



# MARTOCK PARISH COUNCIL

## Full Council Minutes 31<sup>st</sup> July 2019

### Minutes of a meeting of Martock Parish Council

31<sup>st</sup> July 2019 at 7.00pm in the Market House, Martock

**Present:** Cllrs Neil Bloomfield (Chair), Louise Clarke, Marilyn Butler, Jesse Spencer, Mark Warr, Jenny Becker, Sylvia Williams, Alan Potter, Jo Revell, Graham MacDonald, Les Hallett, Sam Burke and Fiona Miller.

**In attendance:** Adam Persson (Clerk), Christine Berry (Deputy Clerk) and four members of the public

**Apologies:** Sam Radford

No.	Subject	Comments
142/19	Parishioner participation – to hear any matters raised by members of the public	<p>Dog walking on the Recreation Ground – the Council's decision to enforce dogs on leads at the top of the Recreation Ground was raised as a concern. Questions were asked as to what the next steps would be should this policy fail to tackle the problem of dog fouling.</p> <p>Other parishes had used volunteers wearing "Park Patrol" high visibility jackets to discourage anti-social behaviour.</p> <p>It was <b>AGREED</b> to purchase "Park Patrol" jackets for volunteer dog walkers.</p> <p><b>ACTION:</b> Deputy Clerk</p> <p>Planting trees on the Recreation Ground – Mick Wooden, Ash Millennium Wood Manage, spoke on the plan to plant trees on the Recreation Ground. There was to be a Reimagining the Levels meeting on Friday at Walton Village Hall with the aim of producing a policy on woodlands.</p> <p>It was <b>AGREED</b> that Mr Wooden would inspect the Recreation Ground with the aim of advising on planting.</p>
143/19	Announcement that the meeting may be filmed or recorded	<p>An announcement was made that the meeting may be filmed or recorded.</p> <p>It was <b>AGREED</b> to record the meeting.</p>
144/19	To receive any apologies for absence	<p>Apologies had been received from Sam Radford.</p>

145/19	To receive any declarations of interest	No declarations of interest received.
146/19	To receive a report on any dispensations granted	No dispensations had been granted.
147/19	To consider any applications received for co-option to fill the casual vacancy	<p>Applications had been received from Charlene Fairchild and Blair Crisp to fill the casual vacancy. Written Statements had been circulated to all councillors.</p> <p>Voting was conducted by signed ballot.</p> <p>Charlene Fairchild was co-opted to the Parish Council and signed the declaration of acceptance of office, which was witnessed by the Clerk.</p>
148/19	To receive any police matters	<p>There were no police representatives present.</p> <p>It was noted that the police book in the Information Centre had not been checked in the last two weeks.</p> <p>There were fourteen recorded incidents but fifty reports direct to police officers and PCSOs which are not recorded as incidents.</p>
149/19	<p>Planning – Neil Bloomfield:</p> <p>1. To consider the following application:</p> <p><b>19/01993/HOU.</b> Demolish existing sunroom and erection of a single storey rear extension and summerhouse</p> <p>2. To receive notification of any planning decisions received from SSDC since the last meeting</p> <p>3. To receive an update on the SSDC Draft Revised Local Plan</p>	<p>A proposal was put forward that the Parish Council had no objection to this application. Jenny Becker proposed, and Jesse Spencer seconded the proposal.</p> <p>Unanimously <b>AGREED</b>.</p> <p>The Coat Road development had been rejected by the Regulation Committee.</p> <p>The Neighbourhood Plan was in Pre-submission Consultation and would be brought to Full Council in September.</p> <p>The Local Plan was in consultation and the Parish Council should submit a response. The increase in housing was higher than for Bruton and Langport.</p> <p>It was <b>AGREED</b> that Andrew Clegg should draft a response for approval by Full Council.</p>

