



Minutes of meeting 18th May 2022

PRESENT: John Hole (Chair) Alan Potter Graham McDonald
 Paul Helyer Alison Warne Neil Bloomfield
 Tony Welsh Suzanne Luxton Joy Bailey
 Karen Crowhurst Sarah Goodman (Parish Clerk)

MEETING COMMENCED AT 6pm

Karen Crowhurst explained that she was clerking as this was Sarah Goodman's first meeting, she was observing and taking the minutes.

1. Announcement that meeting may be filmed or recorded
2. Register of Members' interest forms for completion, New Councillor's Welcome packs were distributed, and Councillors signed declarations of acceptance of office were received. Any missing were asked to be completed ASAP
3. Apologies of absence were received from Ashley Chapman. Tony Walsh and Suzanne Luxton running late arrived at 18.05pm
4. Election of Chairman. John Hole was proposed by Graham McDonald and seconded by Joy Bailey – unanimous. Cllr Hole signed declaration of office form
5. Parishioners' participation. Cllr Hole said that he was pleased to see so many people present.
6. District and Unitary Councillors reports – Neil Bloomfield and Louise Clarke requested that these be deferred until next meeting. Congratulations were offered to John Bailey and Emily Pearlstone on their new appointments as County Councillors. John Bailey spoke about the Community Youth Project. No reports to make yet. Previous County Council reports to be to be forwarded to both John and Emily. John Bailey stated that there was a lot going on at County and he hoped to improve the communication between all parties and was grateful for the opportunity to speak.
7. No declarations of interest
8. No dispensations granted
9. Minutes of Council meetings held on 5th April, 22nd April and 5th May 2022 to be signed by Cllr Hole, out of the meeting- agreed. Cllr Helyer asked for clarification chair and vice chair are voting member of the other committees. KC responded that they are as stated in SOR's. Also to clarify which chairs will be members F&R. Cllr Hole stated that it is chairs of planning, BOS and services, as stated in SOR's

10. Election of Vice Chair – Cllr Joy Bailey proposed by Cllr Potter, seconded by Cllr Hole – unanimous vote for approval
11. Election Chair of Planning – Cllr Paul Helyer proposed by Cllr Bailey, seconded by Cllr McDonald – 7 For, 1 against
12. Election Chair of BOS – Cllr Graham McDonald – proposed Cllr Helyer, seconded by Cllr Potter - unanimous
13. Election Chair of Services – Cllr Alan potter – proposed Cllr Hole, seconded Cllr Warne - unanimous
14. Election Chair of Finance and Resources – Cllr Alison Warne – proposed Cllr Hole, seconded Cllr Bailey – unanimous
15. Appointment of Members to Committees and granting of delegated authority to those committee's

Buildings and Open Spaces – Chair & Vice Chair – Cllr Helyer and Cllr Luxton and all ex-officious – 2 vacancies

Services Committee – Chair and Vice Chair -Cllr McDonald & Cllr Luxton plus all ex officios
 Planning Committee – Cllr Helyer and Cllr Walsh and ex officios

Finance and Resources – Chair and Vice chair of Council plus ex officious. Disagreement reference Standing Order. Stated that the former clerk was to update Standing Orders to include Planning this wasn't carried out, no update – current Standing Orders remain.

Chair and Vice Chair Cllr Helyer and Cllr Walsh and Ex officious

16. Co-option and appointing to fill vacancies – Karen Crowhurst explained the procedure to council. Agreed to advertise vacancies on parish website, Market House noticeboard, Facebook and councillors to ask friends and family. Statements would then be asked for by potential candidates, selection at next council meeting. 5 vacancies. Vote is made by a show of hands. Co-option should be done at next meeting in June.
17. Continue with Environmental and Climate Change Working Group. Cllr Helyer, Cllr Loxton and Cllr McDonald. Firstly, to set Terms of Reference, advertise for residents of the community to participate after TOR agreed.
18. Appointment of members to external Bodies, Community Groups and Organisations which require Parish Council representation. CYP and Youth Club.

Suspended Orders at 6.30pm

Re-instated Standing Orders at 6.32pm

CYP need to appoint a councillor who will be a trustee and someone on the management committee. To attend meetings and report back.

Who to attend meetings and report back to Council. Cllr Hole proposed to defer until June meeting, seconded Cllr Helyer, Cllr Bloomfield against as SOR's don't allow.

Cllr Helyer proposed Cllr Hole seconded, Cllr McDonald – unanimous vote. Cllr Hole to do both.

Richard Deubert to remain as Parish Path Liaison Officer, Cllr Helyer to remain as Tree Officer, Gordon Swindells to remain as Flood Warden. Proposed Cllr Hole seconded Cllr Helyer – unanimous vote to all positions.

19. General Power of Competence.

Karen Crowhurst explained that as MPC don't have a CiLCA qualified Clerk, they do not have the right to exercise the General Power of Competence. For Grants etc. the cap is around £30,000 – approx. £8.41 per electorate which is what is available to spend in the next 12 months. What has already been agreed/existing projects is OK but, anything new is not.

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

Karen Crowhurst outlined how to deal if someone disagrees. En mass vote for all 4 policies. Proposed Cllr Hole seconded, Cllr Helyer. Vote to accept all 4 policies for adoption proposer Cllr McDonald seconded, Cllr Potter. Unanimous vote.

