



Minutes of the Full Council Meeting held at 7pm on Wednesday 22nd February 2023 at Martock Parish Hall

Present: Councillor John Hole (Chairman)
Councillor Joy Bailey (Vice Chairman)
Councillor Neil Bloomfield
Councillor Paul Helyer
Councillor Suzanne Luxton
Councillor Graham McDonald
Councillor Alan Potter
Councillor Alison Warne
Councillor Andrew Clegg
Councillor Ash Warne
Councillor Louise Clarke

Tracy Lamb – RFO/Clerk

Sally Scattergood – General Manager/Deputy Clerk

423. Apologies for absence

Apologies received from Cllr. Sylvia Williams, Cllr. Neil Williams, Cllr. Ashley Chapman and Cllr. Tony Welsh.

424. Public participation time

There were 5 members of the public present and three members of staff.

A member of the public requested the agendas and minutes of Martock Parish Council are displayed in large print at the Parish Hall

The Council advised that the General Manager liaise with the Seniors Support Coordinator to display them at the Seniors Group Meetings.

A member of the public enquired who was responsible for the blocked drains and branches in the roads with Martock Village.

The Council advised that Cllr. Louise Clarke will speak to SSDC and Emily Pearlstone email address will be given to the member of public

425. Declarations of interest

No declaration of interest received.

426. Confirmation of minutes of previous meetings

Members considered the Public Minutes of the Full Council meeting held on Thursday 9th February 2023.

Resolved that the Public Minutes of the Full Council meeting held on Thursday 9th February 2023 be approved as a correct record and signed by the Chairman.

427. Committee Meeting Minutes and Resolutions

To receive the minutes, note and review the resolutions passed at all committee meetings held since 9th February 2023 and ratify any decisions as required.

Resolved that the minutes of the committees of Council be received.

428. To receive a Verbal Presentation from the Martock Community Team

The presentation from the Community team was noted and the Chairman thanked them for the work they carry out.

429. To approve the appointment of the Operations Manager and start date.

Resolved that the new Operations Manager, Emily Dawson will commence employment on Monday 13th March 2023.

430. FINANCE Monthly reports

- a) To receive the receipts listing for January 2023
- b) To receive and sign the list of payments for January 2023
- c) To receive and note the current statutory balance sheet
- d) To receive and note the current income and expenditure report
- e) To approve the current account bank reconciliation for January 2023

Resolved to receive the monthly reports and the RFO was asked to clarify two invoices

431. Allotments Package – to consider the purchase of the allotment’s extension to the Council’s existing accounts package

Resolved that the Council agreed to purchase the Allotments Package

432. Amendment to Financial Regulations : to amend financial regulations in accordance with the, the Public Contracts (Amendment) Regulations 2022 which came into force on 21 December 2022 and updated the de minimis thresholds for publication of contract notices and contract award notices to Contracts Finder

Resolved to amend the Financial Regulations as stated

433. Internal audit report – To consider the internal audit report dated 17th November 2022 and resolve any actions

Resolved that the Audit was received and staff to resolve actions required.

434 Risk Management Matrix – to review and adopt the risk management matrix for 2022/2023

Resolved that a task and finish group consisting of Cllr. Paul Helyer, Cllr.

Suzanne Luxton and a Council Officer will conduct the task of the Risk Management Matrix update. Cllr. Neil Williams not present at the meeting will also be asked if he would like to join the group.

435. Unmetered supply of electricity – to consider the outstanding debt for unmetered supply of electricity at Martock Recreation Ground

Resolved that once further information is received this item will come back for further consideration.

436. Annual Parish Meeting : To agree a date and format for the annual parish meeting.

Resolved that the Annual Parish Meeting will take place on Wednesday 10th May 2023

437 Events Committee : to consider the terms of reference and membership numbers as per Full Council meeting 23rd November 2022 minutes 301 f. resolution : to establish an Events sub-committee and Cllr Louise Clarke to bring to the next full council meeting the terms of reference for the subcommittee and membership numbers.

Resolved that Cllr. Paul Helyer, Cllr. Louise Clarke and Sally Scattergood will meet to review the terms of reference and report back at the next Council Meeting .

438. Youth provision Task and Finish group : To consider appointing members, with officer(s), to a Task and Finish group and set the parameters of the group and a timescale for completion

Resolved that the Task and Finish Group will consist of Cllr. John Hole, Cllr. Graham MacDonald, Cllr. Ash Warne, Cllr. Joy Bailey, Cllr. Neil Bloomfield and Sally Scattergood and the time set for completion is 3 months.

439. To receive and note an update from the Working Group dealing with the Annual review of the Emergency Plan and to include the Operations Manager in the working group

Resolved that Cllr. Helyer will arrange a meeting and when the Operations Manager commences employment, she will join the working group.

440. To appoint a member to the Building and Open Spaces committee who currently have one vacancy.

Resolved that Cllr. Alan Potter be appointed to the BOS Committee.

441. Motion From Cllr Clegg received on 1st February : To consider Warning Signs on the A303

Resolved that Cllr. Andrew Clegg will prepare a document for the National Highways and to request Pedestrian warning signs

442. Date of next meeting

The date of the next meeting is scheduled for 22nd March 2023.

443. Standing orders suspended

(A Meeting shall not exceed a period of 2 hours)

444. 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.

a) To approve the Council's response to the external auditor

Resolved to defer this item to Full Council Meeting in March 2023

Commercial in confidence

a) To consider the recommendation of the Cemetery working group and agree next steps

Resolved that due to the limited number of spaces in Martock Cemetery it will only be available to residents of Martock or residents that have moved to a care home from Martock. And to undertake a ground penetrating radar survey of the area.

Meeting finished: 9.10 pm

Approved (date):

Signed by the Chair: _____