



MARTOCK PARISH COUNCIL

Minutes of the Martock Parish Council meeting held on Wednesday 26th July 2023 in the Parish Hall, Church Street, Martock at 7:00pm.

PRESENT: Councillors John Hole (Chairman), Joy Bailey (Vice Chairman), Paul Helyer, Katie Hunt, Suzanne Luxton, Graham McDonald, Alison Warne, Ash Warne, Neil Bloomfield, Louise Clarke, Tony Welsh, Ashley Chapman, Sylvia Williams and Neil Williams

ALSO PRESENT: Ward Councillor John Bailey, Locum Clerk and Tracy Lamb RFO

Public participation time

Four Members of the Public were in attendance.

A member of the public asked why Martock Parish Council does not engage in cultural activity and why there were no twinning arrangements in place.

The chair advised that the events committee were newly appointed to look at events and the clerk explained that interested parties from foreign towns usually make an approach if they wished to form twinning.

A member of the public asked if there was a hardship fund for young people in Martock and how people can access the foodbank without having to use the landline e.g., for a person who does not have a phone.

Council directed the member of public to Naomi in the services team.

A member of the public raised about traffic issues at the dangerous junction at East Street. The pavement is not lowered, causing issues with pushchair and mobility scooters and asked for support in lobbying highways.

The Somerset Councillor was present to feed the issue back to Highways.

To Receive Reports from the Somerset Council Wards Councillors

Somerset Cllr John Bailey referred to the recent report from Somerset Council and advised that funding was being looked at to address issues for the Slinky bus to run between surgeries in Martock and South Petherton.

Public participation ended at 7:27pm

40/23 APOLOGIES FOR ABSENCE

To receive, and consider for acceptance, apologies for absence. (LGA1972 s85)

Apologies were received and accepted from Cllr Alan Potter (Holiday)

41/23 DECLARATIONS OF INTEREST

To declare any interests relating to the business of the meeting and receive any dispensation requests from the Clerk. (Localism Act 2011 s29-34).

There were no Declarations of Interest made.

42/23 MINUTES OF PREVIOUS MEETING

To confirm the minutes of the Council meeting held on 28th June 2023 as a correct record (LGA1972 sch12)

Proposed: Cllr Bailey
Unanimous

Seconded: Cllr J Hole

RESOLVED to confirm the minutes of the Council meeting held on 28th June 2023 be agreed and signed as a correct record.

43/23 TO RESOLVE TO EXCLUDE MEMBERS OF THE PRESS AND PUBLIC

As certain items are expected to include the consideration of exempt information Full Council is, therefore, recommended to resolve "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 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".

Proposed: Cllr Warne
Unanimous

Seconded: Cllr Bailey

RESOLVED that as certain items were expected to include the consideration of exempt information 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.

44/23 APPOINTMENT OF CHAIR TO BOS COMMITTEE

Following the resignation of the Chair of the BOS Committee Council is requested to appoint a new Chair of BOS.

Proposed: Cllr Warne
Unanimous

Seconded: Cllr Helyer

Cllr MacDonald was thanked for all his work during his time as Chair.

RESOLVED to appoint Cllr Warne as chair of BOS.

45/23 COMMITTEE MINUTES AND REPORTS

To receive the minutes of all the following Committee meetings that have taken place:

- Planning & Highways Meeting – 12th July 2023.
- Building & Open Spaces Committee – 10th July 2023

RESOLVED – to receive and note the minutes.

46/23. TERMS OF REFERENCE

Council is requested to consider the attached revised Terms of References for the following Committees (to follow):

- Finance & Resources; ○ Personnel Sub-Committee of Finance & Resources
- Buildings and Open Spaces.
- Events.
- Planning & Highways; • Community Services.

It was recommended to refer the terms of reference back to committees to review and for them to recommend to Full Council in September/October

47/23. PAVILION

To request Full Council to discuss, nominate and approve a lead standing committee to take forward the provision of a cafe facility in the pavilion.

Proposed: Cllr Warne
Unanimous

Seconded: Cllr Helyer

RESOLVED – for BOS to form a working party, with members from other committees.

48/23. STANDING ORDERS

To consider the updating of Standing Orders. The proposed amended wording is below:

CONFIDENTIAL BUSINESS

1. No member of the Council or of any committee or sub-committee, nor any member of staff shall disclose to any person not a member of the Council any business declared to be confidential by the Chairman of the Council, the committee or the sub-committee as the case may be.

2. *Anyone in breach of Standing Order 1 above may be removed from any committee or sub-committee of the Council by the Council or may be considered to have breached the Code of Conduct, as appropriate.*

Please Note that current Standing Orders state:

A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least 5) councillors to be given to the Proper Officer in accordance with standing order 9.

