



# MARTOCK PARISH COUNCIL

Minutes of the Martock Parish Council meeting held on Wednesday 27<sup>th</sup> March 2024 in the Parish Hall, Church Street, Martock at 7:00pm.

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**PRESENT:** Councillors John Hole (Chair), Joy Bailey (Deputy Chair), Ashley Chapman, Danny Dwyer, Paul Helyer, Graham Macdonald, Alan Potter, James Tresadern, Alison Warne, Ash Warne and Tony Welsh

**ALSO PRESENT:** Natalie Fortt (Chief Executive), Tracy Lamb (RFO), Emily Dawson (Operations Manager) and Somerset Councillors John Bailey and Emily Pearlstone

## **Public participation time**

5 members of the public were in attendance.

Somerset Councillors Emily Pearlstone and John Bailey had previously submitted a report updating the Council on the 'at risk' Bus Services, Somerset Library's and the new website launched by Somerset Council's Public Health Team. The new site – [www.healthysomerset.co.uk](http://www.healthysomerset.co.uk) - features health and wellbeing resources tailored to all age ranges and free resources including everything from nutrition tips to mental health support and information on maintaining good health.

At the meeting, Somerset Councillor John Bailey explained to the Council that he had attended meetings with Barretts regarding the Coat Road redevelopment and would update Council when he has received updated timescales from them regarding the necessary roadworks. John has also spoken to Cllr Helyer regarding the placement of the Speed Indicator Devices (SIDS) and had passed this information to the County Council.

Somerset Councillor Emily Pearlstone informed Council that she had reported the faulty lights in Church Close and Cllr Ash Warne confirmed they had been fixed.

## **0028/24 APOLOGIES FOR ABSENCE**

There were no apologies.

## **0029/24 DECLARATIONS OF INTEREST**

There were no Declarations of Interest made.

## **030/24 MINUTES OF PREVIOUS MEETING**

**Resolved:** That the minutes of the Council meeting held on 28<sup>th</sup> February 2024 be approved as a correct record.

## **031/24 CHAIRMANS ANNOUNCEMENTS**

The Chair welcomed the new Councillors Danny Dwyer and James Tresadern. The Chair announced that work has begun on the new Café at the pavilion and thanked everyone involved for their hard work, he also noted that the Job Club was going very well and appeared more important now than ever before.

Over the course of the previous month, the Vice-Chair has attended the Management Team Meeting of CYP, the Chair has met with a Trustee for the Martock Youth Club and the Chair, Chief Executive and Councillor Helyer attended a very positive meeting with Yandles.

The Chair reminded Council to update their individual Register Of Interests.

## **032/24 ALLOTMENT MANAGEMENT ARRANGEMENTS**

Council considered the proposed Management Arrangements for Bower Hinton Allotments.

**Resolved: (Unanimously)** To approve the proposed Management Arrangements as detailed in the report subject to the following amendments:

1. Removal of the size 15ft x 15ft from the background information
2. Change the second bullet point to read - 3 Monthly inspections with a member of the Bower Hinton Allotment Society

## **033/24 COUNCIL BUDGET 2023/24 AS AT MONTH 11**

Council considered the following reports from the RFO:

- (a) Detailed Income and Expenditure by Budget Heading.
- (b) Detailed Balance Sheet.
- (c) List of Payments.
- (d) Bank Reconciliation Statement.
- (e) External audit report 22/23

**Resolved: (By 10 votes to 0 with 1 abstention)**

1. To accept the reports (a) to (c) as a correct record
2. To note reports (d) and (e)

Notes:

1. Cemetery management had previously been dealt with externally so the invoicing is not yet up to date. A report on the Cemetery is due to Full Council in April.
2. Recreation Ground invoices have recently been sent out so there will be more income shown in the next few months' reports.

#### **034/24 ASSETS**

The RFO presented the Asset Register and new Asset Management Policy and explained that anything purchased in the last year with a value over £100 had been added to the asset register.

