

MARTOCK PARISH COUNCIL

Martock Parish Council
The Market House
Church Street
Martock Somerset
TA12 6JL



Date of Issue: 21/06/2024

TO: Councillors John Hole (Chair), Joy Bailey (Vice Chair), Ashley Chapman, Danny Dwyer, Michael Hall, Paul Helyer, Graham MacDonald, Alan Potter, James Tresarden, Alison Warne, Ash Warne and Tony Welsh.

NOTICE OF MEETING

YOU ARE HEREBY SUMMONED TO ATTEND THE COUNCIL MEETING of the **MARTOCK PARISH COUNCIL** to be held on **Wednesday 26th June 2024** in the Parish Hall, Church Street, Martock at **7:00pm** for the purpose of transacting the business set out in the agenda below.

Natalie Fortt
Chief Executive

Please contact the Parish Office (01935 822891) if you need further information on this agenda.

Members of the public are welcome to attend. The meeting may be recorded.

Public participation time

An opportunity for members of the public to raise issues of concern or interest, ask a question or make a statement or present a petition or be part of a deputation. Public participation time will be conducted in accordance with the Council's Standing Orders which is limited to 15 minutes, with no individual speaker exceeding a maximum of three minutes each.



MARTOCK PARISH COUNCIL

FULL COUNCIL MEETING

AGENDA

Wednesday 26th June 2024 at 7:00 pm

1. **Apologies for Absence:** To receive and accept apologies for absence including reasons given.
2. **Declarations of Interest:** To declare any interests relating to the business of the meeting and receive any dispensation requests.
3. **Confirmation of Minutes of previous meeting:** To confirm and sign the minutes of the meeting of the Council held on 22nd May 2024 as a correct record. **Attached**
4. **Chairman's Announcements**
5. **Representatives on Outside Bodies and Task Groups**
To receive reports from Councillors representing Martock Parish Council on external bodies and task groups.
 - a) Youth Service Management Group
 - b) Community Plan Steering Group. **Attached**
 - c) Levels and Moors Local Community Network. **Attached**
 - d) Ash, Long Load and Martock Traffic Meeting
 - e) Neighbourhood Plan Revision Group. **Attached**
6. **Council Budget – 2024/25 Monitoring as at Month 2:**
To receive and note :
 - (a) The Bank Reconciliation Statements. **Attached**
 - Natwest current account and deposit account 31st May 2024
 - Unity bank current account 31st May 2024
 - Public Sector deposit account 31st May 2024
 - Credit card 03rd May 2024
 - (b) The List of Payments for May 2024. **Attached**, (to be signed by the Chair and appended to the minutes of the meeting).
 - (c) The Detailed Balance Sheet. **Attached****To receive and review :**
 - (d) The Detailed Income and Expenditure by Budget Heading against the planned budget. **Attached**

7. Chief Executive Report

To receive the brief monthly update from the Chief Executive regarding matters not included elsewhere on the agenda. **Attached.**

8. Financial Audit

- (a) To note the internal audit report for 2023 2024 and consider any recommendations. **To follow**
- (b) To note and approve the annual internal audit report for 2023 2024
- (c) To consider and approve Section 1 Annual Governance Statement of the Annual Governance and Accountability return for 2023 2024
- (d) To consider and approve Section 2 Accounting Statements of the Annual Governance and Accountability return for 2023 2024
- (e) To approve the dates for the period for the Exercise of Public Rights
- (f) To note the explanation of variances for external audit for year end 2023 2024 in support of the AGAR

Attached

9. Cemetery Report

To receive an update on Cemetery Administration and proposed amendments to Rules and Regulations. **Attached.**

10. Maintenance Contract

To approve the proposed grounds maintenance arrangements for the following six months. **Attached**

11. Appointments to outside bodies

Council is requested to nominate a representative to the following vacant appointments.

- a. **Bus Champion**
- b. **Tree Warden**

12. Cleaning Review

To consider the proposal to employ an additional part-time cleaner and key holder. **Attached.**

13. Events Task Group Update

To receive an update regarding events including the proposed Fireworks display and to nominate two further representatives to the task group. **Attached**

14. Request from Martock Community Association Christmas Craft Market to Operate Under MPC Market Rights

To approve the proposal to allow Martock Community Association to operate a Christmas Craft Market under the Council's market rights. **Attached**

15. Library Report

To consider whether to continue to contribute £5,000 towards the running of costs of Martock Library. **Attached**

16. Somerset Council Chairs Community Awards Friday 4th October 2024:

Council is requested to consider whether to submit a nomination to the Somerset Community Awards. The deadline for submissions is 28th June 2024.

17. Speed Indicator Devices (SID)

To consider the use of SIDs and agree a way forward. **Attached**

18. Committees: Council is requested to:

- a. Note the Minutes of the Planning Committee held on 12th June 2024
Attached

19. Correspondence - Bower Hinton defibrillator

To consider whether Council wishes to investigate the feasibility of providing a defibrillator in Bower Hinton. **Attached**

20. Forward Plan: To note the Full Council Forward Plan. **Attached**

21. Forthcoming Meetings:

- a. Planning Committee – Wednesday 10th July 2024 7.00pm
- b. Full Council – Wednesday 24th July 2024 7.00pm



MARTOCK PARISH COUNCIL

Minutes of the Martock Parish Council meeting held on Wednesday 24th April 2024 in the Parish Hall, Church Street, Martock at 7:00pm.

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) and Somerset Councillors John Bailey and Emily Pearlstone

Public participation time

2 members of the public were in attendance.

Somerset Councillors Emily Pearlstone and John Bailey had previously submitted a report updating the Council on the appointment of three new Deputy Lieutenants to assist and support the Lord-Lieutenant in Somerset. The report also highlighted the new Bus Passenger Charter. The Charter can be viewed at: [Somerset Bus Passenger Charter](#) or via Somerset's customer service team to request a copy on 0300 123 2224. Somerset Libraries will be launching its new Neurodiversity book collection next month to coincide with the start of Autism Acceptance Week. A special author event will be taking place at Yeovil Library on 20 April where local neurodivergent writer, Hannah Walker will speak about her latest book 'Mess is Progress'.

Feedback was also given on the following local issues:

Coat Grove entrance works to site are due to commence April 22nd with a 4/5 week completion time. The work to Hills Lane will commence immediately after the entrance works are complete. A date of May 27th is expected. With the works again lasting around 4 weeks.

Stoke Road Industrial Estate pedestrian access will continue to be an ongoing aim given the expansion of businesses and need for a safe way for pedestrians to reach this site.

A Group has been formed with Long Load and Ash to look at the options to address the issues of speeding, traffic and access. The Group has held four meetings looking at speed indicator devices, and access and has reported back to Planning Committee. It is hoped to develop an Active Travel Plan for Martock/Ash.

Martock Library Meeting took place on Thursday 18th April with Darren Smart (SC Library Development), Joy Bailey (Martock Vice-Chair), Natalie Fortt (Chief Executive) and John Bailey (Somerset Councillor). Report is due to Full Council in May.

Parishioner Michael Hall introduced himself and explained his reasons for wanting to join the Parish Council. The Chair welcomed Mr Hall and explained the vote on co-option on the Council would take place at item 4 on the agenda.

045/24 APOLOGIES FOR ABSENCE

There were no apologies.

046/24 DECLARATIONS OF INTEREST

There were no Declarations of Interest made.

047/24 MINUTES OF PREVIOUS MEETING

Resolved: (Unanimously)

To accept the minutes as a true record with the addition of the Asset Register figure of £825,005 to item 034/24.

048/24 CHAIRMANS ANNOUNCEMENTS

The Chair announced that he and the Chief Executive had met with a trustee for Martock Youth Centre, the meeting had been very positive and had covered the planned building works at the Centre.

049/24 COUNCIL VACANCIES – CONSIDERATION OF THE FOLLOWING APPLICATION TO BECOME A CO-OPTED MEMBER:

Council considered the application from Michael Hall to join the Parish Council as a co-opted member.

Resolved: (Unanimously)

To accept the application and co-opt Michael Hall as a Councillor Member of Martock Parish Council.

050/24 Representatives on Outside Bodies:

Council received a verbal update from Cllr Ash Warne as representative on the M3CP committee. The main points taken from the meeting included the fact that the Martock/South Petherton Surgery is now offering between in the region of 96 and 120 clinical consultations daily and the Practice manger was very upbeate about the future of the surgery.

Martock Christian Fellowship (MCF) have acquired a mini-bus which can be hired for future use (small donation required).

