



# MARTOCK PARISH COUNCIL

## Full Council Minutes 23<sup>rd</sup> June 2021

### Minutes of the Meeting of Martock Parish Council

23<sup>rd</sup> June 2021 at 6.00pm, The Parish Hall, Martock

**Present:** Cllrs Neil Bloomfield (Chair), Jenny Becker, Marilyn Butler, Tina Randall, John Hole, Blair Crisp, Les Hallett, Paul Helyer, Graham MacDonald, Alan Potter, Mark Warr and Sylvia Williams

**In attendance:** Christine Berry (Clerk) and Robert Noakes (RFO)

**Apologies:** Louise Clarke and Clara Ross

#### Public Participation

No members of the public attended

No.	Subject	Comments
046/21	Announcement that the meeting may be filmed or recorded	An announcement was made that the meeting may be filmed or recorded.  It was <b>AGREED</b> to record the meeting.
047/21	To receive any apologies for absence	Apologies had been received from Louise Clarke and Clara Ross who were unable to attend.  It was <b>AGREED</b> to accept the apologies which had been received.
048/21	To receive any declarations of interest	No declarations of interest received.
049/21	To receive a report on any dispensations granted	No dispensations had been granted.
050/21	To receive the minutes of the previous Parish Council meeting	The minutes of the previous meeting were approved as a true record (enclosure MPC-21-017) and signed by the Chair.
051/21	To address any matters arising from the previous minutes not covered by the agenda	No matters arising
052/21	Presentation from CCLA Investment Management Limited	A presentation was given to the Full Council by Kelly Watson to provide information for investments made by parish councils into the CCLA Property Fund
053/21	To receive the Chair's report	The Chair's report was received (enclosure MPC-21-0118)

054/21	<p>Finance &amp; Resources – Chair of the Finance and Resources Committee:</p> <ol style="list-style-type: none"> <li>1. To agree the budget detail for March and April (enclosures MPC-21-019 &amp; MPC-21-020)</li> <li>2. To agree the bank reconciliation detail for March and April (enclosures MPC-21-021 &amp; MPC-21-022)</li> <li>3. To agree the balance on the bank statement to reconciliation summary for March and April (enclosures MPC-21-023, MPC-21-24, MPC-21-025 &amp; MPC-21-026)</li> <li>4. To agree the Annual Accounts 2020/21(enclosure MPC-21-027)</li> <li>5. To agree the 2021 Annual Return schedule 1 (enclosure MPC-21-028)</li> <li>6. To agree the 2021 Annual Return schedule 2 (enclosure MPC-21-029)</li> </ol>	<p>The budget detail for March and April was <b>AGREED</b> (enclosures MPC-21-019 &amp; MPC-21-020)</p> <p>Cllr Williams proposed and Cllr Bloomfield seconded the proposal.</p> <p>It was unanimously <b>Agreed</b> by all</p> <p>The bank reconciliation March and April was <b>AGREED</b> (enclosures MPC-21-021 &amp; MPC-21-022)</p> <p>Cllr Williams proposed and Cllr Bloomfield seconded the proposal.</p> <p>It was unanimously <b>Agreed</b> by all</p> <p>The balance on the bank statement to reconciliation summary for March and April was <b>AGREED</b> (enclosures MPC-21-023, MPC-21-24, MPC-21-025 &amp; MPC-21-026).</p> <p>Cllr Williams proposed and Cllr Bloomfield seconded the proposal.</p> <p>It was unanimously <b>Agreed</b> by all</p> <p>The Annual Accounts 2020/21 (enclosure MPC-21-027) were agreed</p> <p>Cllr Williams proposed and Cllr Bloomfield seconded the proposal.</p> <p>It was unanimously <b>Agreed</b> by all</p> <p>The 2021 Annual Return schedule 1 was agreed (enclosure MPC-21-028).</p> <p>Cllr Williams proposed and Cllr Bloomfield seconded the proposal.</p> <p>It was unanimously <b>Agreed</b> by all</p> <p>The 2021 Annual Return schedule 2 was agreed (enclosure MPC-21-029)</p>
--------	--	--