**Resolved: (Unanimously)**

1. To adopt the new Asset Management Policy
2. To adopt the Asset Register

**Notes:**

The Asset Register will be reviewed and brought back to Full Council in October.

#### **035/24 FINANCIAL RISK ASSESSMENT**

The RFO presented the current Financial Risk Assessment.

**Resolved: (By 9 votes to 0 with two abstentions)** To approve the Financial Risk Assessment.

#### **036/24 GRANT TASK GROUP**

Council were asked to nominate two Councillors to work with officers to review Grant Applications ahead of Full Council in April.

**Resolved: (Unanimously)** To nominate Cllr Paul Helyer and Cllr Graham MacDonald.

#### **037/24 RECREATION GROUND HIRE CHARGES**

The Operations Manager presented the report on proposed new hire charges. The charges have not been increased for many years despite the significant increase in utility costs.

**Resolved: (Unanimously)** To increase the Changing Room and Recreation Ground charges, as detailed in the report.

#### **038/24 M3CP (MAKING THE MOST OF MARTOCK COMMUNITY PARTNERSHIP)**

Council have previously been represented on M3CP but that representative has recently resigned from the Council so the position is now vacant.

**Resolved: (Unanimously)** To appoint Cllr Ash Warne as the representative to the M3CP with Cllr Paul Helyer as substitute should Cllr Warne be unavailable.

#### **039/24 REQUEST FOR CROSSING ON COAT ROAD**

The Chief Executive explained that Council has received 19 separate requests from Parishioners for support for the installation of a pedestrian crossing on Coat Road.

**Resolved: (Unanimously)** To formally support the request for a pedestrian crossing on Coat Road.

**Notes:**

The Chief Executive will submit the request to the Area Highways Office for consideration.

**040/24 STAFF REVIEW**

The Chief Executive presented the report and explained that staff have been working very hard but there was still work to be undertaken to build a cohesive team.

**Resolved: (By 10 votes to 0 with 1 abstention)** To accept the following recommendations subject to a report on the Personnel Committee being brought back to Council at the April Full Council Meeting:

1. Approve the new Staffing Structure
2. Approve the advert for a Clinical Supervisor for 4 hours a month
3. Approve the following Staff Policies
  - a. Absence Management Policy
  - b. Bullying & Harassment Policy
  - c. Capability Procedure
  - d. Criminal Record Check Policy
  - e. Disciplinary Procedure
  - f. Equal Opportunities Policy
  - g. Flexible Working Policy
  - h. Grievance Policy
  - i. Leave Policy
  - j. Maternity, Paternity and Adoption Policy
  - k. Rehabilitation of Offenders Policy
  - l. Shared Parental Leave Policy
  - m. Whistleblowing Policy
4. Delegate authority to the Chief Executive to amend the Flexible Working Policy and Parental Leave Policy if the planned new legislation takes effect on 6<sup>th</sup> April.

**041/24 COMMITTEES**

**Resolved: (Unanimously)** To:

- a. Note the Minutes of the Planning Committee held on 13<sup>th</sup> March 2024
- b. Nominate Cllr Ashley Chapman and Cllr Danny Dwyer to sit on the Martock Parish Council Planning Committee

**042/24 NEIGHBOURHOOD PLAN WORKING GROUP**

Cllr Helyer gave a verbal update on the progress of the Neighbourhood Plan working Group. The Neighbourhood Plan information will be available on the Council website as the current website providers are able to do this for no

extra charge. Sharepoint is being investigated by the Chief Executive as an option for document storage and the first meeting of the Community Plan working group, which will feed in to the Neighbourhood Plan, has been planned for 12<sup>th</sup> April.

**Resolved: (Unanimously)** To note progress.

**043/24 FORWARD PLAN**

**Resolved: (Unanimously)** To agree the draft Full Council Forward Plan.

**044/24 FORTHCOMING MEETINGS**

- a. Planning Committee – Wednesday 10<sup>th</sup> April 2024 7.00pm
- b. Full Council – Wednesday 24<sup>th</sup> April 2024 7.00pm

The meeting closed at 8.12pm.

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**Chair**

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**Date**