Martock Youth Centre updated on plans for refurbishment of the youth building subject to Conservation Officer approval for works.

Cllr Joy Bailey and Cllr Paul Helyer fed back on progress with the Community Plan steering group, including the decision that all future meetings of the Community Plan Steering Group would be open to the public. These meetings will take place at 10am Friday 10th May, and 10am Friday 14th June in the meeting room at the Parish Hall.

Cllr Helyer also noted that he would be attending the Ash/Long Load traffic meeting on 1st May to consider the siting of Speed Indicator Devices and also the next LCN meeting taking place on 11th June.

050/24 COMMUNITY GRANT APPLICATIONS:

The Chief Executive explained that Council had received four community grant applications and these had been assessed by the panel, as nominated at the Full Council meeting in March, and at a meeting on 10th April the panel had agreed to propose Full Council support the applications from the Martock Rover Football Club and the Martock Scout and Guide Centre. It was also agreed to propose a provisional offer to the Martock Orchestra subject to the group providing more information. Cllr Helyer explained that the group had not yet been established and did not have a bank account and other required paperwork, so the grant could only be confirmed once this information had been supplied.

The Chief Executive confirmed that grants would only be awarded upon receipt of quotations as proof that the group had sought best value for any equipment or services.

Unfortunately the application from Martock All Saints was a retrospective application and as such was not eligible under the current grant scheme.

Resolved: (Unanimously) to approve:

1. A grant of £1,000 to Martock Rovers Football Club
2. A grant of £3,000 to the Martock Scouts and Guide Centre
3. A provisional grant of £1,000 to Martock Orchestra subject to completion of the relevant paperwork.

052/24 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.

Cllr Helyer raised questions as to whether all the expenses and income had been included, whether the zero number of debtors was correct and whether more money should be held in the Public Sector Account as this has a better rate of interest? The Chief Executive agreed to raise these points with the RFO.

Resolved: (Unanimously)

To accept the reports (a) to (d) as a correct record

053/24 POTENTIAL FIREWORK EVENT

Following concerns regarding the event in 2023, a review was conducted by the Council's Operations Manager. The review focussed on concerns regarding parking and safety.

The Operations Manager met with the Health and Safety Executive (HSE), emergency services and Somerset Council and subsequently the HSE have offered support if Council wish to run a similar event in 2024. The Emergency Services are similarly supportive and have confirmed that the first aid provision is above the recommended levels for an event of this size.

Parking was an issue last year and whilst illegal parking is a Police issue, in order to try to prevent those issues from arising, the team have begun approaching local businesses and organisations to see if they would be able to open up their car parks for the event. The car parks would be run by the landowners and could be used to raise funds for their charity or business. Two organisations have agreed to this so far and further approaches would be made by the working group to other suitable sites around the village, if the recommendations within the report are approved.

An ex Fire Service Chief has also volunteered to help the working group plan Emergency Red Routes to make sure areas are clear for emergency services and look at the possibility of closing certain roads for the duration of the event.

Resolved: (Unanimously)

1. Approve the Fireworks event to take place for 2024.
2. Reconvene the old Firework Events task group of Cllr Alan Potter, Cllr Paul Helyer and Louise Clark (with the addition of the Operations Manager, and other experts as required).
3. Nominate Cllr James Tresadern to the Events task group.
4. Authorise the virement of £383 from the general reserve to budget line 280-4433 for deposits to confirm bookings.
5. Authorise the creation of an earmarked reserve for Events.

054/24 CEMETERY REPORT

The Chief Executive explained that the Council had been approached by a former resident who currently owns the Exclusive Right of Burial for a plot in Martock Cemetery. The former resident would like to 'sell back' those rights as they wish to be buried where they currently reside.

The Chief Executive asked Council to consider amending the Martock Parish Burial Ground Rules And Regulations to include the option for the Council to repurchase plots where owners of an exclusive right of burial no longer wish to be buried in Martock. An administration fee of £100 would be deducted from

the refund amount to cover costs, as Cemetery administration is extremely time consuming and costly due to the legal requirements.

Resolved: (Unanimously)

To add the following amendment to the Martock Parish Burial Ground Rules And Regulations:

- a) The ownership of the Exclusive right can be transferred back to the Council. However, a refund can only be made up to the maximum sum of that previously paid for the exclusive rights. A Form of Renunciation will also need to be completed to legally transfer the rights back to the Council. If you wish to transfer the Grant of Exclusive Right of Burial please contact Martock Parish Council who will assist with this procedure and provide advice on the documentation required and the fees payable.

055/24 PERSONNEL COMMITTEE

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

1. To agree the proposal to establish a Personnel Committee.
2. To agree the Terms of Reference for the Personnel Committee as set out in Appendix A of the report.

056/24 ANNUAL PARISH MEETING

Resolved: (By 8 votes to 0 with 3 abstentions)

To hold the Annual Parish meeting on 22nd May at 6.30pm, to be followed by the Annual Parish Council meeting.

057/24 COMMITTEES

Resolved: (Unanimously)

To note the Minutes of the Planning Committee held on 10th April 2024.

058//24 FORWARD PLAN

Resolved: (Unanimously)

To note the Full Council Forward Plan.

059/24 FORTHCOMING MEETINGS

- a. Planning Committee – Wednesday 8th May 2024 7.00pm
- b. Annual Parish Meeting – Wednesday 22nd May 6.30pm
- c. Annual Parish Council Meeting – Wednesday 22nd May, following the Annual Parish Meeting.

060/24 EXCLUSION OF PRESS AND PUBLIC

As the following item is expected to include the consideration of exempt information, it is proposed that, in accordance with Section 1 of Public Bodies (Admission to Meetings) Act 1960, the public be excluded during the discussion of the following matter, on the grounds that they involve the likely disclosure of exempt information, as defined in the respective paragraph of Section 1 of the Act, and the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

061/24 YOUTH PROVISION

Resolved: (Unanimously)

1. To approve the proposed timeline for procurement.
2. Delegate the sign off of the tender documents to the Youth Service task group.
3. To approve an extension of the current SLA to the end of August 2024, to ensure a continuation of service during the procurement process.

The meeting closed at 8.19pm.

Chair

Date



MARTOCK PARISH COUNCIL

Minutes of the Annual Martock Parish Council meeting held on Wednesday 22nd May 2024 in the Parish Hall, Church Street, Martock at 7:48pm.

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

ALSO PRESENT: Natalie Fortt (Chief Executive), Tracy Lamb (RFO) and Somerset Councillor John Bailey

Public participation time

3 members of the public were in attendance.

A member of the Martock U3A requested that the sound system in the Parish Hall be looked at as it isn't currently working and this is causing accessibility issues. The Chief Executive agreed to seek the necessary quotations and bring a report back to Council for consideration.

The monthly report from the Somerset Ward Councillors had been circulated as part of the Annual Parish meeting, which had taken place prior to this Full Council meeting. Cllr John Bailey highlighted that the Somerset Rural Prosperity Fund was now open, as was the Chair's Community Awards. Cllr Bailey also announced that there would be an onsite meeting with John Perret from Somerset Council to discuss the possibility of additional bus shelters. In response to a question, Cllr Bailey confirmed that Somerset Council were looking to purchase Yeovil Bus Station using grant funding from the Future High Street Fund. Cllr Bailey also confirmed he had forwarded the Council's concerns regarding the planning issues with the development at Foldhill Lane.

062/24 CHAIRMANS ANNOUNCEMENTS

The Chair's Annual Report had been circulated as part of the Annual Parish Meeting held earlier in the evening.

063/24 ELECTION OF CHAIR

Nominations were invited for the role of Chair of the Council for the municipal year 2024/2025.

Resolved: (Unanimously)

To elect Cllr John Hole as Chair.

Notes: The Chief Executive received the Chair's signed Acceptance of Office.

064/24 ELECTION OF VICE CHAIR

Nominations were invited for the role of Vice Chair of the Council for the municipal year 2024/2025.

Resolved: (By 6 votes to 0 with 2 abstentions)

To elect Cllr Joy Bailey as Vice Chair.

Notes: The Chief Executive received the Vice Chair's signed Acceptance of Office.

065/24 APOLOGIES FOR ABSENCE

Apologies were received and accepted for Cllr Michael Hall, Cllr Alison Warne and Cllr Ash Warne.

066/24 DECLARATIONS OF INTEREST

There were no Declarations of Interest made.

067/24 MINUTES OF PREVIOUS MEETING

Resolved: (Unanimously)

That the minutes of the Council meeting held on 24th April 2024 be approved as a correct record.

