



MARTOCK PARISH COUNCIL

Full Council Minutes 23rd February 2022

Minutes of the meeting of Martock Parish Council held on 23rd February 2022 at 6pm in The Parish Hall, Church Street, Martock.

Present: Locum Clerk, Karen Crowhurst (Chair), Cllrs Louise Clarke, Graham MacDonald, Clara Ross, John Hole, Alan Potter, Tina Randall, and Paul Helyer. There are 5 vacancies on the council.

In attendance: Robert Noakes and Admin Assistant Sally Scattergood

The Chairman welcomed Members of the Public and explained that if members of the public wished to comment on planning matters on the agenda the time to do so was during the public participation.

1. Agreement of Council Members at 18.05 pm

Locum Clerk announced the meeting may be recorded for the purpose of minutes

2 Election of Chairman and signing of acceptance of office

Cllr. John Hole was elected as Chairman of Martock Parish Council and he signed acceptance and took up post of chair and gave an insight to the meeting of his background and ensured that the council will now move forward after admitting mistakes have been made and lessons have been learnt.

18.07 pm

District Council Report

Cllr Bloomfield reported that the Somerset County Council report is now on- line for viewing and Martock has come out on top of everything.

Public Participation

A member of the public suggested that the public are given the opportunity to come forward with their views regarding the Parish Council. Cllr. Hole informed the meeting that he will be making arrangements to hold a public surgery for members of the public.

A lengthy discussion was held as to why so many people have left the Parish Council. Cllr. Hole informed the public that the reasons for leaving will remain private as many reasons are personal.

18.18 pm Reinstated Standing Orders

3 Election of Vice Chair

Cllr. Alan Potter was elected as Vice Chairman of Martock Parish Council and he accepted and took up post of chair.

4. **To receive and agree any apologies for absence**
Apologies were received from Cllr. Robinson and Cllr. Blair Crisp,
5. **To receive any declarations of interest in items on the agenda**
There were no declarations of interest.
6. **To receive a report on any dispensations granted – Locum Clerk**
There were no requests for dispensations.
7. **To approve and accepts the minutes of the Council meeting held on 26th January 2022**
It was **resolved** that the minutes of the meeting held on the 26th January 2022 be signed and accepted as a true and accurate record of record of the meeting.
8. **To Appoint a Chairman to the Services Committee**
Cllr Hole informed the meeting that as there is only 3 months left, he suggested that we run services through the main council. A recommendation for all committee services with the exception of planning to go through full council. It was agreed not to appoint a Chairman to the Services Committee.
9. **To ratify or appoint an HR Committee**
The Clerk informed the meeting that the purpose of this HR Committee is the appointment of the Clerk. After discussion it was proposed the HR committee will be Cllr. Hole (Chairman), Cllr. Potter (Vice Chairman) and Cllr. MacDonald (Chairman of BOS) and this was agreed with abstention from Cllr. Randell.
- 10 **To receive reports from Committee Chairman**
BOS
Cllr. Mac Donald reported on the allotment’s administration and that they propose to manage it themselves to enable condition of plots to be managed and keeping up to date contact information but still liaising with the Parish Council.

The Clerk informed the meeting that this would go to proposal on March agenda as more research needs to be obtained regarding holding personal data and also requires a constitution to protect the council.

The Administrator was asked to contact all allotment holders and ask them to confirm permission to hold their personal data.

Chairman Cllr Hole expressed his concern of the Parish Council not completing the administration of the allotments.

Cllr Randell enquired about the Track Licence but Cllr Hole will need to get the information for the next agenda.

Planning

No concerns.

Finance and Resources

No concerns.

11. **To Appoint Cllr. Clarke and Cllr. Ross to Committees**

Cllr Clarke expressed her interest to join BOS and Planning committee with Cllr Helyer and Cllr Randell. And Cllr Randell expressed her interest to join BOS committee. This was proposed and duly accepted by members.

12. **Environmental and Climate Change Working Group**

Item was deferred as Cllr Robinson sent his apologies

13. **Update regarding Apple Trees**

Locum Clerk, Karen Crowhurst informed the meeting that Cllr Robinson submitted a request for funding.

14. **To receive an update on Queens Jubilee events and Council contribution**

Cllr Clarke updated the meeting of the arrangements that she, Cllr. Potter and Cllr Ross have made :

- Thursday – The Sports Teams have been invited to do a sports day
- Friday – Martock Community Group will run the day including a Barn Dance on the evening
- Saturday – Annual Garden Show run by the Garden Society
- Sunday - The Parish Council will do a Teddys Bears Picnic working alongside the Youth Parish Council who would like to do a walking Carnival
Also we are thinking of inviting stalls from groups in the village so they can raise their own funds e.g. Scouts Group, Youth Parish Council, Wayfarers etc.

There will also be an open air church service on the Sunday morning with the Church and Christian Fellowship

Cllr Clarke has gained a Council contribution to provide the marquee and also sponsorship for many of the banners, posters, garden society booklet, local businesses

Chairman Hole asked Cllr Clarke if risk assessments had been arranged. Cllr Clarke said these were being arranged by Jackie ?. The Locum Clerk, Karen will confirm an email to Jackie.