		<b>ACTION:</b> Clerk
150/19	To approve the minutes of the Parish Council meeting held on 26 <sup>th</sup> June 2019	The minutes of the meeting were approved as a true record (enclosure MPC-19-094) and signed by the Chair.
151/19	To confirm the status of agreed actions	<p>The Action List (enclosure MPC-19-095) was confirmed.</p> <p>138/19 2 – On the advice of PC Toni Lines, the Crime Prevention Design Advisor would be meeting with the Chair to conduct a site visit of the Recreation Ground to offer advice on CCTV specifications.</p> <p>140/19 – The Clerk would be meeting with the Facebook page administrator at the end of August.</p> <p>A resolution was moved without notice that the press and public be excluded from the following item due to the confidential nature of the business to be transacted.</p> <p>It was resolved to exclude the press and public from following item.</p> <p>019/18 – The Long Orchard site was discussed, and the Council was updated on certain legal matters.</p>
152/19	To address any matters arising from the minutes not covered by items on the agenda	No matters were raised.
153/19	To receive the County Councillor's report	A proposal was being discussed to allow County Councillors up to £2,000 for four grants in a twelve months period aimed at Health and Wellbeing projects.
154/19	To receive the District Councillors' report	SSDC service levels should now be up to the pre-Transformation level but in practice are not and agency staff are being employed to meet the shortfall.
155/19	To receive the Chair's report – Neil Bloomfield	The Chair apologised for no written report. The Chair had attended the LAG meeting.
156/19	To note the Parish Diary for August 2019	<p>The Parish Diary for August 2019 was noted (enclosure MPC-19-097).</p> <p>Since publication, a charity football match had been arranged for the 10<sup>th</sup> August.</p>

157/19	To review the quotes and award the contract for the purchase of a second Speed Indicator Device	<p>The quotes were reviewed (enclosure MPC-19-098).</p> <p>A proposal was put forward to award the contract for the purchase of a second Speed Indicator Device to Truvelo (UK) Ltd. Neil Bloomfield proposed and Louise Clarke seconded the proposal.</p> <p>Unanimously <b>AGREED</b>.</p> <p><b>ACTION:</b> Deputy Clerk</p>
158/19	To discuss a Speedwatch initiative in Bower Hinton	<p>The Chair of the South Somerset Community Speed Watch had been contacted and would be happy to meet volunteers.</p> <p>To date, no volunteers had come forward.</p> <p>The road had been speed checked before and the evidence collected did not suggest a speeding problem.</p> <p>It was <b>AGREED</b> to get a pole installed for the SID and publish the results.</p> <p><b>ACTION:</b> Neil Bloomfield</p>
159/19	<p>Finance &amp; Resources:</p> <ol style="list-style-type: none"> <li>1. To receive the minutes of the Committee meeting on 24<sup>th</sup> July</li> <li>2. To agree the budget detail</li> <li>3. To agree the bank reconciliation detail</li> <li>4. To agree the balance on the bank statement to reconciliation summary</li> <li>5. To approve the re-engagement of Bridget Bowen as Internal Auditor for 2019/20 at a cost of £945.00</li> <li>6. To approve a proposal to amend the Calendar of Parish</li> </ol>	<p>The minutes were received (enclosure MPC-19-099).</p> <p>The budget detail for June was <b>AGREED</b> (enclosure MPC-19-100).</p> <p>The bank reconciliation for June was <b>AGREED</b> (enclosure MPC-19-101).</p> <p>The balance on the bank statement to reconciliation summary for June was <b>AGREED</b> (enclosures MPC-19-102 &amp; MPC-19-103).</p> <p>A proposal was put forward that the Parish Council approve the re-engagement of Bridget Bowen as Internal Auditor for 2019/20 at a cost of £945.00. Neil Bloomfield proposed, and Mark Warr seconded the proposal.</p> <p>Unanimously <b>AGREED</b>.</p> <p><b>ACTION:</b> Clerk</p> <p>The amendment of the Calendar of Parish Council meetings was discussed (enclosure MPC-19-104).</p>