068/24 FINANCIAL REPORTS

Council considered the following reports from the RFO:

- (a) The Bank Reconciliation Statements.
 - a. Natwest current account and deposit account
 - b. Unity bank current account
 - c. Public Sector deposit account
- (b) The List of Payments for April 2024.
- (c) The Detailed Balance Sheet.

Resolved: (By 8 votes to 0 with 1 abstention)

To note reports a, b and c

- (d) The Detailed Income and Expenditure by Budget Heading.

Resolved: (By 8 votes to 0 with 1 abstention)

To approve the Income and Expenditure report.

- (e) The Virements report.

Resolved: (Unanimously)

To approve the Virements report

- (f) The Council's and/or staff subscriptions to other bodies.

Standing Orders were suspended at 8.15pm to allow a member of the public to explain the benefit of the Parish Online service, in order to enable Council to decide whether to renew this subscription. Standing orders resumed at 8.17.

Resolved: (By 8 votes to 0 with 1 abstention)

To approve the renewal of all subscriptions detailed within the report with the exception of Zoom, which is no longer required.

(g) Payments by direct debit.

Resolved: (By 7 votes to 0 with 2 abstentions)

1. To agree all current direct debits
2. To approve that all future payments for utilities be via direct debit

(h) Ring Fenced Reserve for Community Team donations.

Resolved: (By 8 votes to 0 with 1 abstention)

To approve the creation of a ring-fenced reserve for donations given to the Community Team, to be used specifically to enhance the service provided.

069/24 STANDING COMMITTEES

Council appointed Members to the Standing Committees and appointed the Chair of each Standing Committee.

a) Planning Committee

- 1) Membership

Resolved: (Unanimously)

To appoint Cllrs Chapman, Dwyer, Helyer, Hole, Macdonald, Ash Warne and Welsh to the Planning Committee.

- 2) Planning Committee Chair

Resolved: (By 8 votes to 0 with 1 abstention)

To appoint Cllr Helyer as Chair of the Planning Committee

b) Personnel Committee

- 1) Membership

Resolved: (Unanimously)

To appoint Cllrs Dwyer, Hole, Macdonald, Potter and Ash Warne to the Personnel Committee.

- 2) Personnel Committee Chair

Resolved: (By 8 votes to 0 with 1 abstention)

To appoint Cllr Ash Warne as Chair of the Personnel Committee

070/24 TERMS OF REFERENCE

Council reviewed the Terms of Reference for the Standing Committees:

- a) Planning Committee
- b) Personnel Committee

Resolved: (Unanimously)

- 1. To approve the Terms of Reference for the Planning Committee
- 2. To approve the Terms of Reference for the Personnel Committee

071/24 STANDING ORDERS AND FINANCIAL REGULATIONS

Council reviewed the Standing Orders and Financial Regulations.

Resolved: (Unanimously)

- 1. To approve the Standing Orders.
- 2. To approve the Financial Regulations subject to the following amendments:
 - a. An addendum that states any reference to 'Clerk' in the document refers to the Chief Executive of Martock Parish Council (MPC).
 - b. Removal of section 7.2 as this is not relevant to MPC.

072/24 SCHEME OF DELEGATION

Council reviewed the Scheme of Delegation.

Resolved: (Unanimously)

To approve the Scheme of Delegation.

073/24 REPRESENTATIVES ON OUTSIDE BODIES

Council considered nominations to represent MPC on Outside Bodies and other local appointments for the municipal year 2024/2025:

- a) Making the Most of Martock Community Partnership

Resolved: (Unanimously)

To appoint Cllr Ash Warne, with Cllr Helyer as substitute should Cllr Warne be unavailable.

- b) Community Survey Steering Group

Resolved: (Unanimously)

To appoint Cllr Bailey and Cllr Helyer

- c) Youth Services Management Group

Resolved: (Unanimously)

To appoint Cllr Macdonald

- d) Levels and Moors Local Community Network

Resolved: (Unanimously)

To appoint Cllr Helyer

e) Ash, Long Load and Martock Traffic Liaison Meeting

Resolved: (Unanimously)

To appoint Cllr Helyer and Cllr Tresadern

f) Martock Youth Club Committee Meeting

Resolved: (Unanimously)

To appoint Cllr Hole

g) Martock Parish Path Liaison Officer (PPLO)

Resolved: (Unanimously)

To appoint Rod Kedward

h) Bus Champion

Resolved: (Unanimously)

To defer this appointment to the next meeting

i) Environmental Champion

Standing Orders were temporarily suspended at 9.03 to allow a member of the public, the previous Environmental Champion, to explain the duties of the Champion. Standing Orders were resumed at 9.04.

Resolved: (Unanimously)

To appoint Dr Andrew Clegg and Cllr Ashley Chapman

j) Flood Co-ordinator

Resolved: (Unanimously)

To appoint Gordon Swindells with support from Bruce Bailey

k) Martock Tree Officer

Resolved: (Unanimously)

To defer this appointment to the next meeting.

074//24 CODE OF CONDUCT

Council reviewed the Code of Conduct.

Resolved: (Unanimously)

To approve the Code of Conduct.

075/24 POLICY REVIEW

Resolved: (Unanimously)

1. To approve the proposed Policy Review Schedule.

2. To approve the following updated policies:
 - a) Freedom of Information
 - b) Data Protection – subject to the Data Protection Officer being explicated stated as the Chief Executive
 - c) Officer/Member Protocol – subject to the amendment to section 2.10 to state 'all committees' rather than 'Planning Committee and Personnel Committee'.
 - d) Social Media

076/24 RISK MANAGEMENT

The Chief Executive explained that the Council's Risk Register needs updating but before that work can be undertaken, the risk assessments that feed in to the register require a complete review.

Resolved: (By 8 votes for and 1 against) to approve:

1. The proposed Risk Management Policy and Procedure, as detailed in Appendix A.
2. The creation of a new budget line headed 'Professional Fees'.
3. The allocation of up to £2,000 from the general reserves to the above budget line.
4. Delegate authority to the Chief Executive to appoint the necessary contractor to undertake the review of the Council's risk assessments, within the agreed budget.

077/24 NEW TASK GROUPS

a) Environmental Task Group –

Council considered whether to establish a new environmental task group, as stated in the Council's environmental policy.

Resolved: (Unanimously)

1. To approve a new environmental task group
2. To elect Cllrs Chapman, Dwyer, Helyer and Welsh to the task group and also co-opt Dr Andrew Clegg.

b) Communications Task group -

Council considered the request to establish a task group to develop a Council Communication Strategy.

Resolved: (Unanimously)

1. To approve a new communication task group.
2. To elect Cllrs Bailey, Dwyer, Hall, Macdonald and Tresadern to the task group.

078/24 COMMITTEES:

Resolved: (Unanimously)

To note the Minutes of the Planning Committee held on 8th May 2024.

079/24 DATE OF NEXT FULL COUNCIL MEETING

Wednesday 26th June 2024, 7pm

080/24 FORWARD PLAN

Resolved: (Unanimously)

To approve the Forward Plan and Calendar of Meetings for the municipal year 2024/2025

The meeting closed at 9.38pm.

Chair

Date



MARTOCK PARISH COUNCIL

Martock Community Plan Report

1. Purpose of the Report

To inform on the progress of the committee.

2. Background

There will be an online survey open for the first 3 weeks of September. The committee is putting together the topics and questions for the survey.

3. Update

This was the third meeting. Last time topics were chosen from a list provided by SCC. At this meeting we had a bank of questions to go with the topics chosen. We wanted to select (and personalise) around 30 questions. Paul Helyer had put all these onto a document which we went through, deleting some and selecting the best ones for our needs. I think we ended up with about 32 questions. These will now be sent back to SCC for them to put them on to an online form.

In order to get as many people as possible to complete the survey we will be offering an incentive, possibly a £30 voucher from the White Hart to be drawn from completed submissions.

4. Financial/Risk/Legal Implications (if applicable)

None, directly arising from this report.

5. Environmental or Habitat Implications (if applicable)

None arising from this report.

6. Recommendations

None arising from this report .

MARTOCK PARISH COUNCIL

Report from Moors and Levels Local Community Network AGM

1. Purpose of the Report

Report from attendance at the Moors and Levels Local Community Network AGM. A copy of the meeting minutes will be copied to council members when available.

2. Background

The AGM took place on 11th June 24 at the Compton Dundon Village Hall. There were 23 core members of the LCN in attendance and another 15 members online (plus Somerset Council Officers and the PCSO co-ordinator).

