

KILVE PARISH COUNCIL

Actions as at 19th September 2023

Reference Number	Minute No	Description	Who	Date required or update	Status
150322/5	1403/22	<p>Raise the issues regarding the Beach Car Park with Hugh Luttrell</p> <p>17/5/2022 – Outstanding</p> <p>19/07/22 – as the planning requirements have not been completed, this will be addressed at the same time</p> <p>03/10/2022 – Tried to contact by phone and email. No reply and no change at the car park.</p> <p>29/11/2022 – Still no response however there are now New agents managing the estate. Will contact them.</p> <p>17/01/2022 – New trustees meet every 3 months. They have contracted out management of the Toilets, recycling bins, car park and The Chantry.</p> <p>The planned tree works are starting soon, which will include planting 6 trees.</p> <p>They have cleared the brambles and will be planting bulbs and wild flowers at the end of January.</p> <p>There will be new signs for The Chantry and they are liasing with the contractor about finishing to enable the opening of it.</p> <p>Enquired about season tickets for residents, which we will administer. This will be taken to the next meeting.</p> <p>Invited the agents to the next Village meeting.</p> <p>Flood signs and non-access when flooded is still outstanding.</p>	BE	28/11/2023	Open

		<p>The agents are looking to re-build the relationship between the estate and village</p> <p>21/03/23 Carry forward</p> <p>16/05/23 – Strutt & Parker (S&P) are managing the estate and BE has asked to see their informal plans for the car park.</p> <p>S&P are reviewing the draft contract from the new Car Park Management Company. Once agreed, it will take approx. 60 days to implement.</p> <p>The planting has now been completed and the tarmac planings will be going down shortly.</p> <p>BE has requested a timeline for the re-opening of the Chantry.</p> <p>18/07/23 The new car park signs and machines have been installed. The season ticket price is of concern and will be raised with (S&P).</p> <p>The Waste bins (originally supplied by Kilve PC) have still not been replaced.</p> <p>Will also chase the re-installation of the posts to stop people parking by the ticket machines.</p> <p>19/09/23 Chantry Tea Rooms/garden had a wall that was leaning and that has been reduced in height and repaired.</p> <p>A contractor will be installing stone chippings around the Chantry ruins to aid access.</p> <p>The bulbs planted last year have been washed away, so will be replaced.</p> <p>Pothole filling has been washed away and will be replaced.</p> <p>Awaiting trustee agreement regarding replacing the posts and further planting.</p>			
031022/3	069/22 iv a.	<p>Obtain a copy of the signed certificate of completion from Freshair Fitness</p> <p>17/01/2023 – carried forward</p>	KS	28/11/2023	Open

		16/05/23 – KS will now take this forward but waiting for contact details from SB 18/07/2023 – Still outstanding			
170123/2	010/23 iii	Obtain quotes to repair the bus stop 21/03/2023 – ongoing awaiting receipt of the quotes 16/05/23 – despite asking a number of companies and chasing, we still only have one quote to repair the bus stop. KS will progress the insurance claim using that quote. 18/07/23 – DC stated that the Bus Stop was too damaged and that it needs raising to the ground and re-building. Agreed that DC will arrange to have it demolished (chapter 8 requirements) and move the bench to the Christopher Robin Park. 19/09/23 Check whether the insurance will cover costs associated with disposal of the bus shelter	KS	28/11/2023	Open
170123/4	011/23	Find out what is happening to the damage outside Kilve Court entrance. 16/05/23 – The Kilve Court post has been repaired. However, Kilve Court do not think that the damage to the finger post was caused by anyone visiting there but are happy to help with the repairs. KS is aware of 2 possible sources of funds to repair them. 18/07/23 SC will check with Kilve Court	SC	28/11/2023	Open
210323/2	025/23 vi	HMRC – liaise with a view to reducing the charges 16/05/23 – ongoing	KS	28/11/2023	Open
160523/2	048/23	Create a spreadsheet to record the responsibilities for maintenance of Kilve PC assets 18/07/23 Outstanding.	KS	28/11/2023	Open

		19/09/23 Update with respect to the decision not to replace the beach benches/picnic tables			
190623/1	068/23	Draft a Reserves Policy 19/09/23 Complete	KS	19/09/2023	Closed
190623/3	068/23	Save files in PDF/A format. This will required the purchase of an Adobe licence at £20 pm. Review at the next meeting. 19/09/23 Agreed that the Parish Council are not going to safe documents as PDF/A due to the cost implication.	KS	19/09/2023	Closed
190623/4	068/23	HMRC issue. There is an historical debt caused by non submission of returns to HMRC. The actual problem of submitting the returns has been resolved but HMRC required KS to write to them to ask that the fees are waived. The debt is currently with a debt collector. Letter sent. 18/07/23 Chase in August 19/09/23 Some charges have been removed. Will continue to chase	KS	28/11/2023	Open
190623/6	070/23	Amend the internal controls process to ensure invoices are signed at the meetings to approve payment. 19/09/23 Complete	KS	19/09/2023	Closed
190923/1	094/23	Check the requirements for Kilve PC to support the Village Xmas Tree	KS	28/11/2023	Open
190923/2	097/23	Obtain quotes to enable a .gov.uk email facility.	KS	28/11/2023	Open
190923/3	098/23	Obtain a copy of Kilve Court Permissive Path agreement	KS	28/11/2023	Open
190923/4	098/23	Apply for a grant for the finger posts	BE	28/11/2023	Open