	<p>Council meetings as recommended by the Committee and to resolve to amend Section 1.2 of the Standing Orders</p>	<p>A proposal was put forward that the Parish Council approve a proposal to amend the Calendar of Parish Council meetings. Jenny Becker proposed, and Louise Clarke seconded the proposal.</p> <p>Unanimously <b>AGREED</b>.</p> <p>In accordance with Standing Order 46.2, a proposal was put forward that the Parish Council adjourn the resolution to amend Section 1.2 of the Standing Orders without discussion to the next ordinary meeting of the Council. Jenny Becker proposed, and Louise Clarke seconded the proposal.</p> <p>Unanimously <b>AGREED</b>.</p> <p><b>ACTION:</b> Clerk</p>
	<p>7. To approve the delegation of an authority to the Finance and Resources Committee to agree expenditure of up to £5,000.00</p>	<p>The delegation of an authority to the Finance and Resources Committee was discussed.</p>
	<p>7. To approve the delegation of an authority to the Finance and Resources Committee to agree expenditure of up to £5,000.00</p>	<p>A proposal was put forward that the Parish Council approve the delegation of an authority to the Finance and Resources Committee to agree expenditure of up to £5,000.00. Graham MacDonald proposed, and Marilyn Butler seconded the proposal.</p> <p>Unanimously <b>AGREED</b>.</p>
	<p>8. To approve the amended Finance and Resources Committee Terms of Reference as recommended by the Committee</p>	<p>The Terms of Reference were reviewed (enclosure MPC-19-105).</p> <p>A proposal was put forward that the Parish Council approve the amended Finance and Resources Committee Terms of Reference. Mark Warr proposed, and Alan Potter seconded the proposal.</p> <p>Unanimously <b>AGREED</b>.</p>
	<p>9. To agree the updated Asset Register</p>	<p>The updated Asset Register was <b>AGREED</b> (enclosure MPC-19-106).</p>
	<p>10. To agree the updated Insurance Register</p>	<p>The updated Insurance Register was <b>AGREED</b> (enclosure MPC-19-107).</p>
	<p>11. To agree the updated Risk Register</p>	<p>The updated Risk Register was <b>AGREED</b> (enclosure MPC-19-108).</p>
	<p>12. To approve an increase in Burial Fees for 2019/20</p>	<p>The Burial Fees for 2019/20 were reviewed (enclosure MPC-19-109).</p>



	<p>13. To agree the delegation of authority to the Clerk, Deputy Clerk and RFO to review and approve non-amended policies without reference to Full Council or Committees of the Council, as recommended by the Committee. This delegated authority to <b>exclude</b> governance policies.</p> <p>14. To approve a proposal to commence the design and format phase of the new JANET compliant website as recommended by the Committee</p>	<p>A proposal was put forward that the Parish Council approve the Burial Fees for 2019/20. Jenny Becker proposed, and Jesse Spencer seconded the proposal.</p> <p>Unanimously <b>AGREED</b>.</p> <p>The delegation of authority to review and approve non-amended policies was <b>AGREED</b>.</p> <p>The new website was discussed (enclosure MPC-19-110).</p> <p>A proposal was put forward that the Parish Council approve the commencement of the design and format phase of the new JANET compliant website. Jesse Spencer proposed, and Jo Revell seconded the proposal.</p> <p>Unanimously <b>AGREED</b>.</p> <p><b>ACTION:</b> Deputy Clerk</p>
160/19	<p>Buildings &amp; Open Spaces – Mark Warr:</p> <p>1. To receive a report on the work of the Committee since the last meeting</p> <p>2. To approve the Buildings and Open Spaces Committee Terms of Reference</p> <p>3. To review the quotes and award the contract for the installation of audio-visual equipment in the Parish Hall</p>	<p>A report was received (enclosure MPC-19-111).</p> <p>The Terms of Reference were reviewed (enclosure MPC-19-112).</p> <p>A proposal was put forward that the Parish Council approve the Buildings and Open Spaces Committee Terms of Reference. Mark Warr proposed, and Jenny Becker seconded the proposal.</p> <p>Unanimously <b>AGREED</b>.</p> <p>The quotes were reviewed (enclosure MPC-19-113).</p> <p>A proposal was put forward that the Parish Council award the contract to Solutions AV. Mark Warr proposed, and Jesse Spencer seconded the proposal.</p>