3. Review of Meeting

Election of Chair

Langport Councillor Sean Dromgoole was elected as Chair of the Moors and LCN for the next year.

Election of Vice Chair

Somerset and Somerton Councillor Tim Kerley was elected as Vice Chair of the Moors and LCN for the next year.

Review of 2023-24 Activities

There was a review of the activities over the previous year.

It was agreed to continue the Health and Well Being Working Group, the Highways Working Group and the Active Travel Working Group.

It was recognised that there seems to be scope for parishes to work together on flooding matters – either to ensure that one parishes actions do not have an adverse impact on neighbouring parishes, or to arrange for joined up thinking on diversion routes in the event of flooding causing road closures – to avoid diversions into neighbouring parishes which are also flooded.

It was agreed that the next LCM Meeting should focus on flooding with the intention of having the flood specialists from parishes involved as well as some representatives of the pertinent authorities.

The next meeting is estimated for 19th September 24 – venue to be advised.

4. Financial/Risk/Legal Implications (if applicable)

None arising from this report.

5. Environmental or Habitat Implications (if applicable)

None arising from this report.

6. Recommendations

None arising from this report.



MARTOCK PARISH COUNCIL

Neighbourhood Plan Revision Task Group Report (June 2024)

1. Purpose of the Report

To provide a report to the June 24 Full Council Meeting on the activities and status of the Neighbourhood Plan Revision Task Group.

The Neighbourhood Plan Task Group is aiming to prepare a revision to the Martock Neighbourhood Plan for agreement, and a possible referendum, by 2027.

2. Task Group Meeting

There was a meeting of the task group on 29th May 24 – 8 attendees, 9 apologies. The meeting reviewed the status and activities of the sub-teams.

IT & Infrastructure

A digital filing area has been established in the MPC SharePoint account. It has been confirmed that a Neighbourhood Plan section can be added to the existing MPC Website.

Community Survey

This is being progress by the Community Plan Steering Group. The survey will be an online survey or about 30 questions with multiple choice answers.

The survey will be launched in the September issue of the Pinnacle and will be open for 3 weeks in September 24.

Heritage Team

It has been established that neither the Parish Council nor Somerset Council are able to locate any documentation of the Coat Conservation Area. We are trying to establish how to go about creating a new or replacement document.

3. Somerset Local Plan

We are interested in finding out how we can influence, and integrate with, the Somerset Local Plan with is in the early stages of preparation.

Jo Wilkins, Somerset Council's Strategic Planning Specialist - the main contact for neighbourhood planning for Area South (former SSDC area) - has offered to meet with the Neighbourhood Plan Group to discuss the Martock NP review, this can be done via Teams or in person, ideally during the working day. A date has yet to be arranged.

4. Financial/Risk/Legal Implications (if applicable)

None arising from this report.

5. Environmental or Habitat Implications (if applicable)

None arising from this report.

6. Recommendations

That Full Council: consider whether any council members wish to participate in a meeting with Jo Wilkins, Somerset Council's Strategic Planning Specialist.

Bank Reconciliation Statement as at 31/05/2024
for Cashbook 1 - Natwest Current Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Deposit Account	31/05/2024		359,615.32
Current Account	30/05/2024		1,000.00
			<u>360,615.32</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			360,615.32
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			360,615.32
		Balance per Cash Book is :-	360,615.32
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 31/05/2024
for Cashbook 5 - Unity Bank Current Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Bank Current account	31/05/2024		216,005.59
			<u>216,005.59</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			216,005.59
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			216,005.59
		Balance per Cash Book is :-	216,005.59
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

**Bank Reconciliation Statement as at 31/05/2024
for Cashbook 4 - Public Sector Deposit Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
CCLA Pubic Sector Deposit A/C	31/05/2024		82,455.40
			<u>82,455.40</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			82,455.40
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			82,455.40
		Balance per Cash Book is :-	82,455.40
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 03/05/2024
for Cashbook 2 - Credit Card

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
NATWEST BUSINESS CARDS	03/05/2024		0.00
			<u>0.00</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			0.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			0.00
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Natwest Current Account

List of Payments made between 01/05/2024 and 31/05/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/05/2024	Unity Bank Current Account	Tfr	25,000.00		Transfer to new account
01/05/2024	Water2Business Ltd	DDR0105202	261.02		Annual Water 010424-310325
01/05/2024	Water2Business Ltd	DDR 0105	150.50		Purchase Ledger DDR Payment
01/05/2024	Community Council for Somerset	so 010524	100.00		Purchase Ledger DDR Payment
02/05/2024	Unity Bank Current Account	Tfr	25,000.00		Transfer to new account
03/05/2024	Unity Bank Current Account	tfr	25,000.00		Tfr to new account
07/05/2024	Unity Bank Current Account	Tfr	25,000.00		Transfer to new account
07/05/2024	Abri	DD	56.19		Garage rent
08/05/2024	Unity Bank Current Account	Tfr	25,000.00		Tfr to new account
08/05/2024	Peoples Partnership	DD	1,399.83		Superannuation May
09/05/2024	Unity Bank Current Account	Tfr	25,000.00		Transfer to new account
15/05/2024	POZITIVE ENERGY LTD	70071/72	316.90		P/Ledger Electronic Payment
15/05/2024	Pozitive Energy Ltd	May24	864.65		P/Ledger Electronic Payment
15/05/2024	Pozitive Energy Ltd	May 24	1,248.46		P/Ledger Electronic Payment
15/05/2024	Pozitive Energy Ltd	May 1124	621.19		P/Ledger Electronic Payment
15/05/2024	NatWest	CHGS	22.80		Bank charges
16/05/2024	Unity Bank Current Account	Tfr UB	25,000.00		Tfr to new account
17/05/2024	Unity Bank Current Account	Tfr UB	25,000.00		Tft to new bank account
21/05/2024	Unity Bank Current Account	Tfr to UB	25,000.00		Transfer to Unity Bank
22/05/2024	EDF PH library GAS 67113349977	DDR2205	292.56		Purchase Ledger DDR Payment
24/05/2024	Net Salaries	BACS	13,853.30		Net Salaries May
30/05/2024	O2	30475330	152.00		Mobile phone charges
31/05/2024	NatWest	CHGS	10.50		Bank charges
31/05/2024	South West Communications Grou	7569917	231.78		Fix line calls
Total Payments			<u>244,581.68</u>		

Detailed Balance Sheet - Excluding Stock Movement

Month 2 Date 31/05/2024

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
<u>Current Assets</u>			
101	S/L Debtors Control	5,313	
105	VAT Control A/c	6,662	
200	Natwest Current Account	360,615	
203	Public Sector Deposit Account	82,455	
204	Unity Bank Current Account	216,006	
	Total Current Assets		671,051
<u>Current Liabilities</u>			
500	P/L Creditors Control	(8,339)	
510	Accruals	(5,000)	
530	PAYE/NI Creditor	0	
535	Attachment of earnings Credito	117	
540	Pension Creditor	1,944	
560	Singing For All Monies Held	890	
570	Service Users Monies Held	15	
	Total Current Liabilities		(10,374)
	Net Current Assets		681,425
	Total Assets less Current Liabilities		681,425
<u>Represented by :-</u>			
300	Current Year Fund	433,547	
310	General Reserves	141,302	
325	Tennis Court	1	
330	Quinquennial	25,000	
333	Information centre grant EMR	10,000	
336	Planning and Community	15,000	
340	Covid-19 Contingency	5,000	
345	S106/CIL Reserve	964	
346	S106/CIL Reserve 2022-2023	50,611	
	Total Equity		681,425



MARTOCK PARISH COUNCIL

MARTOCK PARISH COUNCIL

Budget Analysis Report

Month 01 Full Council 26th May 2024

The attached report is a breakdown of the income and expenditure against the agreed budget. These figures reflect the financial year to date expenditure and income and it would be expected that, in most cases, should be showing at approximately 16.7% of the annual budget.

There are some areas of expenditure which exceed their budget, these will be reported as virements other than those items where Council have agreed a transfer from sinking funds or Ear marked reserves.