Withdrawn

49/23. DRAFT SCALE OF FEES

To consider the revised draft Scale of Fees for amendment and adoption. The new fees will be implemented on 1st September 2023.

Proposed: Cllr S Williams
Unanimous

Seconded: Cllr Helyer

RESOLVED – to adopt the Cemetery fees and Hire fees, as per the recommendations, with effect from 1st September 2023:

CEMETERY

The fees, payments and sums set out below apply where the person to be interred, or in respect of whom the right is granted was immediately before his or her death, an inhabitant or parishioner of the Parish of Martock. In all other cases, the fees, payments and sums will be trebled, except:

1. Where the deceased was an inhabitant or parishioner of the Parish of Martock but moved into residential care or into the care of a relative outside of the Parish, less than 2 years prior to the date of death.
2. Monuments, Gravestones, Tablets & Monumental Inscriptions as set out in Part 3 will not be trebled where the exclusive right of burial in the grave in question was acquired, as set out in Part 2, by an inhabitant or parishioner of Martock.

Where a funeral is paid for out of the Social Fund, no fees, payments and sums will be enforced on receipt by the Council of proof of such funding.

Part 1: Interments:

The Parish Council does not carry out any work related to the excavation of burial plots, all work being co-ordinated by third parties, normally local undertaker's firms.

	Fee
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The sole charge made by the Parish Council in relation to actual burials/interments is for an administrative fee.	£70.00
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Part 2: Exclusive Rights of Burial in Earthen Graves:

		Fee
1.	For the exclusive right of burial in an earthen grave 9 feet by 4 feet, for a period of 99 years of a body of a person not exceeding 18 years.	No Charge
2.	For the exclusive right of burial in an earthen grave 9 feet by 4 feet, for a period of 99 years of a body of a person whose age at the time of death exceeded 18 years.	£400.00
3.	For the exclusive right of burial in an earthen grave 9 feet by 4 feet, for a period of 99 years of a body of a person whose age at the time of death exceeded 18 years, in a selected site.	£650.00
4.	For the exclusive right of burial in an earthen grave 9 feet by 4 feet, for a period of 99 years of a body of a person whose age at the time of death exceeded 18 years (double depth grave)	£600.00
5.	For the exclusive right of burial in an earthen grave 9 feet by 4 feet, for a period of 99 years of a body of a person whose age at the time of death exceeded 18 years, in a selected site (double depth grave).	£900.00
6.	For the exclusive right of burial of cremated remains in an earthen grave 2 feet by 1 foot in the Garden of Rest for a period of 99 years of a body of a person not exceeding 18 years.	No Charge
7.	For the exclusive right of burial of cremated remains in an earthen grave 2 feet by 1 foot in the Garden of Rest for a period of 99 years.	£250.00
8.	For the exclusive right of burial of cremated remains in an earthen grave 2 feet by 1 foot in the Garden of Rest for a period of 99 years (double depth).	£360.00

Part 3: Monuments, Gravestones, Tablets & Monumental Inscriptions:

For the right to erect or place on a grave in respect of which the exclusive right of burial has been granted.

		Fee
1.	A memorial in the form of a headstone not exceeding 4 feet in height, 3 feet 4 inches in width and 1 foot 10 inches in depth and erected on a foundation 4 feet by 2 feet and 6 inches set at ground level with a ground anchor support system.	£160.00
2.	A memorial in the form of a vase cut in stone or marble, erected on a foundation set at ground level, the foundation having a margin around the vase of not less than 4 inches.	£90.00

3.	A memorial in the form of a desk type memorial with or without a flower container or a flat tablet, the external dimensions to be 18 inches by 12 inches.	£60.00
4.	Inscription (after the first).	£60.00

Part 4. Miscellaneous Charges:

	Fee
Administrative fee for searching the Burial Registers.	£35.00

MARTOCK PARISH HALL

The charges for the Parish Council Premises are listed below:

FACILITY	Fee
Private Hire - Parish Hall plus kitchen	£15.00 p/h
Meeting Room at rear of Parish Hall	£10.00 p/h
AV Equipment	No Charge

The fee for Wedding Parties and other Big Social events is to be agreed at the time of making the booking. Non-parish residents will pay a 10% surcharge on the above fees.

At the discretion of the Parish Office a £200.00 damage deposit may be payable in advance for the hire of the Parish Hall. If the venue is not left in an acceptable condition all or part of the damage deposit may be withheld.

PITCH AND PAVILION CHARGES

FACILITY	Fee
Rugby	£520.00
Cricket	£250.00
Senior Football	£520.00
Junior Football	£250.00
USE OF CHANGING FACILITIES ONLY	Fee
One off use (Martock Teams)	£15.00
Seasonal use (Martock Teams)	£12.00
One off use (non-Martock Teams)	£25.00
PAVILION (part use – excludes toilets/changing rooms)	Fee
Martock Sports Clubs (per hour)	£9.00
Martock Sports Clubs (per match)	£12.00

Martock Sports Clubs (per season)	£75.00
Non-Martock Sports Clubs (per hour)	£15.00
Non-Martock Sports Clubs (per match)	£25.00
Martock Other Sports Groups (per hour)	£15.00
Martock Other Sports Groups (per match)	£25.00
Martock Other Sports Groups (per season)	£45.00
PAVILION (whole use)	Fee
Martock Sports Clubs (per hour)	£15.00
Martock Sports Clubs (per match)	£40.00
Martock Sports Clubs (per season)	£75.00
PAVILION (whole use)	Fee
Martock Other Sports Groups (per hour)	£20.00
Martock Other Sports Groups (per match)	£50.00
Martock Other Sports Groups (per season)	£90.00

ALLOTMENTS

Proposed: Cllr Bailey Seconded: Cllr Helyer
For : 10 Against 1 Abstained : 3

RESOLVED – to set allotment fees at £30 per full plot and £15 per half plot with effect from 1st September 2024

50/23. STRATEGIC PLAN

To consider instructing Council Officers to develop a programme to produce a Strategic Plan for Martock Parish Council and to obtain quotations to secure external support to enable the process to be as efficient and effective as possible.

Proposed: Cllr Hunt Seconded: Cllr Helyer
For : 13 Abstained : 1

RESOLVED – to instructing Council Officers to develop a programme to produce a Strategic Plan for Martock Parish Council and to obtain quotations to secure external support to enable the process to be as efficient and effective as possible.

51/23. PRIORITY TREE WORKS

To consider allocating funding towards the completion of the priority tree works that are required to be completed. An initial sum of £20,000 may be required to complete the outstanding works identified by the recent tree survey. As it was not included in the budget this funding will need to be allocated form balances.

Deferred to September

52/23 FINANCE REPORTS

A question was raised regarding there being no payments for the village maintenance or burial grounds maintenance and no gas charges. The market house rates being at 23% of the estimated charge was also queried. The RFO confirmed that these would be investigated and an email would be sent to members with the answers.

Proposed: Cllr Bailey

Seconded: Cllr Helyer

RESOLVED – to adopt the reports:

- To receive and sign the Bank Reconciliation for the Current & Deposit accounts.
- Detailed Balance sheet – June 2023.
- Detailed Income & Expenditure Budget Report – June 2023.
- List of Payments. – June 2023

53/23. RESOLUTIONS REPORT

To consider the recommendations of the BOS Committee regarding this report.

Withdrawn

54/23. THE PINNACLES

The Chair updated members regarding the recent incident where a car hit the pinnacle and drove off without stopping. The Operations manager has obtained a report and the damage is non-structural. The Council's insurers have been instructed and the police are dealing with the driver of the car, which was identified via CCTV.

55/23. COUNCIL IT SYSTEMS

To consider the attached report including the potential purchase of additional software and the various options to host Council's IT infrastructure.

The Clerk explained the necessity for having Office 365 properly managed with the need for a provider to manage the council's data. The proposal included the option to host 22 email address. At present the management option for 365 hosting is withdrawn. There is a need for the cemetery system due to the statutory obligations. The RFO explained the need for the booking system in order for the Operations Manager and admin assistant and RFO to manage the bookings and invoices to ensure Council income is received on time and in full. The booking extension to the existing accounts and allotments package would enable automatic invoicing and credit control, which at present was not able to take place resulting in loss of income.

Proposed: Cllr Bailey

Seconded: Cllr Helyer

For : 3

Against : 7

Abstained : 4

The motion failed.

A discussion took place with regards to the disappointment at the decision and raising other issues.

The Chair called an end to the meeting at 9:37pm and the remainder of the agenda was not discussed.

17. COMMUNITY FUNDED 20MPH SPEED LIMITS

To consider submitting an expression of interest to Somerset Council to support design and implementation of a 20mph speed limit. It is estimated that the cost would be in the region of £15,000. Council would be required to pay a £500 non-refundable application fee which will cover an initial assessment including up to two week-long speed data readings.

18. ANNUAL FIREWORKS

A request has been made to confirm that entry to the annual fireworks display will be free in 2023. Cllr Clarke will speak further to this item.

19. DATE OF NEXT MEETING

To note the date of the next meeting, which is scheduled for Wednesday 27th September 2023 at 7.00pm.

Council also needs to fix meeting dated for the following Committees:

- Finance & Resources.
- Buildings and Open Spaces.
- Events.
- Community Services.

20. 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.

21. CONFIDENTIAL COUNCIL UPDATE REPORT

To consider the attached report.

22. PLANNING MATTER

To consider the attached report and approve the draft response.