	<p>4. To agree the purchase of three wooden benches for the Recreation Ground at a cost of £585.00 + VAT</p> <p>5. To discuss the purchase of gym equipment at the Recreation Ground</p>	<p>Unanimously <b>AGREED</b>.</p> <p><b>ACTION:</b> Clerk</p> <p>The purchase of three wooden benches for the Recreation Ground at a cost of £585.00 + VAT was <b>AGREED</b>.</p> <p><b>ACTION:</b> Clerk</p> <p>The purchase of outdoor gym equipment was discussed.</p> <p>It was <b>AGREED</b> that the Committee look at the options and demand for gym equipment.</p> <p><b>ACTION:</b> Clerk and Mark Warr</p>
161/19	<p>Services – Marilyn Butler:</p> <p>1. To receive the minutes of the Committee meeting on 16<sup>th</sup> July</p> <p>2. To approve the Services Committee Terms of Reference</p> <p>3. To receive a verbal report on the work of the Patient Participation Group</p>	<p>The minutes were received (enclosure MPC-19-114).</p> <p>The Terms of Reference were reviewed (enclosure MPC-19-115).</p> <p>A proposal was put forward that the Parish Council approve the Services Committee Terms of Reference. Graham MacDonald proposed, and Mark Warr seconded the proposal.</p> <p>Unanimously <b>AGREED</b>.</p> <p>This will be a regular agenda item to provide information on the work of the PPG. Any patient issues should be reported to Jenny Becker or directly to the PPG.</p> <p>A proposal was put forward that the Parish Council extend the meeting beyond 9.30pm to complete the agenda. Neil Bloomfield proposed, and Jenny Becker seconded the proposal.</p> <p>Unanimously <b>AGREED</b>.</p>
162/19	<p>To receive any relevant correspondence – Clerk</p> <p>1. Email from SALC</p> <p>2. Email from NALC</p>	<p>SALC had written to notify Parish Councils that they would be closed from 1<sup>st</sup> August for three weeks.</p> <p>NALC had emailed details of a post-election survey to be completed by Councils and Councillors.</p>

	<p>3. Email from the Devon &amp; Somerset Fire Service</p> <p>4. Email from Tim Burch, Group Scout Leader</p> <p>5. Letter from Mrs Fiona Hook</p>	<p>It was <b>AGREED</b> to forward the survey details to all Councillors.</p> <p><b>ACTION:</b> Clerk</p> <p>The Fire Service had emailed with details of a consultation on changes to the fire and rescue service in Devon and Somerset.</p> <p>It was <b>AGREED</b> to forward the consultation details to all Councillors.</p> <p><b>ACTION:</b> Clerk</p> <p>The Scouts had emailed notification of plans to repair the roof and guttering of the Scout and Guide Hall.</p> <p>A letter had been received from Fiona Hook (ex-Chair of the Parish Council) regarding the Parish Council's response to the retirement of Alderman Patrick Palmer.</p> <p>The letter was read out by the Chairman.</p> <p>It was <b>AGREED</b> to write an appropriate response to Mrs Hook</p> <p><b>ACTION:</b> Clerk</p>
163/19	To note the date of the next meeting of the Parish Council on Wednesday 28 <sup>th</sup> August 2019 at 7pm	Date of the next meeting was noted.

The meeting closed at 21.40pm

Approved (date): 28<sup>th</sup> August 2019

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