The overall income expenditure is currently:

	Actual Year To Date	Current Annual Bud	Variance Annual Total	% Spent
Grand Totals:- Income	492,371	520,819	28,448	94.5%
Expenditure	65,519	520,819	455,300	12.6%
Net Income over Expenditure	426853	426852		

There are some budget heads showing both higher and lower percentages than expected including. Some examples that have not been recently reported are:

Cost centre	budget	Description	%	Explanation
Income				
140	1140	Burial Ground Interment income	36.4%	Increased fees from April
160	1100	Parish Hall Income	35.2%	Higher than estimated income 24
220	1220	Recreation Ground Income	75.2%	See confidential report
Expenditure				
130	4291	Precinct Lighting & CCTV	50.0%	Due to annual cctv support
160	4285	Building Maintenance	21.3%	426.30 to Wire cooker in
230	4640	Maintenance	28.3%	250 clearance of changing rooms

Please contact me if you would like any further information on any of the items on the report

Tracy Lamb, CiLCA
RFO
17th June 2024

Detailed Income & Expenditure by Budget Heading 17/06/2024

Month No: 3

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>110 Finance / Office</u>							
1076 Precept	485,219	485,219	0			100.0%	
1090 Bank Interest	1,471	4,500	3,029			32.7%	
1095 CCLA Income	0	750	750			0.0%	
Finance / Office :- Income	486,690	490,469	3,779			99.2%	0
4000 Gross Salaries	18,794	109,700	90,906		90,906	17.1%	
4005 Employer Pension	1,203	9,235	8,032		8,032	13.0%	
4010 Employer NI	1,757	7,100	5,343		5,343	24.7%	
4017 Staff Travel	0	100	100		100	0.0%	
4018 Training - staff	0	2,000	2,000		2,000	0.0%	
4025 Insurance	0	10,000	10,000		10,000	0.0%	
4050 Accountancy	268	3,000	2,732		2,732	8.9%	
4055 Audit Fee	(1,375)	2,200	3,575		3,575	(62.5%)	
4095 Omega Financial System	3,918	2,600	(1,318)		(1,318)	150.7%	
4100 Bank Charges	59	400	341		341	14.7%	
4120 Legal Fees	0	2,000	2,000		2,000	0.0%	
4126 Equipment furniture smalltools	0	500	500		500	0.0%	
4149 Advertisements	0	100	100		100	0.0%	
4150 General	0	50	50		50	0.0%	
4151 Postage & Stationery	35	500	465		465	7.0%	
4152 Photocopier & Ink	67	1,600	1,533		1,533	4.2%	
4153 Telephone expenses	539	2,550	2,011		2,011	21.1%	
4154 Subscriptions & membership	95	2,500	2,405		2,405	3.8%	
4155 Website	0	350	350		350	0.0%	
4156 IT, Support, maintenance	684	5,000	4,316		4,316	13.7%	
4166 HR support	0	4,500	4,500		4,500	0.0%	
Finance / Office :- Indirect Expenditure	26,044	165,985	139,941	0	139,941	15.7%	0
Net Income over Expenditure	460,646	324,484	(136,162)				
<u>130 Parish / Village</u>							
4000 Gross Salaries	4,100	26,650	22,550		22,550	15.4%	
4005 Employer Pension	262	1,750	1,488		1,488	15.0%	
4010 Employer NI	147	1,800	1,653		1,653	8.2%	
4128 Cleaning/Consumables - all	0	500	500		500	0.0%	
4130 Tree works	0	7,500	7,500		7,500	0.0%	
4136 Waste collection	399	3,000	2,601		2,601	13.3%	
4200 Window Boxes	32	400	368		368	8.1%	
4210 Christmas Decorations (Exp.)	0	50	50		50	0.0%	
4212 Christmas Lights	0	500	500		500	0.0%	

Continued over page

Detailed Income & Expenditure by Budget Heading 17/06/2024

Month No: 3

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4215 Christmas Trees	0	300	300		300	0.0%	
4220 Village Maintenance	56	1,000	944		944	5.6%	
4221 Village Maintenance Contract	993	12,000	11,007		11,007	8.3%	
4222 Garage Rent	56	552	496		496	10.2%	
4290 Public Toilets	0	1,000	1,000		1,000	0.0%	
4291 Precinct Lighting & CCTV	450	500	50		50	90.0%	
Parish / Village :- Indirect Expenditure	6,497	57,502	51,005	0	51,005	11.3%	0
Net Expenditure	(6,497)	(57,502)	(51,005)				
<u>140 Churchyard</u>							
1140 Burial Ground Interment income	2,910	8,000	5,090			36.4%	
1141 Burial Ground Memorials income	150	1,000	850			15.0%	
Churchyard :- Income	3,060	9,000	5,940			34.0%	0
4151 Postage & Stationery	0	100	100		100	0.0%	
4250 Burial Ground Green waste	0	500	500		500	0.0%	
4251 Burial Ground Maint Contract	248	3,000	2,752		2,752	8.3%	
4502 Repairs and maintenance	0	500	500		500	0.0%	
Churchyard :- Indirect Expenditure	248	4,100	3,852	0	3,852	6.1%	0
Net Income over Expenditure	2,812	4,900	2,088				
<u>150 Market House</u>							
4030 Rates	699	770	71		71	90.7%	
4035 Electricity	1,546	6,200	4,654		4,654	24.9%	
4045 Water	261	400	139		139	65.3%	
4123 Fire system support	0	200	200		200	0.0%	
4124 Emergency lighting	0	200	200		200	0.0%	
4127 CCTV & Security	167	800	633		633	20.8%	
4285 Building Maintenance	0	500	500		500	0.0%	
Market House :- Indirect Expenditure	2,672	9,070	6,398	0	6,398	29.5%	0
Net Expenditure	(2,672)	(9,070)	(6,398)				
<u>160 Parish Hall</u>							
1100 Parish Hall Income	1,409	4,000	2,591			35.2%	
Parish Hall :- Income	1,409	4,000	2,591			35.2%	0
4030 Rates	3,643	4,000	357		357	91.1%	
4035 Electricity	806	10,000	9,194		9,194	8.1%	
4036 Electricity Unmetered Supply	866	0	(866)		(866)	0.0%	

Continued over page

Detailed Income & Expenditure by Budget Heading 17/06/2024

Month No: 3

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4040 Gas	6,223	7,000	777		777	88.9%	
4041 Gas servicing	160	150	(10)		(10)	106.7%	
4045 Water	0	400	400		400	0.0%	
4126 Equipment furniture smalltools	0	1,000	1,000		1,000	0.0%	
4127 CCTV & Security	0	500	500		500	0.0%	
4128 Cleaning/Consumables - all	69	0	(69)		(69)	0.0%	
4134 Defibrillator	0	500	500		500	0.0%	
4137 Licences	0	100	100		100	0.0%	
4285 Building Maintenance	426	2,000	1,574		1,574	21.3%	
4300 Parish Hall (General)	774	0	(774)		(774)	0.0%	
Parish Hall :- Indirect Expenditure	12,966	25,650	12,684	0	12,684	50.6%	0
Net Income over Expenditure	(11,557)	(21,650)	(10,093)				
<u>180 Youth</u>							
4371 Youth provision	0	55,000	55,000		55,000	0.0%	
Youth :- Indirect Expenditure	0	55,000	55,000	0	55,000	0.0%	0
Net Expenditure	0	(55,000)	(55,000)				
<u>190 Job Club</u>							
4017 Staff Travel	(2)	100	102		102	(1.8%)	
4150 General	(9)	0	9		9	0.0%	
4153 Telephone expenses	126	120	(6)		(6)	104.8%	
4154 Subscriptions & membership	0	350	350		350	0.0%	
4156 IT, Support, maintenance	0	700	700		700	0.0%	
4443 Refreshments	(11)	250	261		261	(4.3%)	
Job Club :- Indirect Expenditure	104	1,520	1,416	0	1,416	6.9%	0
Net Expenditure	(104)	(1,520)	(1,416)				
<u>191 Seniors</u>							
4017 Staff Travel	0	200	200		200	0.0%	
4153 Telephone expenses	26	120	94		94	21.9%	
4154 Subscriptions & membership	0	100	100		100	0.0%	
4156 IT, Support, maintenance	0	1,000	1,000		1,000	0.0%	
4441 Merry Martock event	0	1,000	1,000		1,000	0.0%	
4443 Refreshments	0	100	100		100	0.0%	
Seniors :- Indirect Expenditure	26	2,520	2,494	0	2,494	1.0%	0
Net Expenditure	(26)	(2,520)	(2,494)				