21. Governance Review for the past 5 years and review Governance policy. As there has been such a lot of hype on social media the members felt that by listening to the general public and the general strength of feeling that a Governance Review was needed. It was felt that by undertaking this it would allow us to look back but, more importantly move forward. It was agreed that all findings will be made public as to the where's and why's etc. It was agreed that mistakes have been made and decisions had not been ratified but, this will give MPC the opportunity for things to be addressed. SALC advised a 5 year review when approached. Part of the review will be reviewing some of the documents already agreed. Cllr Hole made it clear that MPC need to be transparent, need to draw a line with an independent review. Cllr Bailey agreed that this needs to be done to move forward and Cllr Luxton agreed that's a way forward to build trust within the community with actions to be met in the future. Cllr Helyer queried if the cost would be more than has been quoted. Karen Crowhurst said no it is a capped price. Cllr Hole proposed to undertake the 5 year review to proceed at a cost of £6,000 Cllr McDonald seconded the proposal. Vote – unanimous. Sarah Goodman to contact LGRC and confirm going ahead.

22. Planning Applications:

22/01037-HOU It was unanimously agreed that MPC has no objections to this application. On the condition that the applicant can show, to the satisfaction of planning authority, that the proposal, which includes a new bedroom and bathroom, does not result in an increased phosphate load on the sewage system. There were 5 members of the public present.

6.55pm Suspend Standing Orders

6.56pm resume Standing Orders

22/010299/FUL & 22/01200/LBC were considered. The application is supported subject to the condition that the application is acceptable to the conservation officer

22/01312/PDE & 22/01332/PDE - Permitted development does not require planning permission.

23. Finance & Resources

Karen Crowhurst explained that RFO has been signed off sick. Not received the Annual Return. Wasn't felt that it is appropriate to discuss this item on the agenda tonight without guidance. Can be postponed for a couple of weeks. Agreed to have a meeting to appoint a locum RFO. There is an internal audit on the 21st June. Cllr Bloomfield asked if an extension is possible. Agreed - to be added to meeting next week. Brief for Locum to be Annual return done for 21st June. Move this item to STAFFING MATTERS.

24. Services Committee Update – Cllr Potter, nothing to say.

25. BOS Committee Update:

Cllr McDonald confirmed the following completed:

Children's Play Area – refurbished, new equipment

MUGA serviced

Potholes in carpark filled

Exercise Track resurfaced

Drainage

New picnic area

Pavilion, Market House, Village Hall – all electrics checked

Electrics/gas checked

Public Toilets open all the time now

Storage space for Service Team

Sundries including toilet seats etc

Cllr McDonald highlighted that land for burial plots is dwindling and will need to consider this in the next five years.

EXCLUSION PRESS & PUBLIC

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

7.15pm Proposed – unanimous vote

26. LEASE ARRANGEMENTS

a. Tennis Club

Tennis club want to lease 2 of the 4 courts. As MPC no grants available. Cllr Hole thinks that the courts have another year left before they need re-surfacing but, to look at public liability issue. Cllr Bloomfield stated that the Tennis Club takeover the 2 public courts which is unfair. Cllr Hole proposed that Battens solicitors prepares the lease and make sure that the agreed fee is sufficient to cover the costs of the Tennis Club use the courts they pay rent for that. Cllr Hole proposed to investigate the lease with Battens solicitors in principle to then finalise the lease arrangements. It was agreed to write to the Tennis Club to state that MPC have made this decision. Cllr Potter seconded. Vote – unanimous

b. Scout Lease

Cllr Bloomfield stated that during Covid certain things were not written down. Cllr Hole is happy that the decision has been historically made to lease the Scout Hut but, there is nothing in writing.

The decision was made to let the Scouts lease the scout hut. Proposed Cllr Potter seconded, Cllr Bailey. Vote – unanimous, 1 abstinence Cllr Hole to ring the Scout Association on Thursday 19th May 2022

27. Allotments

Cllr Luxton confirmed she is the chairman of the Allotment Society and. that they do have a constitution. A copy to be forwarded to Cllr Hole

28. STAFFING

Appointment of Sally Scattergood to position of Deputy Clerk/Admin – Proposed Cllr Helyer seconded, Cllr Hole. All in favour. Agreement for two temporary litter pickers for the summer.

RFO – The RFO is currently off sick with immediate effect for two weeks, will probably require phased return. Require locum cover for 10 hours a week - £32 per hour. Cllr Bailey and Cllr Hole to investigate LGRC. Cllr Bloomfield unhappy with this and wants to use someone else Cllr Warne agreed. SALC should have a list of RFO's – Sarah Goodman to investigate and to request extension until 31st July from PKF LittleJohn for annual return. Cllr Hole suggested approaching Pinnacle Accountancy as they do staff salaries. If no better solution found then to go with LPRG. Sarah Goodman to draw up list of what is required to fulfil locum RFO position. Bullet point list and list of people for meeting on 25th June 2022. Cllr Hole proposed, seconded Cllr Potter – vote, unanimous.

It was proposed by Cllr Bloomfield to extend the meeting for items 30 – 32 to Tuesday 24th May in The Pavilion at 7pm seconded, Cllr Potter. 7 agreed, 1 abstained.

Meeting finished at 7.55pm

Approved (date):

Signed by the Chair: _____

End of minutes