	<p>7. To receive the final internal audit report for 2020/21 (enclosure MPC-21-030)</p> <p>8. To approve the Fixed Asset Register for 31<sup>st</sup> March 2021 (enclosure MPC-21-031)</p> <p>9. To approve the Hire Agreement and Booking Fees for the Parish Hall, Pavilion, Market House and Pitch and Pavilion (combined) – (enclosures MPC-21-032, MPC-21-033, MPC-21-034 and MPC-21-035)</p> <p>10. To approve the increase of the fidelity guarantee insurance to cover the year-end balance plus half the annual precept.</p>	<p>Cllr Williams proposed and Cllr Bloomfield seconded the proposal.</p> <p>It was unanimously <b>Agreed</b> by all</p> <p>The final internal audit report for 2020/21 was received (enclosure MPC-21-030)</p> <p>Cllr Williams proposed and Cllr Bloomfield seconded the proposal.</p> <p>It was unanimously <b>Agreed</b> by all.</p> <p><i>The Public Inspection of Accounts announcement would be published on Friday 25<sup>th</sup> June. The Public Inspection period would run from 28<sup>th</sup> June to 6<sup>th</sup> August.</i></p> <p>The Fixed Asset Register for 31<sup>st</sup> March 2021 was approved (enclosure MPC-21-031)</p> <p>Cllr Williams proposed and Cllr Bloomfield seconded the proposal.</p> <p>It was unanimously <b>Agreed</b> by all</p> <p>It was <b>AGREED</b> to approve the Hire Agreement and Booking Fees for the Parish Hall, Pavilion, Market House and Pitch and Pavilion (combined) – (enclosures MPC-21-032, MPC-21-033, MPC-21-034 and MPC-21-035)</p> <p>Proposed by Cllr Warr and seconded by Cllr Williams the proposal.</p> <p>The increase of the fidelity guarantee insurance to cover the year-end balance plus half the annual precept was approved.</p> <p>Cllr Bloomfield proposed and Cllr Williams seconded the proposal.</p> <p>It was unanimously <b>Agreed</b> by all</p>
056/21	To review the tenders and award the contract for Recreation Grounds Maintenance 2021/24 (confidential enclosure MPC-21-036)	<p>The tenders were reviewed and discussed.</p> <p>It was proposed by Cllr Becker and seconded by Cllr Randall to award the tender to Somerset Landscapes Ltd</p>

		It was unanimously <b>Agreed</b> by all
057/21	To review the tenders and award the contract for Village General Grounds Maintenance 2021/24 (confidential enclosure MPC-21-037)	<p>The review of the tenders to award the contract for the Village Ground Maintenance 2021/24 was deferred to the next Full Council Meeting in order to get confirmation that all three contractors have understood the contract requirements.</p> <p><b>ACTION:</b> Clerk</p> <p>Cllr Helyer proposed and Cllr Warr seconded the proposal.</p> <p>It was unanimously <b>Agreed</b> by all</p>
058/21	To approve the virement of £5000 of General Reserve to the Parish Hall (General) Budget Line 4300 for essential repairs to Parish Hall roof	<p>A motion was carried to vire £5000 of General Reserve to carry essential works to the Parish Hall roof</p> <p>Cllr Williams proposed and Cllr Bloomfield seconded the proposal.</p> <p>It was unanimously <b>Agreed</b> by all</p>
059/21	To resolve that due to time constraints that agenda items 13, 14, 15, 16 and 17 are deferred to the next Full Council meeting	<p>A motion was carried to defer the agenda items</p> <p>Cllr Bloomfield proposed and Cllr Williams seconded the proposal.</p> <p>It was unanimously <b>Agreed</b> by all</p>
060/21	To resolve that the press and public be excluded from the remainder of the agenda due to the confidential nature of the business to be transacted	It was resolved to exclude the press and public from the remainder of the agenda.
061/21	<p>1. To discuss the Tennis Club</p> <p>2. To discuss land at Long Orchard</p> <p><b><i>At 20.30hrs a motion was carried to extend the meeting a further 30 minutes to 21.00hrs</i></b></p> <p>3. Burial Ground Policy and financial implications</p>	<p>Members discussed what formal arrangements are required between the Tennis Club and the Parish Council.</p> <p>Members discussed the land at Long Orchard following on from the decision made at Full Council meeting 16 December 2020 ref 045/20</p> <p><i>Cllr Bloomfield proposed and Cllr Williams seconded the proposal.</i></p> <p><i>It was unanimously <b>Agreed</b> by all</i></p> <p>Members discussed the current Burial Ground Policy and the requirement to review and update it.</p>

	4. To discuss a confidential Employment Matter	It was resolved to notify all members of a recent confidential employment matter
062/21	<p>To consider the following applications:</p> <p><b>21/01866/HOU.</b> Erection of a rear single storey extension and reposition of garden wall.</p> <p><b>21/01664/HOU.</b> Erection of a single storey extension to the rear and side of existing garage</p>	<p>The application was discussed.</p> <p>It was resolved that the application is approved by parish council subject to the stipulation that the extension should be finished in Hamstone (as is stated in the Design Statement)</p> <p>Cllr Bloomfield proposed and Cllr Butler seconded the proposal.</p> <p>It was unanimously <b>Agreed</b> by all</p> <p>The application was discussed.</p> <p>It was resolved that the application is approved by parish council subject to commenting to the planning officer on the extra WC which may contravene the phosphate planning moratorium. An issue for the planning officer to decide.</p> <p>Cllr Bloomfield proposed and Cllr Butler seconded the proposal.</p> <p>It was unanimously <b>Agreed</b> by all</p>
	To note the next meeting of the Parish Council on Wednesday 28 <sup>th</sup> July 2021 at 6pm	Date of the next meeting was noted.

The meeting closed at 9.00 pm

Approved (date):

Signed by the Chair: \_\_\_\_\_