Continued over page

Detailed Income & Expenditure by Budget Heading 17/06/2024

Month No: 3

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>192 Community Support</u>							
1303 Wednesday Club Income	48	200	152			23.8%	
Community Support :- Income	48	200	152			23.8%	0
4017 Staff Travel	11	500	489		489	2.2%	
4153 Telephone expenses	26	120	94		94	21.9%	
4154 Subscriptions & membership	0	350	350		350	0.0%	
4156 IT, Support, maintenance	0	1,000	1,000		1,000	0.0%	
4443 Refreshments	20	350	330		330	5.8%	
4445 Wednesday Club Expenses	42	450	408		408	9.3%	
4451 Allotment - community support	85	250	165		165	34.0%	
Community Support :- Indirect Expenditure	184	3,020	2,836	0	2,836	6.1%	0
Net Income over Expenditure							
	(136)	(2,820)	(2,684)				
<u>195 Community Team</u>							
4000 Gross Salaries	11,296	69,500	58,204		58,204	16.3%	
4005 Employer Pension	723	4,450	3,727		3,727	16.2%	
4010 Employer NI	931	5,500	4,569		4,569	16.9%	
4013 Wefare support	0	2,500	2,500		2,500	0.0%	
4150 General	0	150	150		150	0.0%	
4151 Postage & Stationery	0	100	100		100	0.0%	
4152 Photocopier & Ink	67	1,000	933		933	6.7%	
4446 Volunteering	0	1,300	1,300		1,300	0.0%	
4447 Crisis Fund (Our Place)	0	200	200		200	0.0%	
Community Team :- Indirect Expenditure	13,017	84,700	71,683	0	71,683	15.4%	0
Net Expenditure							
	(13,017)	(84,700)	(71,683)				
<u>220 Recreation ground</u>							
1220 Recreation Ground Income	1,165	1,550	385			75.2%	
Recreation ground :- Income	1,165	1,550	385			75.2%	0
4035 Electricity	496	2,500	2,004		2,004	19.9%	
4036 Electricity Unmetered Supply	(5,475)	0	5,475		5,475	0.0%	
4126 Equipment furniture smalltools	0	500	500		500	0.0%	
4127 CCTV & Security	0	250	250		250	0.0%	
4129 Lighting	0	500	500		500	0.0%	
4131 Bins	0	1,000	1,000		1,000	0.0%	
4132 Car Park	0	3,000	3,000		3,000	0.0%	
4133 Exercise Track	0	1,500	1,500		1,500	0.0%	
4135 Tennis courts	0	500	500		500	0.0%	

Continued over page

Detailed Income & Expenditure by Budget Heading 17/06/2024

Month No: 3

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4138 Height restrict signs/barrier	0	2,000	2,000		2,000	0.0%	
4501 Recreati Ground Maint Contract	733	12,000	11,267		11,267	6.1%	
4502 Repairs and maintenance	0	1,000	1,000		1,000	0.0%	
4510 Play Equipment Maintenance	0	5,000	5,000		5,000	0.0%	
4515 Play Area Inspection	0	100	100		100	0.0%	
4530 MUGA	0	1,000	1,000		1,000	0.0%	
Recreation ground :- Indirect Expenditure	(4,246)	30,850	35,096	0	35,096	(13.8%)	0
Net Income over Expenditure	5,411	(29,300)	(34,711)				
<u>230 Pavilion</u>							
1230 Pavilion Income	0	500	500			0.0%	
1231 Cafe Rent	0	5,000	5,000			0.0%	
1232 Electricity reimbursement	0	3,440	3,440			0.0%	
1233 Gas reimbursement	0	1,440	1,440			0.0%	
1234 Water reimbursement	0	320	320			0.0%	
Pavilion :- Income	0	10,700	10,700			0.0%	0
4030 Rates	1,722	1,895	173		173	90.8%	
4035 Electricity	1,119	4,300	3,181		3,181	26.0%	
4040 Gas	1,522	1,800	278		278	84.5%	
4045 Water	0	400	400		400	0.0%	
4127 CCTV & Security	0	200	200		200	0.0%	
4640 Maintenance	310	1,000	690		690	31.0%	
4641 Secure Storage	0	2,500	2,500		2,500	0.0%	
Pavilion :- Indirect Expenditure	4,672	12,095	7,423	0	7,423	38.6%	0
Net Income over Expenditure	(4,672)	(1,395)	3,277				
<u>240 Allotments</u>							
1240 Allotment Income	0	1,400	1,400			0.0%	
Allotments :- Income	0	1,400	1,400			0.0%	0
4603 Allotment Land Rent	0	520	520		520	0.0%	
Allotments :- Indirect Expenditure	0	520	520	0	520	0.0%	0
Net Income over Expenditure	0	880	880				
<u>260 Grants</u>							
4020 Grants	0	5,000	5,000		5,000	0.0%	
Grants :- Indirect Expenditure	0	5,000	5,000	0	5,000	0.0%	0
Net Expenditure	0	(5,000)	(5,000)				

Continued over page

Detailed Income & Expenditure by Budget Heading 17/06/2024

Month No: 3

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>270 PWLB</u>							
4065 PWLB Capital Recreation Ground	2,585	5,232	2,647		2,647	49.4%	
4066 PWLB Interest Recreation Groun	549	1,035	486		486	53.1%	
PWLB :- Indirect Expenditure	3,134	6,267	3,133	0	3,133	50.0%	0
Net Expenditure	(3,134)	(6,267)	(3,133)				
<u>280 Parish Council Events</u>							
1320 Community Fete income	0	500	500			0.0%	
1323 Community Fireworks event	0	3,000	3,000			0.0%	
Parish Council Events :- Income	0	3,500	3,500			0.0%	0
4431 Community Fete	0	400	400		400	0.0%	
4433 Community Fireworks event	200	5,000	4,800		4,800	4.0%	
Parish Council Events :- Indirect Expenditure	200	5,400	5,200	0	5,200	3.7%	0
Net Income over Expenditure	(200)	(1,900)	(1,700)				
<u>285 Councillor & Civic</u>							
4019 Training - Councillors	0	1,000	1,000		1,000	0.0%	
4022 British Legion	0	30	30		30	0.0%	
4023 Digital mapping - planning	0	240	240		240	0.0%	
4027 Devolved Services	0	50,000	50,000		50,000	0.0%	
4075 Chairman's Allowance	0	350	350		350	0.0%	
Councillor & Civic :- Indirect Expenditure	0	51,620	51,620	0	51,620	0.0%	0
Net Expenditure	0	(51,620)	(51,620)				
Grand Totals:- Income	492,371	520,819	28,448			94.5%	
Expenditure	65,519	520,819	455,300	0	455,300	12.6%	
Net Income over Expenditure	426,853	0	(426,853)				
Movement to/(from) Gen Reserve	426,853	0	(426,853)				



MARTOCK PARISH COUNCIL

Chief Executive Report

1. Purpose of the Report

To provide Council with a brief monthly update on certain areas of work that may be of interest but are not covered elsewhere in the agenda.

2. Updates

Youth Service Contract

The contract has been advertised on the government 'Find a Tender' service and local youth service providers have been made aware of the opportunity. There was a slight delay in the contract appearing on the government portal as it took longer than expected for our application as a 'buyer' to be approved. Therefore, the deadline for tender submissions has moved back one day to 4pm, 5th July 2024. This deadline was amended in the Invitation to Tender ahead of publication, so all potential tenderers are aware. We received 5 questions from potential tenderers and replies were issued to all interested parties on Friday 14th:

Q1 Can we ask why the age range has been set with an upper age of 16 years?

Response: This is considered the most appropriate for the mix of ages. If any young person requires support beyond this, they can be referred to our Community Team.

Q2 Is there a lower age limit?

Response: Age 8, school year 4.

Q3 What is the expected target attendance number for the open access centre based sessions?

Response: This will form part of the contract discussions as the focus is on quality provision.

Q4 Please could you clarify whether the successful tenderer will be expected to pay any rent to the Youth Centre venue?

Response: This doesn't form part of the tender, the Parish Council will discuss the venue needs with the successful bidder and arrange this separately.

Q5 Is the youth centre available every evening or on particular evenings for youth sessions?

Response: The venue is extremely accommodating for youth providers. As above, this will be arranged between the parish, youth centre and successful bidder.

Cemetery Complaints

Complaints were received regarding the grass not being cut in the Cemetery. This was due to the recent wet weather making the ground conditions unsuitable. The Council website has been updated to explain when the grass is cut and the fact it is weather dependent.

Other complaints have been received regarding the Cemetery administration but a report on this is included as Item 9 elsewhere on the agenda.

Volunteering Week

Volunteering week took place between the 3rd and 6th June. The Community Team arranged a 'get together' of the volunteers who support the team. The Chief Executive attended to also thank the wonderful volunteers who give their time to help Council run our community services.

Skate Park/Track Repairs

The Somerset Council inspection reports have highlighted that the Skate Park ramps require some concrete works. The Operations Manager has arranged quotes for this and is awaiting a start date from the contractors. During the winter, ground has been washed away by the access gate to Recreation Ground from Bower Hinton, creating a 'step' up to the path which has affected accessibility. The contractors employed to undertake the Skate Park work will also address this issue and make the entrance accessible to wheelchair users again.

Allotments

The new arrangements are working well. Inspections are taking place alongside the Bower Hinton Allotment Association, these have resulted in 2 evictions for neglected plots. New plot holders have joined and there is currently only one available plot. The Operations Manager has drafted an Allotment Handbook, which is due to be discussed at the association AGM. A new tenancy agreement will be brought to the Full Council meeting in July for discussion.

Audio Equipment in the Parish Hall

An issue regarding the audio equipment was raised at the last Full Council meeting. A specialist has been in and fixed the equipment and the Operations Manager has shown the main users how to work it, so the issue is now resolved.

Correspondence

We have seen an increase in residents calling and emailing the Council. This is a positive sign that parishioners feel able to raise issues and comments with the Council and feel it is worthwhile to do so.

We have received correspondence on subjects ranging from Hedgehogs to hedge cuttings being left in the road. We have also received a number of queries from people considering moving to the village who have asked for information on what it is like to live in the parish. Two subjects where we have received the most correspondence are cleaning and Highways issues. Cleaning is covered under Item 12 of this agenda and a report on the highways issues will be brought to the Full Council meeting in July.

Although Highways is a Somerset Council responsibility, Somerset Council requires Parish support for issues as it will not accept requests from individual residents.

Staffing

The Chief Executive has begun undertaking staff appraisals and setting staff targets for the year. Training needs will be collated and if necessary, bought back to Full Council for review.

The advert for a clinical supervisor is still live <http://dasjobs.co.uk/job/clinical-supervisor-2/> The deadline for applications is 1st July 2024.

3. Decisions Made under Delegated Powers

In February 2024 Full Council resolved unanimously to agree: The continuation of the internal audit contract, as agreed in April 2023, for the current financial year at a net cost of £325 plus mileage for a site visit.

Due to a long term illness, the agreed auditor can no longer undertake the work. The auditor who is assisting in covering their work cannot undertake MPC's audit as he acted as a Locum Clerk during the financial year in question and is therefore not considered independent.

Officers contacted other auditors but no one was available at such short notice. Thankfully, through her contacts the RFO was able to find an experienced auditor willing to undertake the additional work and the Chief Executive agreed the appointment under her delegated powers. This was essential in order for Council to achieve its audit deadline of 30th June.

Council are therefore asked to retrospectively appoint Tim Light as our internal auditor.

4. Financial/Risk/Legal Implications (if applicable)

None arising from this report.

5. Environmental or Habitat Implications (if applicable)

None arising from this report.

6. Recommendations

That Full Council:

1. Note the report
2. Retrospectively appoint Tim Light to undertake the internal audit.

Annual Governance and Accountability Return 2023/24 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2023/24

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** must be completed by the authority's internal auditor.
 - **Sections 1 and 2** must be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2024**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2024**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2024
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2023/24

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2024 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2023/24**, approved and signed, page 4
- **Section 2 - Accounting Statements 2023/24**, approved and signed, page 5

Not later than 30 September 2024 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review. It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2023/24

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2024.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- **You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2023) equals the balance brought forward in the current year (Box 1 of 2024).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2024**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?		
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at 31 March 2024 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2023/24

Martock Parish Council

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2024, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2023/24 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
	A. Appropriate accounting records have been properly kept throughout the financial year.		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.			
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.			
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.			
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.			
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.			
H. Asset and investments registers were complete and accurate and properly maintained.			
I. Periodic bank account reconciliations were properly carried out during the year.			
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.			
K. If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")			
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.			
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2023-24 AGAR period, were public rights in relation to the 2022-23 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).			
N. The authority has complied with the publication requirements for 2022/23 AGAR (see AGAR Page 1 Guidance Notes).			
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

DD/MM/YYYY DD/MM/YYYY DD/MM/YYYY

ENTER NAME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

DD/MM/YYYY

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

Martock Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A <i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

and recorded as minute reference:

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

Clerk

Section 2 – Accounting Statements 2023/24 for

Martock Parish Council

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	234,759	219,241	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	381,763	432,057	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	127,681	46,017	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	216,626	206,180	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	6,267	6,267	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	302,069	236,990	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	219,241	247,878	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	225,184	282,518	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	825,639	828,005	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	27,515	22,529	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval



Date

18/06/2024.

I confirm that these Accounting Statements were approved by this authority on this date:

as recorded in minute reference:

Signed by Chair of the meeting where the Accounting Statements were approved

Section 3 – External Auditor’s Report and Certificate 2023/24

In respect of

Martock Parish Council

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2024; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2023/24

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2023/24

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

*We do not certify completion because:

External Auditor Name

External Auditor Signature

Date

Annual Internal Audit Report 2023/24

Martock Parish Council

<https://martock-pc.gov.uk/>

During the financial year ended 31 March 2024, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2023/24 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.		✓	
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓ NONE HELD
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2023-24 AGAR period, were public rights in relation to the 2022-23 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2022/23 AGAR (see AGAR Page 1 Guidance Notes).		✓	
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

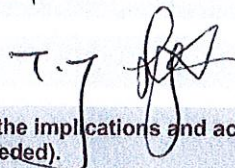
Date(s) internal audit undertaken

17/06/24 21/06/24

Name of person who carried out the internal audit

TIM LIGHT FMAAT

Signature of person who carried out the internal audit



Date

21/06/24

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

CONFIRMATION OF THE DATES OF THE PERIOD FOR THE EXERCISE OF PUBLIC RIGHTS

This form is only for use by smaller authorities subject to a review and should not be published on your website

Please submit this form to PKF Littlejohn LLP with the AGAR Form 3 and other requested documentation

Name of smaller authority: **Martock Parish Council**

County Area (local councils and parish meetings only): **Somerset**

On behalf of the smaller authority, I confirm that the dates set for the period for the exercise of public rights are as follows:

Commencing on **Friday 28th June 2024**

and ending on **Thursday 8th August 2024**

(Please enter the dates set by the smaller authority as appropriate which must be 30 working days (i.e. Monday – Friday only, and not Bank Holidays) inclusive and must include the first 10 working days of July 2024 (i.e. Monday 1 July – Friday 12 July).

We have suggested the following dates: Monday 3 June – Friday 12 July 2024 The latest possible dates that comply with the statutory requirements are Monday 1 July – Friday 9 August 2024.)

Signed: _____



Tracy Lamb

Role: _____

RFO.

Martock Parish Council

Supporting Reserves Reconciliation for ANNUAL RETURN 31 March 2024

Explains the difference between boxes 7 & 8 on the Annual Return

<u>Code</u>	<u>Description</u>	<u>Last Year £</u>	<u>This Year £</u>
	Total Reserves	219,241.36	247,877.52
100	Debtors	961.25	0.00
101	S/L Debtors Control	2,284.99	2,706.48
105	VAT Control A/c	13,342.96	3,823.48
	Less Total Debtors	16,589.20	6,529.96
500	P/L Creditors Control	3,965.60	33,754.82
501	Other Creditors	0.00	168.94
510	Accruals	10,220.13	1,534.09
525	Credit Card Liability	670.12	0.00
530	PAYE/NI Creditor	3,873.85	2,741.24
535	Attachment of earnings Credito	0.00	117.07
540	Pension Creditor	2,897.74	1,949.49
560	Singing For All Monies Held	889.54	889.54
570	Service Users Monies Held	15.00	15.00
	Plus Total Creditors	22,531.98	41,170.19
	Equals Total Cash and Bank Accounts	225,184.14	282,517.75
200	Current Account	147,334.59	200,777.49
203	Public Sector Deposit Account	77,849.55	81,740.26
	Total Cash and Bank Accounts	225,184.14	282,517.75

Martock Parish Council

Supporting Reserves Reconciliation for ANNUAL RETURN 31 March 2024

Explains the difference between boxes 7 & 8 on the Annual Return

<u>Code</u>	<u>Description</u>	<u>Last Year £</u>	<u>This Year £</u>
	Total Reserves	219,241.36	247,877.52
100	Debtors	961.25	0.00
101	S/L Debtors Control	2,284.99	2,706.48
105	VAT Control A/c	13,342.96	3,823.48
	Less Total Debtors	16,589.20	6,529.96
500	P/L Creditors Control	3,965.60	33,754.82
501	Other Creditors	0.00	168.94
510	Accruals	10,220.13	1,534.09
525	Credit Card Liability	670.12	0.00
530	PAYE/NI Creditor	3,873.85	2,741.24
535	Attachment of earnings Credito	0.00	117.07
540	Pension Creditor	2,897.74	1,949.49
560	Singing For All Monies Held	889.54	889.54
570	Service Users Monies Held	15.00	15.00
	Plus Total Creditors	22,531.98	41,170.19
	Equals Total Cash and Bank Accounts	225,184.14	282,517.75
200	Current Account	147,334.59	200,777.49
203	Public Sector Deposit Account	77,849.55	81,740.26
	Total Cash and Bank Accounts	225,184.14	282,517.75



MARTOCK PARISH COUNCIL

Cemetery Report

1. Purpose of the Report

Update Full Council on Cemetery Administration and seek approval to amend the maximum number of grave owners for one grave/ashes plot to two (currently unlimited) and to revise the Cemetery rules and regulations (see Appendix A).

