



MARTOCK PARISH COUNCIL

Agenda for the Annual Parish Council and Full Council Meeting
18 May 2022

To all members of the Parish Council

You are summoned to attend a meeting of the Full Council Meeting at The Parish Hall, Church Street, Martock on **Wednesday 18 May at 6.00pm** for the purpose of transacting business outlined in the agenda below.

Signed:

Date of issue: 13.5.22

Sarah Goodman – Parish Clerk, Martock Parish Council

There will be a public session to enable the residents to ask questions of the Council and make comments. Members of the public are asked to restrict their comments, and/or questions to three minutes and not repeat points previously raised by others.

Agenda

1. Announcement that the meeting may be filmed or recorded
2. To receive the Register of Members' interests forms for completion and the new Councillor's Welcome Pack and the Councillors declarations of acceptance are received
3. To receive any apologies for absence
4. Election of Chairman & signing of declaration of acceptance of office
5. Parishioners Participation
6. District and Unitary Councillors Report
7. To receive any declarations of interest in items on the agenda
8. To receive a report on any dispensations granted – Clerk
9. To approve and accept the minutes of the Council meetings held on the 27 April 2022, and extraordinary meetings on 5th April 2022 and 5th May 2022.
10. Election of Vice Chairman.
11. Election of Chair of Planning
12. Election of Chair of Bos
13. Election of Chair of Services
14. Election of Chair of Finance and Resources
15. Appointment of Members to Committees and granting of delegated authority to those Committees
 - a. Buildings and Open Spaces Committee - 4 appointed members and Chair and Vice-Chair of the Council and the Chair of the Finance & Resources committee are ex-officio members.
 - b. Services Committee - 4 appointed members and Chair and Vice-Chair of the Council and the Chair of the Finance & Resources committee are ex-officio members. To appoint Co-opted members
 - c. Planning Committee - 4 appointed members and Chair and Vice-Chair of the Council and the Chair of the Finance & Resources committee are ex-officio members.
 - d. Finance and Resources Committee - Chair and Vice-Chair of the Council, and the Chair or one other nominated member of the Buildings & Open Spaces, and Services committees
16. To consider co-option and appointing to fill the vacancies on council
17. To consider continuing with an Environmental and Climate Change Working Group and agree Membership and create terms of reference
18. Appointment of Members to External Bodies, Community Groups and Organisations

- which require Parish Council representation, CYP, Youth Club and others.
19. To agree eligibility for and to exercise the General Power of Competence
 20. Policies for adoption
 - a. Martock Parish Council Standing Orders
 - b. Martock Parish Council Financial Regulations
 - c. Martock Parish Council Code of Conduct
 - d. Martock Parish Council Risk assessment
 21. To consider Martock Parish Council undertaking a Governance Review for the past 5 years and updating Governance Policies for Council acceptance
 23. To receive the following Planning Applications and agree to submit comments to the SSDC Planning dept.

Application Reference	Site Locations	Proposals
22/01037/HOU	Demolition of existing garage and conservatory and construction of single storey rear extension and two storey side/rear extension. 19 Marwin Close Martock Somerset TA12 6HJ	
22/01299/FUL & 22/01300/LBC	Change of use of land from paddock to form new tennis court & positioning of a Shepherds Hut 'tea-hut' with associated landscaping. Demolition of existing 3-bay garage outbuilding and adjacent lean-to log store, removal of temporary timber shed. Construction of a new ancillary outbuilding comprising garaging, pool-house and annex accommodation. Retrospective approval for retention of existing outdoor swimming pool. Coat House Highway Road Martock Somerset TA12 6AR	
22/01312/PDE	Single storey full width rear extension with flat roof. Depth will be extend 4m from main house, with roof overhang of 35cm (so 4.35m total). Height at eaves 2.95m and maximum height 3.1m. 25 Beech Road Martock Somerset TA12 6DT	
22/01332/	PDE Single Storey Rear Extension: Proposed rear extension (I) the projection of the rear extension beyond the rear wall is 4.50m (ii) the maximum height of the extension is 3.00m (iii) the height at the eaves of the extension is 2.80m. 43 Long Orchard Way Martock Somerset TA12 6FA	

(To see the above planning applications go online to: www.southsomerset.gov.uk Planning Search' then Insert the Application Reference as shown above. Click on the 'Documents' tab to view plans and supporting documents.)

24 Finance & Resources

- (a) To approve the schedule of payments
- (b) To accept and approve the bank reconciliations
- (c) To approve the 2021 - 2022 accounts
- (d) To approve the 2021 -2022 Bank reconciliation
- (e) Approve sections 1 – Annual Governance Statement
- (f) Approve Section 2 – Accounting Statements
- (g) To sign the Audit form for submission to External Auditors Subject to the

- (h) Internal Auditor's approval – deadline 1 July 2022
- 25 Services Committee Update
- 26 BOS Committee Update

EXCLUSION OF PRESS AND PUBLIC

To **resolve** to exclude the Press and Public from the following item, due to the confidential nature of the business to be transacted.

27 Lease Arrangements

- (a) Tennis Club Lease arrangements
- (b) Scout Lease arrangement

28 Allotments Update

29 STAFFING MATTERS

- (a) To receive an update regarding staffing matters
- (b) To agree actions pertaining to staffing matters

30 To agree Robinson Grace Consultancy Ltd as HR and H & S Consultants at a cost of £300 per month

31 To discuss the renewal of the contact with Atlas Security

32 To discuss proposal for a café in the pavilion

33 Date and Time of next Parish Council meeting

To Members of the Parish Council, County and District Councillors, Parish Council notice board, The Market House and website.