

MARTOCK PARISH COUNCIL

Minutes of the Martock Parish Council meeting held on Wednesday 31st May 2023 in the Parish Hall, Church Street, Martock commencing at 7:00pm.

PRESENT: Councillor John Hole (Chairman), Councillor Joy Bailey (Vice Chairman), Councillor Paul Helyer, Councillor Suzanne Luxton, Councillor Alan Potter, Councillor Alison Warne, Councillor Louise Clarke, Councillor Tony Welsh and Councillor Ashley Chapman, Councillor Sylvia Williams and Councillor Neil Williams.

ALSO PRESENT: Ward Councillors Emily Pearlstone and John Bailey and the Locum Clerk.

Public Participation: There were 5 members of the public present. Four matters were raised.

Ward Councillor Reports: The Ward Councillor report was received and noted from Cllr Emily Pearlstone and Cllr John Bailey.

01/23 ELECTION OF CHAIR

Nominations were requested for the Chair of Martock Parish Council for the municipal year 2023/24.

Proposed: Cllr Bailey
Unanimous

Seconded: Cllr Potter

RESOLVED that Cllr Hole be duly elected Chair of Martock Parish Council for the municipal year 2023/24.

02/23 ELECTION OF VICE CHAIR

Nominations were requested for the Chair of Martock Parish Council for the municipal year 2023/24.

Proposed: Cllr Hole
Unanimous

Seconded: Cllr Potter

RESOLVED that Cllr Bailey be duly elected Vice Chair of Martock Parish Council for the municipal year 2023/24.

03/23 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Councillor Graham McDonald (holiday).

Apologies from Councillor Neil Bloomfield had not been received prior to the meeting.

04/23 DECLARATIONS OF INTEREST

No Declarations of Interest were made.

05/23 MINUTES OF PREVIOUS MEETING

Proposed: Cllr Helyer

Seconded: Cllr Joy Bailey

For: 9

Abstentions: 2

RESOLVED that the minutes of the Council meeting held on 26th April 2023 be signed as a correct record subject to Minute 480 be amended to read BOS Committee – 13th March 2023

06/23 TO RESOLVE TO EXCLUDE MEMBERS OF THE PRESS AND PUBLIC

Proposed: Cllr Helyer

Seconded: Cllr Clarke

Unanimous

That as certain items were expected to include the consideration of exempt information Full Council **RESOLVED** "That, in accordance with Section 100 of the Local Government Act 1972, the public be excluded during the discussion of the matters referred to in the Confidential Items listed below, on the grounds that they involve the likely disclosure of exempt information, as defined in the respective paragraph of Part 1 of Schedule 12A of the Act, and the public interest in maintaining the exemption outweighs the public interest in disclosing the information".

07/23 COMMITTEE MINUTES AND REPORTS

Council considered the minutes of the Planning Committee that has taken place.

Proposed: Cllr Clarke

Seconded: Cllr Bailey

Unanimous

RESOLVED to receive the following minutes, note and review the resolutions passed at the committee meetings, and ratify any decisions as required.

- a. Planning Committee – 8th March 2023
- b. Planning Committee – 12th April 2023

08/23 STANDING COMMITTEES

Council considered the appointment of the Standing Committees, to appoint Members to the Standing Committees and grant delegated authority to those Committees:

Proposed: Cllr Clarke

Seconded: Cllr Chapman

For: 10

Abstention: 1

RESOLVED that:

- That the existing committee structure be reviewed and the amended structure be presented to Full Council at its September meeting for consideration and adoption;

- That a Working Party be set up to discuss options and submit recommendations to Full Council for consideration;
- That Cllrs Helyer, Chapman, Warne and S Williams be appointed to the Working Group.

The existing Committee structure was then discussed and approved as follows:

Proposed: Cllr Potter
Unanimous

Seconded: Cllr Welsh

Building and Open Spaces Committee – Cllrs McDonald (Chair), Helyer, Luxton, Potter, Hole and Bailey

Proposed: Cllr Helyer
Unanimous

Seconded: Cllr S Williams

Events Committee – Cllrs Clarke (Chair), Helyer, Luxton and S Williams.

Proposed: Cllr Clarke
Unanimous

Seconded: Cllr Warne

Planning & Highways Committee – Cllr Helyer (Chair), Hole, Welsh, Clarke, Bloomfield and Potter. Mr Clegg and Mr Swindells would also be invited to sit on the Committee as non-Councillors.

Proposed: Cllr Hole
Unanimous

Seconded: Cllr S Williams

Finance and Resources Committee – Cllrs Warne (Chair), Hole, Bailey, Helyer, McDonald, Chapman and S Williams.

Proposed: Cllr Hole
Unanimous

Seconded: Cllr Bailey

Services Committee – Cllr Potter (Chair), Hole and Bailey.

Proposed: Cllr Clarke
Unanimous

Seconded: Cllr N Williams

RESOLVED that the Personnel Committee be limited to a maximum of six members. The following Members were appointed:

Personnel Committee – Cllrs Bailey (Chair), S Williams, N Williams, McDonald, Chapman and Warne.

09/23 STANDING ORDERS AND FINANCIAL REGULATIONS

Council considered the current Standing Orders and Financial Regulations.

Proposed: Cllr Helyer
Unanimous

Seconded: Cllr S Williams

RESOLVED that the Standing Orders and Financial Regulations be adopted subject to both policies being amended to reflect the current Committee structure adopted and that version controls are included.

