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## **Minutes of the Council Meeting held at 7pm on Wednesday 26 October 2022 at Martock Parish Hall**

Present:

Councillor John Hole (Chairman)  
Councillor Joy Bailey (Vice Chairman)  
Councillor Ashley Chapman  
Councillor Louise Clarke  
Councillor Andrew Clegg  
Councillor Paul Helyer  
Councillor Graham McDonald  
Councillor Alan Potter  
Councillor Alison Warne  
Councillor Ash Warne  
Councillor Tony Welsh  
Councillor Neil Williams  
Councillor Sylvia Williams

Deputy Clerk, Sally Scattergood  
Consultant, Vanessa Ricketts

### **225. Apologies for absence**

Apologies received from Councillor Suzanne Luxton, Councillor Neil Bloomfield and County Councillor Emily Pearlstone.

### **226. Declarations of interest**

Councillor Alan Potter declared an interest in Item 12 on the agenda regarding water contamination due to his employment with Wessex Water. He indicated that he would leave the room when that item was considered.

### **227. Public participation time**

There were 12 members of the public present. A resident enquired about the dates for the Council's meetings and advised that the website was inaccessible at present. The Deputy Clerk advised that the website was in the process of being changed and that she would email the resident the schedule of meetings.

## **228. To Receive Reports from Somerset County and South Somerset District Councillors and representatives on outside bodies.**

County Councillor John Bailey presented his report which had been circulated to Members prior to the meeting. He further advised that there was a shortage of snow ploughs operators for the area. Councillor Bailey also updated Members on the proposed 2m wide footpath from the recreation ground to Martock Workspace Hub. Councillor Clegg suggested this be considered by the Planning Committee.

District Councillor Louise Clarke advised that an IT update had caused issues with emails being received by District Councillors and that she had been dealing with residents' concerns regarding the future of Bracey Road Recreation Ground following the formation of the Unitary Council in April 2023.

## **229. Confirmation of minutes of previous meeting**

A Member noted one error in that Councillor Bloomfield was shown as present but had tendered apologies. With this amendment it was -

**Resolved** that the minutes of the Full Council meeting held on 28 September 2022 approved as a correct record and signed by the Chairman.

## **230. Community Youth Project (CYP) Presentation**

The Council received a presentation from the staff and young people of the CYP, detailing the background to the organisation and the current delivery of youth provision in Martock. Members thanked the CYP for their presentation, with Councillor Clarke expressing additional thanks for the assistance with the fireworks display.

## **231. Committee Minutes and Reports**

**Resolved** that the minutes of the following meetings of Council be received:

- a. Planning Committee – 26 September 2022 (including the Chairman's report for August and September)
- b. Building and Open Spaces Committee – 27 September 2022
- c. Personnel Committee – 4 October 2022
- d. Personnel Committee – 11 October 2022
- e. Building and Open Spaces Committee – 11 October 2022
- f. Planning Committee – 12 October 2022

## **232. Payment of Outstanding Creditors**

**Resolved** that the list of outstanding creditors and balances due for payment be agreed.

## **233. Finance Reports**

**Resolved** that the following reports be received and approved as set out.

- a) Bank reconciliation

- b) Earmarked reserves
- c) Income and Expenditure report

### **234. AGAR External Auditor Report**

Members were advised that it had not been possible for the external auditors to conclude the annual audit for the 2021/2022 financial year due to a challenge received. Instead the Council had received an interim audit notice which had been posted on the website and notice as directed by the external auditor.

### **235. Flood Warden Report**

Members received the flood warden's report and were advised that the District Council had provided the funding for the hydrosnakes. Members expressed their thanks to the flood warden for his work.

### **236. Water Contamination**

Members received a report from Councillor Clegg on water contamination in the parish. Councillor Clegg advised that he would write the letters required by the resolutions.

