

Action Table – 03/06/26

Action	Responsible	Deadline	Done ?
Matters Arising:			
Provide Councillors with updated Action Table with deadlines	The Clerk	One week	✓
Shepton LCN:			
Councillor to attend LCN AGM on July 6th	Councillors	Next meeting	
Allotments:			
Share e-mails of allotment holders	The Clerk	Next meeting	
Clear rubbish from allotments	Peter & Ian	Next meeting	
Community Review:			
Invite members of focus groups to Parish Council meetings	The Chair	July Meeting	
Footpaths & Highways:			
Follow up Somerset Highways re barrier on Hincombe Hill	The Clerk	Next meeting	
E-mail resident regarding wheelie bin left on highway	The Clerk	Next meeting	
Note to Woodland Trust regarding Coney Wood	The Clerk	Next meeting	
Move Hincombe grit bin to Crows Hill	Ian	Winter	
The Three Horseshoes – Asset of Community Value			
Application for ACV	The Clerk	July Meeting	
Playing Field:			
Cricket Club undertaking tree work – inform CC of conditions	The Clerk	One week	✓
Ask Cricket Club if they can replace broken stump	The Clerk	One week	
Check bin being emptied weekly – “bin warden”	Bryony	Next meeting	
Follow up suppliers about cost of inspection of cableway	The Clerk	Next meeting	
Ask Simon Pritchard who inspects cableway for his PC	The Clerk	Next meeting	
Second rolling of Playing Field	Tom	March 2026	
Additional sealant around roundabout	Ian	March 2026	
Paint top of swings	Bryony & Peter	Next meeting	
Planning:			
Comment on tree application at Netherlea	The Clerk	One week	✓
Lodge Complaint re Cabins at Churchbridge Lodge	The Clerk	Next meeting	
Emergency Plan:			
Update e-mails and add what3words	The Clerk	Next meeting	
Councillors to check and confirm to Clerk	Councillors	Next meeting	
Audit:			
Certificate of Exemption sent to External Auditor	The Clerk	June 30th	✓
Publish on PC website all items required by Transparency Code	The Clerk	June 30th	✓
Commence 30 day Public Rights Period	The Clerk	June 30th	✓
Payments:			
Make online payments, including grants	The Clerk & the Chair	One week	
Authorise Peter and Bryony to make online payments	The Clerk & the Chair	Next meeting	
Other Business:			
Meeting with Wessex Internet	The Clerk	June 16 th	✓
Write to Columbine Cottage re parking	The Clerk	Next meeting	
Add beacon to Schedule of Assets	The Clerk	March 2027	