allen to confirm the practicality and costs of providing a hearing loop in the small hall.	Cllr Allen	11/12/2024	Clerk to follow up with David Smart	Open	
AP105	November 2024	299/24 Any Other Business	Add the community skip idea to the next agenda	Clerk	11/12/2024	Added	Closed	29/11/2024
AP106	December 2024	304/24 - Comments from members of the public	Contact Somerset Council and request that the grass at Wheatstones is cut.	Cllr Rigby	08/01/2025	email sent - no reply yet.	Open	
AP107	December 2024	305/24 Parish Path Liaison Officer (PPLo) proposal	Create a list of paths and volunteers	Mr Partington	08/01/2025		Open	
AP108	December 2024	306/24 Food Trailer proposal	Inform the owner of the agreement and restrictions	Clerk	08/01/2025	email sent and received with confirmation.	Closed	17/12/2024
AP109	December 2024	307/24 Community Skip proposal	Obtain quotations for the hire of a skip.	Clerk	08/01/2025	Quotes and paper prepared for meeting	Closed	03/01/2025
AP110	December 2024	308/24 Correspondence - War memorial Trust	Obtain 3 quotations for the work and apply for a grant.	Cllr Lewin-Harris	08/01/2025	2 quotes received so far	Open	
AP111	December 2024	308/24 Correspondence - Parking restrictions over bridge	Request yellow lines are painted either side of the road over the bridge.	Clerk	08/01/2025	email sent to Traffic Management on 22/02/2025 and followed up	Open	

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AP112	December 2024	308/24 - Power Outages following Storm Darragh	Contact Western Power and request action to be taken.	Clerk	08/01/2025	Complain raised (Ref:C010624/ 5399183). See national Grid email	Closed	27/12/2024
AP113	December 2024	308/24 - Correspondence - Item 1 - Electricity outages over the weekend due to the	Add the Emergency Plan to the next Parish Council meeting agenda	Clerk	08/01/2025	Added to genda	Closed	27/12/2024
AP114	December 2024	308/24 Planning Applications	Refer to the Planning Department in accordance to the PC	Clerk	08/01/2025	Completed	Closed	11/12/2024
AP115	December 2024	311/24 Somerset Council Matters	The clerk to add the SRA grant to the next meeting agenda and Cllr Rigby to prepare in advance	Clerk & Cllr Rigby	08/01/2025	Added to Agenda	Open	
AP116	December 2024	313/24 Lengthman's monthly report	Investigate if a spare pane of glass is available for the Mount Street/ Quantock View phone box	Lengthman	12/02/2025		Open	
AP117	December 2024	316/24 Budget 2025/26 proposal	Amend the 2025/26 budget for final review at the next meeting.	Clerk	08/01/2025	Completed	Closed	03/01/2025
AP118	December 2024	319/24 EDF and British Gas Tariffs	Contact British Gas and arrange the new tariff.	Clerk	08/01/2025	email sent. Tariff now set up.	Closed	10/01/2025
AP119	December 2024	322/24 Any Other Business	Obtain quotations for a new notice board for Moorland Gate and one to replace the existing one opposite the primary school.	Clerk	12/02/2025	See Paper for PC Meeting on 12th February 2025	Open	
AP120	December 2024	322/24 Any Other Business	Talk to David Smart about getting the St Mary's Church wall repaired.	Clerk	08/01/2025		Open	