#### **Resolved that:**

- a) On the issue of phosphate removal by Martock STW, a request be sent to Wessex Water asking for information on the installation of the planned phosphate removal stage including a proposal that it be done as early as possible on the grounds that our Martock STW is one of the largest sources of phosphate in the river.
- b) On the issue of storm overflows MPC should request reasons explaining why overflows are so frequently triggered at Martock STW and request that steps should be taken as a matter of urgency to reduce this frequency of to a more acceptable level. We should note that Martock has recently increased its number of houses by 10% and expects a similar increase in the next 5 years and we currently do not have confidence that the STW is able to handle this safely. The letter should also note that the recent automation of the management of river levels in the village has made Hinton Meads Brook an unsuitable outlet to receive raw sewage for much of the year because of its greatly reduced flow rate.
- c) A letter should be sent to all other Parishes with STWs in the Parrett system alerting them to the two issues. Informing Langport and Huish Episcopi parishes is particularly important in view of current plans they have to develop their river front as a leisure area involving water activities.
- d) An account of the actions should be passed on to the SSDC and SCC Councillors and also the MP as both issues are of regional and national significance.

### **237. Stoke Recreation Ground Memorial Copse Seats**

Members considered the provision of a memorial bench to Her Majesty Queen Elizabeth II at Stoke Recreation Ground Memorial Copse. It was reported that the District Council would be paying for one bench and plinth.

**Resolved** that a memorial bench, with concrete plinth, be purchased for the sum of £515 to be taken from earmarked reserves.

### **238. Defibrillator Policy**

Members considered a defibrillator policy covering all 4 of MPC defibrillators. Members thanked Councillor Potter for agreeing to undertake the regular inspections.

**Resolved** that the defibrillator policy be adopted.

### **239. Remembrance Sunday**

Members were advised that both the Chairman and Vice Chairman would not be available to take part in the Remembrance service.

**Resolved** that Councillor Neil Williams be appointed to represent the Parish Council at the service by giving a reading and laying the Council's wreath.

### **240. Fireworks Update**

Councillor Clarke provided an update on the fireworks event. Members were advised that sponsorship monies had been received; lighting procured; food stalls arranged along with two bars, volunteers' badges organised; risk assessment completed and sent to Worknest; first aid organised; liability insurances requested; CYP had agreed to provide teas and coffees.

Members were advised that further volunteers were required to collect money on the night.

Members expressed their thanks to Councillors Clarke and Potter for their work to arrange this event at short notice due to the previous organiser having pulled out.

**Resolved** that the Services Team be requested to undertake the countdown and that the monies collected on the night be earmarked for future Parish events.

### **241. Allotments**

**Resolved** that due to apologies received from Councillor Suzanne Luxton items to be referred to Full Council Meeting in November.

#### **242. Planning Committee Terms of Reference**

**Resolved** that the terms of reference of the Planning Committee be approved.

#### **243. Tree Survey Working Group Report**

Members were advised that a qualified arborist had produced a report on the condition of trees owned by Martock Parish Council. Within the report it was noted that 5 trees were in need of priority attention but that the District Council would need to give approval and approximately 2 months notice was required. It was therefore -

**Resolved** that the Tree Survey Working Group report be considered at the next Buildings and Open Spaces Committee and that 3 estimates for the works required be obtained.

#### **244. Date of Next Meeting**

The date of the next meeting is scheduled for 23<sup>rd</sup> November 2022 at 7pm

#### **245. Confidential Session**

**Resolved** 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.

#### **246. 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.

#### **247. Resignation of the Parish Clerk and resulting matters**

Members were advised that the Parish Clerk had resigned and had claimed a number of overtime hours.

**Resolved** that as Council had not authorised the additional work, and due to the lack of evidence, the overtime claim be declined at this stage and further advice be sort from Worknest.

Members then considered a staffing structure and it was -

**Resolved** that Option B of the circulated staff structure options be approved including the formation of a new post of Operations Manager.

Further **RESOLVED** that Sally Scattergood be appointed as the Council's Clerk and Proper Officer for any purpose in respect of which a Proper Officer is mentioned in statute.

Members consider a proposal to make an offer to the newly appointed Responsible Financial Officer (RFO) to pay for her to complete LO7 of the CiLCA qualification and to pay an uplift in order that she could be appointed Proper Officer, once the qualification has been completed, in order for the Council to meet GPC criteria.

**Resolved** that the offer be made to the RFO as set out.

Meeting finished: 9pm

Approved (date):

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