10/23 SCHEME OF DELEGATION

Considered the existing Scheme of Delegation.

Proposed: Cllr Helyer
Unanimous

Seconded: Cllr Welsh

RESOLVED that the Scheme of Delegation be referred back to the Finance & Resources Committee for amendment subject to the updating of the Committee Terms of Reference.

11/23 TERMS OF REFERENCE

Council considered the Committee Terms of Reference.

Proposed: Cllr Helyer
Unanimous

Seconded: Cllr N Williams

RESOLVED that the revised Planning & Highways Committee Terms of Reference be formally adopted.

Proposed: Cllr Hole
Unanimous

Seconded: Cllr Bailey

RESOLVED that the following Committee Terms of Reference be referred back to each Committee to be reviewed and amended as required:

- Building and Open Spaces Committee
- Events Committee
- Services Committee
- Finance & Resources Committee
- Personnel Committee

12/13 REPRESENTATIVES ON EXTERNAL BODIES

Council considered appointing various representatives to serve on outside bodies for the Municipal year 2023/2024.

Proposed: Cllr Hole
Unanimous

Seconded: Cllr Bailey

RESOLVED that Cllr Helyer and Cllr Clarke be appointed Council representatives on the newly formed Local Community Network meetings.

Proposed: Cllr Hole
Unanimous

Seconded: Cllr S Williams

RESOLVED that Mr Rod Kedward be appointed Parish Path Liaison Officer (PPLO) with Mr Richard Deubert and Cllr Helyer as Assistant PPLOs

Proposed: Cllr Hole
Unanimous

Seconded: Cllr Bailey

RESOLVED that Cllr Clarke be appointed Council representatives on the M3 Community Team.

It was agreed to defer the Youth Club representative until the next Council meeting.

13/23 FINANCE REPORTS

Members considered the financial reports presented.

Proposed: Cllr Helyer
Unanimous

Seconded: Cllr S Williams

RESOLVED:

- a) To receive and sign the list of payments for April & May 2023;
- b) To receive and note the current statutory balance sheet;
- c) To receive and note the current income and expenditure report;
- e) To approve bank account reconciliations for April 2023.

It was noted that the completion of the End of Year financial reports was a work in progress.

14/23 CODE OF CONDUCT

Members considered the revised Code of Conduct.

Proposed: Cllr Hole
Unanimous

Seconded: Cllr S Williams

RESOLVED to adopt the revised Code of Conduct as recommended by Somerset Council.

15/23 POLICY REVIEW

Members considered the Policies presented.

Proposed: Cllr Clarke
Unanimous

Seconded: Cllr Bailey

RESOLVED that the following Policies be adopted:

- Freedom of Information
- Data Protection Policy
- Member/Officer Protocol
- Social Media Policy
- Grant Policy

16/23 CALENDAR OF MEETINGS FOR 2023-2024

Members considered the draft meeting calendar for the Municipal Year 2023/2024:

Proposed: Cllr N Williams Seconded: Cllr Clarke
Unanimous

RESOLVED that:

- That Full Council meetings will be held on the 4th Wednesday of the month except August and December;
- That the Planning & Highways Committee meeting will be held on the 2nd Wednesday of the month except August;
- That a Personnel Committee meeting be held on 7th June 2023;
- That two representatives attend the first LCN meeting to be held on 19th June 2023;
- The next Events Committee be held on 26th June 2023.

17/23 RISK REGISTER

Members reviewed the Council's current Risk Register.

Proposed: Cllr S Williams Seconded: Cllr Helyer
Unanimous

RESOLVED that the Risk Register be reviewed by the Finance & Resources Committee at its next meeting on 17th July 2023.

18/23 GRANT REQUEST

Council considered the grant request from the Scouts & Guides.

Proposed: Cllr S Williams Seconded: Cllr Helyer
Unanimous

RESOLVED that a grant of £3,000 be awarded to the Scouts & Guides to be used as outlined in the grant application.

19/23 YEOVIL DISTRICT HOSPITAL LOSS OF SERVICES

Council received the correspondence regarding the loss of this service and the request to send a letter of support to retain this service.

Proposed: Cllr Helyer Seconded: Cllr Clarke
For: 9
Against: 1
Abstention: 1

RESOLVED that a letter be sent supporting the retention of this service.

20/23 DATE OF NEXT MEETING

Council noted the date of the next Full Council meeting scheduled to take place on Wednesday 28th June 2023 at 7.00pm.

21/23 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.

22/23 STAFF REPORT

Council considered the Confidential Staffing Report.

Item 2.2: Termination of the current Litter Picker's employment

Proposed: Cllr Bailey

Seconded: Cllr S Williams

Unanimous

RESOLVED to approve option 2 with amendments.

Item 2.4: Administration Assistance

Proposed: Cllr Hole

Seconded: Cllr Clarke

Unanimous

RESOLVED to approve the increase of the Administration Assistant's hours from 16 hours per week to 18 hours per week for the remainder of her 18 month fixed term employment contract.

Item 2.6: Locum Clerk

Proposed: Cllr S Williams

Seconded: Cllr Helyer

Unanimous

RESOLVED to:

- Appoint the Locum Clerk on a rolling contract for a minimum of 10 hours a week;
- To employ the Locum Clerk through HMRC payroll;
- To appoint the Locum Clerk as Proper Officer.

It was agreed to refer item 3.1 back to the Personnel Committee for consideration and that any recommendation is placed before Full Council for ratification.

There being no other business the meeting closed at 9:25pm

CHAIR:

DATE: