

## MARTOCK PARISH COUNCIL

Minutes of the Martock Parish Council meeting held on Wednesday 28<sup>th</sup> June 2023 in the Parish Hall, Church Street, Martock at 7:00pm.

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Councillors Present: Councillors John Hole (Chair), Joy Bailey (Vice Chair), Paul Helyer, Graham McDonald, Alison Warne, Suzanne Luxton, Louise Clarke, Tony Welsh, Sylvia Williams and Neil Williams.

Also Present: Wadr Councillor Pearlstone and three members of the public.

### **Public participation time**

Three Members of the Public were in attendance. Two matters were raised regarding security patrols and recreation ground gates.

Cllr Pearlstone, Somerset Council Ward Councillor, presented her report which was noted.

### **23/23 APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllrs Neil Bloomfield (prior engagement), Alan Potter (Holiday) and Ashley Chapman (personal).

### **24/23 DECLARATIONS OF INTEREST**

There were no Declarations of Interest made.

### **25/23 CO-OPTION OF COUNCILLORS**

Council considered the four applications received for the two vacancies available. A vote in accordance with clause 2.6 of the Council's co-option policy was undertaken.

Council **RESOLVED** that Ms Hunt and Mr Warne be formally co-opted on to Martock Parish Council.

### **26/23 MINUTES OF PREVIOUS MEETING**

Proposed: Cllr Bailey                      Seconded: Cllr N Williams  
Unanimous

**RESOLVED** to confirm the minutes of the Council meeting held on 31<sup>st</sup> May 2023 be agreed and signed as a correct record.

### **27/23 TO RESOLVE TO EXCLUDE MEMBERS OF THE PRESS AND PUBLIC**

Proposed: Cllr Warne                      Seconded: Cllr N Williams  
Unanimous

**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.

**28/23 COMMITTEE MINUTES AND REPORTS**

Proposed: Cllr S Williams                      Seconded: Cllr Mcdonald  
Unanimous

**RESOLVED** to receive and note the minutes of the following Committee meetings:

- Planning & Highways Meeting – 14<sup>th</sup> June 2023;
- Finance & Resources Committee – 21<sup>st</sup> June 2023

**29/23 COMMITTEE RESTRUCTURE PROPOSAL**

Cllr Warne presented the recommendations of the Finance & Resources Committee.

Proposed: Cllr Warne                              Seconded: Cllr Bailey  
Unanimous

**RESOLVED** to adopt the revised committee structure to replace the existing structure:

- Finance & Resources Committee;
- Buildings and Open Spaces Committee;
- Events Committee;
- Planning & Highways Committee;
- Community Team Committee
  - Personnel will be a Sub-Committee of Finance & Resources

**30/23 EVENTS REPORT**

Council received a verbal report from the Chair of the Events Committee on recent events. It was noted that the Coronation Event had made a profit of £477.96 and had been extremely well received. The Committee would be supporting the schools inter cricket tournament on 29<sup>th</sup> June and was in the process of organising the Village Fete to be held in August. Merry Martock would be organised by the Community Team as in previous years.

**31/23 ACCOUNTS FOR YEAR ENDING 31<sup>st</sup> MARCH 2023**

- a) A Resolution is required to approve Section 1 – Annual Governance Statement 2022/23.

Proposed: Cllr S Williams      Seconded: Cllr N Williams  
Unanimous

**RESOLVED** to approve Section 1 of the AGAR, the Annual Governance Statement 2022/23

- b) A Resolution is required to approve Section 2 – Accounting Statement 2022/23.

Proposed: Cllr Mcdonald      Seconded: Cllr Warne  
Unanimous

**RESOLVED** to approve Section 2 of the AGAR, the Accounting Statement 2022/23

**32/23 INTERNAL AUDIT REPORT**

Council considered the final Internal Audit Report. Council agreed to extend a vote of thanks to the RFO for completing the end of year accounts under difficult circumstances.

Proposed: Cllr Bailey  
Unanimous

Seconded: Cllr Helyer

**RESOLVED** to accept the Internal Auditor's findings. The report would be fully reviewed by the Finance & Resources Committee and an action list would be developed.

**33/23 FINANCE REPORTS**

Council considered the financial reports presented.

Proposed: Cllr Helyer  
Unanimous

Seconded: Cllr Mcdonald

**RESOLVED** to adopt the following reports:

- To receive and sign the Bank Reconciliation for the Credit Card dated 30<sup>th</sup> April and 31<sup>st</sup> May 2023;
- To receive and sign the Bank Reconciliation for the Current & Deposit accounts dated 30<sup>th</sup> April and 31<sup>st</sup> May 2023;
- Detailed Balance sheet – May 2023;
- Detailed Income & Expenditure Budget Report – May 2023;
- List of Payments;
- Virement Report.

**34/23 WEBSITE UPDATE**

Council received a verbal update on the launch and development of the new website. Council agreed to extend a vote of thanks to all the office staff who were involved in the intensive development of the website over the past six weeks.

The following items would be reviewed and updated over the next few weeks:

- The uploading of historic Council and Committee minutes;
- Updated fees for all services delivered by the Council (all fees would be reviewed by the relevant Committees in September 2023);
- Booking forms.

**35/23 MEMORIAL TREE**

Council considered a request for permission to plant a memorial tree at the cricket ground.

Proposed: Cllr Warne  
For: 7  
Against: 3

Seconded: Cllr Bailey

**RESOLVED** to agree to the request in principle subject to seeking advice on the location and species of tree. Council agreed to give delegated authority to the Chair, Vice-Chair and Chair of the BOS Committee to make a final decision.

**36/23 DATE OF NEXT MEETING**

Council noted that the date of the next meeting, which is scheduled for Wednesday 26<sup>th</sup> July 2023 at 7.00pm.

**37/23 CONFIDENTIAL SESSION**

**Council had previously 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.**

**38/23 COMMITTEE MINUTES AND REPORTS**

Proposed: Cllr S Williams                      Seconded: Cllr N Williams  
Unanimous

**RESOLVED** to receive and note the Confidential Minutes of the Personnel Committee meeting that took place on 7<sup>th</sup> June 2023.

**39/23 CEMETERY MATTERS**

Council considered the two letters received.

Proposed: Cllr S Williams                      Seconded: Cllr Mcdonald  
For: 8  
Abstentions: 2

**RESOLVED** to request that the paving is permanently removed from the front of the two plots and apologise for any inconvenience caused.

It was further agreed that a full review of the Cemetery regulations be undertaken.

There being no other business the meeting closed at 8:38pm

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**CHAIR:**

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**DATE:**