Robert Noakes was asked by Chairman Hole to check the insurance details to make sure all events are covered.

Chairman Hole asked Cllr Clarke to make sure every group she can think of is invited to join in. Cllr Clarke informed the meeting that the events are now advertised in the local Pinnacle Magazine and she will put a Facebook page on promoting the celebrations.

15. **Update on the new Website and Office 365**

Locum Clerk Karen informed the meeting that:

- * The SharePoint will be closed down for a day and new passwords will be issued.
- * The website is nearly ready to go live and will make sure the information is kept up to date.
- * Robert and Sally has received training to enable us to manage it inhouse.
- * Any errors or missing documents can be reported to Sally.
- * Martock online will no longer display parish council documents but information can be

found on the Parish Council Website.

* Suggested a token of gratitude be sent to person who had administered the site

16. Planning Applications

1 Eastnor Villas – Single Story Extension

This was supported as long as matching materials on existing building are used and in keeping with the local environment.

5 in favour

14 Church Close - Tree Surgery

This was supported as long as the work is carried out by a professional body

4 in favour – 1 against

17. To agree to amend the Planning Committee's Term of Reference to allow for 2 additional none voting co-opted members

Cllr. Helyer mentioned that Cllr. Andrew Clegg who is on the planning committee is a non-voting and would like to extend Paul Graham and Megan Isaac.

It was resolved to vote two non-voting members to the planning committee these being the names given.

5 in favour

18. To consider whether Martock Parish Council would like to have an Emergency Plan and agree any actions

The emergency plan currently in use is dated 2017

1900 hrs Order suspended

1901 hrs Cllr Clarke left the meeting

1902 hrs Order reinstated

Cllr Helyer agreed that the plan requires a lot of work and asked to differ decisions till after May.

1905 hrs Order suspended

1906 hrs Order reinstated

1908 hrs Order suspended

1910 hrs Order reinstated

Although the plan is dated the Parish Council do have an Emergency Plan in place and it was passed to Cllr Helyer to undertake agreed actions.

19. To consider restarting Cllr Surgeries – venues and frequency

Chairman Cllr. Hole announced that the Parish Council need to be transparent with the village parishioners and proposes to restart the council surgeries.

It was proposed that the first surgery will be Saturday March 5th 9.30 am – 12.30 in the Parish Hall

1920 hrs Meeting suspended due to Cllr Clarke feeling unwell

1928 hrs Reinstated orders

20. **To consider meeting with the representatives of the Co-operative store to discuss proposed extensions**

Chairman Cllr Hole proposed a zoom meeting with the Co-op

21. **Finance & Resources**

a) approve schedule of payments – it was resolved to accept the payments presented

b) accept and approve bank reconciliation – it was resolved to accept the bank reconciliation for signature by the Chairman

1930 hrs Locum Clerk left the meeting due to an emergency. The emergency lasted for a roughly 30 minutes the meeting closed until the Clerk and Members assisting with the emergency returned to the meeting to enable the transaction of business to reconvene.

c) Quote for Dog Waste Bin – the cost was reported to be £294 – this item was deferred to see if the quote included supply and installation

d) Banking arrangements – new signatures required – it was resolved for Cllr Helyer and Vice Chairman Cllr Potter to become signatures

The locum clerk suggested that when a clerk is appointed, she is a signature of last resort

e) The Responsible Finance Officer informed the meeting that the insurance company have resolved to pay £2500 to cover the former clerk's absence

22. **Exclusion of Press and Public**

There were no members in attendance so no resolution

23. **Quotations for the Marquee for the Queens Jubilee Celebrations**

The quote from Elevation Ltd for £1900 for the 2nd to 5th June was carried unanimously

24. **Tennis Club Lease Arrangements**

Chairman Cllr. Hole informed the meeting that at present there is an unsigned lease dated 2011, but it was agreed in July and August 2021 that we don't have leases on the recreation ground.

Chairman proposes that we allow leases on the recreation ground

4 in favour 1 against 1 abstain

Chairman proposed we appoint Batton Solicitors to produce a leases that are legal and binding on all parts.

25. **Staffing Matters**

a) update on the recruitment of the Parish Clerk

Locum Clerk, Karen Crowhurst informed the meeting that we have received an application and suggested we move to interview process and she will be in attendance with the interview panel by Zoom.

b) to set an interview date and agree the interview panel

It was agreed the date of the interview will be Thursday 10th March at 9.30 am

Sally S to arrange for the Market House office to be available

c) Update on the appointment of the Relief Caretaker
Locum Clerk, Karen Crowhurst informed the meeting that at the moment we are experiencing difficulty appointing a relief caretaker.
The present caretaker is currently on half pay and occupational health have been visiting him.

The meeting closed at 20.05hrs

Approved (date): _____

Signed by the Chair: _____