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## **Minutes of the Council Meeting held at 7pm on Wednesday 28 September 2022 at Martock Parish Hall**

Present: Councillor John Hole (Chairman)  
Councillor Neil Bloomfield  
Councillor Louise Clarke  
Councillor Andrew Clegg  
Councillor P Helyer  
Councillor Suzanne Luxton  
Councillor Graham MacDonald  
Councillor Joy Bailey (Vice Chair)  
Councillor Alison Warne  
Councillor Ashley Warne  
Councillor Tony Welsh  
Councillor Neil Williams  
Councillor Silvia Williams

Deputy Parish Clerk: Sally Scattergood  
Vanessa Ricketts LGRC Consultant

### **155 Apologies for absence**

Councillor Bloomfield gave apologies for lateness but failed to attend the meeting.

County Councillor John Bailey had tendered his apologies for the meeting.

### **156 Declarations of interest**

There were no declarations of interest at this stage.

### **157. Public participation time**

There were 5 members of the public present.

County Councillor Emily Pearlstone reported on the Community Resilience Awards and the public consultation on the bus services. She further provided an update on the Local Community Networks and access to the consultation. She stated that access was via the SCC website but agreed to send the pdf document for distribution.

District Councillor Louise Clarke updated Council on the Local Government Reorganisation and further advised that she was seeking funding streams for the OAP Christmas dinner.

A member of the public thanked the Members of Council for giving up their time to help and support the community.

**157. Confirmation of minutes of previous meetings**

Members considered the minutes of the Council meeting held on 24 August 2022.

Councillor Helyer questioned an named action on the minutes as he had not been present at the meeting. He stated that Co-op needed to be advised that the proposal be accepted.

**Resolved** that the minutes of the meeting held on 24 August 2022 be approved as a correct record and signed by the Chairman.

**158. Committee Minutes**

It was reported that the following Committee meetings that had taken place since the last full Council and the minutes were presented:

- a. Finance and Resources Committee – 1 September 2022
- b. Personnel Committee – 7 September 2022

**Resolved** that the minutes be received.

**159. Payment of outstanding creditors**

The list of outstanding creditors and balances due for payment including reports of any outstanding payments made were presented.

**Resolved** that the payments be approved.

**160. Co-option of Members of Council**

The Chairman welcomed newly elected Councillor Ashley Chapman.

Members considered three written applications for co-option to the Council from Louise Clarke, Neil Williams and Silvia Williams. It was unanimously -

**Resolved** that Louise Clarke, Neil Williams and Silvia Williams be co-opted to the Council with immediate effect.

**161. Declaration of Acceptance of Office**

Councillors Ashley Chapman, Louise Clarke, Neil Williams and Silvia Williams read and signed the Declaration of Acceptance of Office in accordance with the Local Government Act 1972 S83 (4). The Deputy Proper Officer countersigned the Declarations.

**162. Scheme of delegation**

Members considered the scheme of delegation. They were advised that the draft document set out the basis for delegation to Officers and Committees but would

need fine tuning by Members to ensure that it was tailored to the needs of the Parish Council. It was unanimously -

**Resolved** that the scheme of delegation be agreed in principle, and that a working party, with membership of Councillors Helyer, MacDonald, Ash Warne, Chapman, Hole and Clarke, be appointed to tailor this document to the needs of MPC.

### **163. Appointments to Committees**

Members considered the report on vacancies on the Council's standing Committees. It was unanimously –

**Resolved** to appoint the following Members:

- a) BOS – Councillors Luxton, Ash Warne and Clarke.
- b) Planning – Councillors Clegg and Ash Warne
- c) F&R – Chairman of Planning as per the scheme of delegation.

### **164. Motions to Council**

Members considered a motion submitted by Councillor Bloomfield:

**Resolved** that the [flood.coordinator@martock-pc.gov.uk](mailto:flood.coordinator@martock-pc.gov.uk) email address, which can be assigned to any individual appointed as 'volunteer flood warden coordinator' by full council, be retained.

### **165. Calendar of meetings**

The revised calendar of meetings for 2022-23, due to the recently constituted Personnel Committee was noted.

### **166. Finance reports**

Members received the following financial reports:

- a) Bank reconciliation
- b) Earmarked reserves

### **167. New signatures for Finance authorisation**

**Resolved** that Councillors Chapman and Helyer be authorised signatories in accordance with the Council's adopted Financial Regulations.

### **168. External Audit Regime – Opt-In**

Member were advised that under the Local Audit (Smaller Authorities) Regulations 2015, Smaller Authorities Audit Appointments (SAAA) is responsible for appointing external auditors to all applicable opted-in smaller authorities, for setting the terms of appointment for limited assurance reviews and for managing the contracts with the appointed audit firms. Smaller authorities are those whose gross annual income or expenditure is less than £6.5 million. The next 5-year appointing period runs from 2022-23 until 2026-27 and SAAA has undertaken a procurement exercise to appoint

auditors to each County area from 1 April 2022. Now that the submission deadline for the 2021-22 Annual Governance and Accountability Returns has passed, it was unanimously –

**Resolved** that the Parish Council stays “opted in” to the regime once a new external auditor has been appointed.

#### **169. AGAR External Auditor Report**

Members were advised that the conclusion of annual audit for the 2020/2021 financial year had yet to be received from the external auditor. The deadline for publication of the conclusion of audit is 30 September. The conclusion of audit would be published as soon as received and this would be reported to next Council meeting.

#### **170. Data Controller**

**Resolved** that Clerk, or in their absence the Deputy Clerk, be appointed as the Council’s Data Controller and the ICO be so informed.

#### **171. Council Policies**

Members considered the following policies that had been prepared for Council’s consideration:

- a) CCTV Policy
- b) Grant policy and application form
- c) Dignity and respect at work
- d) Training and development

**Resolved** that the CCTV Policy, Grant policy and application form, Dignity and Respect at Work and Training and Development policies be adopted.

#### **172. Election**

Members were advised that an election had been called for the casual vacancy recently advertised. If contested the election will take place on Tuesday 1 November.

#### **173. Utility prices**

Members considered a report on the Council’s utility prices.

**Resolved** that Positive Energy be appointed to as the Council’s energy supplier on a two year contract.

#### **174. Fireworks**

Due to the absence of Councillor Bloomfield members were unable to receive an update on the arrangements for the fireworks event.

**Resolved** that Councillor Bloomfield be instructed to provide a written update by 30 September 2022 to all Members.

#### **175. Information Centre**

Members considered reopening the Council's Information Centre twice a week. It was noted that this facility had been well received by residents in the past. It was unanimously –

**Resolved** that the Council's Information Centre be reopened twice a week and be staffed by volunteers.

#### **176. CYP Project Managers report**

Councillor Clarke and Hole declared an interest in this item due to being Trustees of the CYP.

Members received the Project Managers report and agreed that CYP be invited to make a presentation at the next meeting of Council.

#### **177. Defibrillators**

To consider assisting in the funding of a defibrillator in the village of Coat and further consider if further defibrillators should be sited in Martock.

#### **178. Council's Website**

Members received a report from the Deputy Parish Clerk on the current website and were advised that specialists had been approached to obtain quotes for redesigning and hosting the website.

**Resolved** that NetWise UK be instructed to redesign, host and maintain the Council's website at a set up cost £599 and annual charge of £330.

#### **179. Resolutions report**

Members noted the resolutions report which details the decisions of Council and the progress of work against those decisions.

#### **180. CiLCA**

**Resolved** that the Deputy Clerk be permitted to study CiLCA, and that this be paid for by the Council.

#### **181. Governance report update**

Members received a report on the progress made by the Consultant against the implementation of the recommendations from the approved governance review. Members agreed that the governance of the Council had greatly improved, but felt that MPC still required assistance and guidance. It was therefore unanimously –

**Resolved** that the Consultant continue to provide support to MPC for a further 9 weeks, that being the duration of the contract.

**182. Date of next meeting**

It was noted that the date of the next meeting is scheduled for 26 October 2022 at 7.00pm.

**183. Confidential Session**

**At the conclusion of this part of the Agenda, the Chairman will move the following resolution: That under Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, the press and public be excluded from the meeting as publicity would be prejudicial to the public interest because of the nature of the business to be transacted.**

**184. Appointment of RFO**

**Resolved** that the RFO be appointed RFO to the Council on 15 hours per week.

**185. Memorial Bench**

Members were advised that the replacement of a memorial bench in East Street would be purchased by the family.

**186. Funding Researcher**

**Resolved** that the services of Louise Treacher as Funding Researcher be agreed under contract.

**187. Litter pickers**

Members considered the litter picking contracts that cease on 30 September 2022 and whether there should be any extension.

**Resolved** that the Council continue with one full-time litter picker.

**188. Acting up allowance**

**Resolved** that the Deputy Parish Clerk continue to receive an Acting Up Allowance for having been the Proper Officer to the Council in the absence of the Clerk due to sickness absence.

Meeting closed at 8.58pm

Approved (date):

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