

Action Table – 02/07/25

Action	Responsible	Deadline	Done?
Matters Arising:			
Provide Councillors with updated Action Table with deadlines	The Clerk	One week	✓
Allotments:			
Organise two year lease with allotment field owners	The Clerk	Next meeting	✓
Decision on future of allotments	The Council	Oct meeting	
Somerset Councillors:			
Consultation on new Divisions for Somerset Council	Councillors	August 11 th	
Local Community Network:			
Attend Shepton LCN AGM	Jayne	July 7 th	
Community Review:			
Questions for online survey confirmed	Steering Group	July 21 st	✓
Footpaths & Highways:			
Quote for strimmer protective equipment	Tom	Next meeting	✓
Inform PC of Rights of Way progress on Spargrove footpath	Tom	Next meeting	✓
Write to resident regarding obstruction to highway from hedge	The Clerk	One week	✓
Piece in parish mag asking residents to report potholes directly	The Clerk	July 18 th	✓
Consult landowners & Rights of Way over new permissive way for Eastcombe footpath	Tom	Oct meeting	
Playing Field:			
Thank you letter to resident who repaired water fountain	The Clerk	One week	✓
Remove rotten oak bench (formerly willow bench)	Ian	Before Fete	✓
Wood preservative on remaining benches	Ian	Before Fete	
Cut back inside of hedge	Tom & Peter	Before Fete	✓
Paint top of swings	Clare	Sept meeting	
Planning			
Submit Council's views on Planning Applications	The Clerk	One week	✓
Online Banking			
Follow up with NatWest	The Clerk	Next meeting	
Accounts & Budget			
Find new Internal Auditor	The Clerk	March 2026	
Consider accounting software	The Clerk	Next meeting	✓
Include Community Review grant and costs and costs of permissive way in projection	The Clerk	Next budget update	
Grants:			
Find details for UN School grant	The Clerk	Next meeting	✓
Payments:			
Make payments	The Clerk	One week	✓
Cheque for Clerk's salary and expenses	The Clerk	One week	✓