2. Background

Council have recently taken over the running of the Cemetery, this has uncovered a few issues and work is underway to resolve these.

The issues have led to a number of complaints, and the amount of staff time being spent on the Cemetery is unsustainable. Therefore, the team have reviewed the current processes and the information we have on our website in order to identify ways in which to streamline process, avoid unnecessary queries, and provide consistent easy to understand advice for parishioners and Funeral Directors at what is likely to be a very difficult time.

3. Cemetery Administration Changes

The Cemetery section of the website has been updated and format of the information has changed significantly. The Cemetery section can still be located via Parish Council Facilities, however, is now much more positive and user friendly. This will hopefully help to filter enquiries and queries as parishioners and Funeral Directors can be directed to a more streamlined service. Changes include:

- An introduction to Martock Cemetery which explains that the Cemetery is a municipal Cemetery, that we are members of the ICCM, and that we have an appointed grave digger.
- Amended rules and regulations.
- Updated Fees and Charges 24/25 in an updated format, with incorrect information removed and buy back option included.
- Updated cemetery forms - the Memorial and interment forms have been updated and re-formatted and new forms have been created ie, Advocate Form, Memorial Benches and Trees application, Application to buy the Exclusive Right of Burial. All forms are formatted the same and user-friendly. They have been approved by the ICCM and work is underway on the Transfer of Burial Rights application forms.

- Additional Information for Martock Parishioners
- Local bereavement services

The ICCM (Institute of Cemetery and Crematorium Management) have suggested that we need to incorporate the maximum number of plot owners into our cemetery rules and regulations. ICCM have recommended that we have a maximum of two-four owners per plot however the least amount of owners is the easiest to manage.

We have produced an updated version of our Cemetery Rules and Regulations to help with the smoother running of the Cemetery. The proposed changes (see Appendix A) have been suggested in response to queries or complaints regarding the rules being unclear and to also assist in the grounds maintenance.

4. Financial/Risk/Legal Implications (if applicable)

None arising from this report.

5. Environmental or Habitat Implications (if applicable)

None arising from this report.

6. Recommendations

That Full Council:

- Approve maximum number of owners for one grave/ashes plot to two.
- Adopt the revised Cemetery Rules and Regulations as set out in Appendix A.



MARTOCK PARISH COUNCIL

Martock Parish Burial Ground Rules and Regulations

1. At least 48 hours' notice (on a form prescribed by the Parish Council) of every intended interment must be given to the Parish Council at the Parish Office, Market House, Church Street, Martock TA12 6JL. Except in special circumstances no notice will be received on Sundays or public holidays and such days must be excluded from the period of notice. An exception will be made on production of a medical certificate stating that early interment is necessary.
2. All fees in connection with an interment or memorial will be invoiced by the Responsible Finance Officer and paid within 30 days of invoicing.
3. No interment may take place on Sundays or public holidays. Not more than one funeral will be allowed to take place at one time.
4. All grave spaces will be allocated with the next available plot by the Parish Council with all Exclusive Rights of Burial limited to a maximum of two named owners. All graves will be dug by the Parish Council's nominated grave digger.
5. The certificate of the Registrar of Deaths, or, where an inquest has been held, of the Coroner, must be handed to the Parish Council before the interment can take place.
6. No body shall be buried in a grave so that any part of the coffin is at a depth of less than three feet below the level of the ground adjoining the grave nor shall the cremated remains of a body be interred in a grave so that any part of the casket is at a depth of less than one foot below the level of the ground adjoining the grave.
7. No body shall be buried in a grave unless the coffin is effectually separated from any other coffin already in the grave by means of a layer of earth not less than six inches in thickness.
8. Only coffins made of wood or wood products will be allowed, except with the express permission of the Parish Council.
9. Whenever an interment has taken place the surface of the grave must be covered with turf to the reasonable satisfaction of the Parish Council as soon as possible after the natural subsidence of the earth has taken place. No mounds will be allowed on any graves. Once a grave has been levelled the Parish Council requires access at all times for maintenance purposes.
10. The applicant or their approved agent shall be responsible for the excavation or reopening of any grave and for removing surplus soil from the Burial Ground.

11. Where any grave in which an interment has previously taken place is re-opened for the purpose of making another interment, no person shall disturb any human remains interred therein or remove there from any soil which is offensive.
12. The exclusive rights of burial in a grave may be purchased by residents of the electoral parish of Martock on payment of the appropriate fee. (Exceptions may be granted for long term residents who have had to move for end-of-life care). This provides exclusive rights to the Grantee and his/her successors in title for a period of 99 years. The owner of an exclusive right of burial shall maintain the grave in good order and condition to the satisfaction of the Parish Council.
13. The scattering of ashes is prohibited except with approval from the Parish Council in an allocated plot.
14. Flowers or shrubs may not be planted in any grave space without the express permission of the Parish Council. Any flowers or shrubs planted without permission will be removed by the Parish Council.
15. Wreaths and cut flowers may be laid upon a grave but when withered must be removed. The Parish Council may remove wreaths and cut flowers that are withered.
16. Once a grave is levelled, not more than two flower vases may be placed on a grave. They shall be placed at the head of the grave space and inserted there so that the tops of the vases are at least two inches below ground level. No glass containers are to be used and no other objects shall be placed on a grave except with the express permission of the Parish Council.
17. The consent of the Parish Council shall be obtained before any memorial is erected or any inscription is placed upon a proposed or existing memorial. In all cases designs, dimensions and inscriptions proposed must be submitted to the Parish Council for approval. Payment of the appropriate fees must be paid in advance.
18. The following memorials will be permitted, subject to the regulations concerning materials:
 - a. A simple headstone not exceeding 4' in height above ground level and 3' 4" in width and having no base, step, built-in vase or other projection raised above the level of the surrounding ground; **or:**
 - b. A simple cross not exceeding 4' in height above ground level and standing on a base which is either flush with the surrounding ground, or, if above the ground level, not larger than 4' by 2' 6" and not consisting of more than two steps; **or:**
 - c. A flat stone laid flush with the surrounding ground so that a mower may readily pass over it (maximum size 6' 6" in length and 3' in width); **or:**
 - d. On a cremation plot, a flat tablet or desk type tablet no more than 18" x 12". The tablet may be laid on a subbase provided this is installed flush with the surrounding ground.

No kerb sets will be approved

19. The grave number must be permanently engraved on all memorials erected in the burial ground.

20. All the materials used in the construction of a memorial shall be of good quality and purchased from a BRAMM (British Register of Accredited Memorials Masons) Approved Memorial Masons meeting the BS8415 Standard. No memorial shall be constructed of bricks and plaster, Bath or other soft stone, zinc, iron or any other metal.
21. A memorial in the form of a cross may be constructed of wood, subject to special conditions laid down by the Parish Council only to be placed at the head of the grave.
22. Every memorial shall be firmly fixed in the ground on a concrete bed, the top of which shall be at least 6" below the surface of the ground.
23. Materials of every description to be used in the construction of memorials shall be conveyed into the burial ground by hand or on carts or trucks with wheels not likely to cause damage to the paths and turf. The person responsible for erecting the memorial must remove all spare soil and clean up after completion of the work, to the satisfaction of the Parish Council.
24. Memorial shall not be removed from the burial ground except with the consent of the Parish Council.
25. Dogs accompanying visitors to the burial ground must be on a lead at all times.
26. No games, sports, riding of bicycles, skateboards, roller blades etc. are permitted within the burial ground.
27. Seats or other structures may not be placed or erected in the burial ground without the express permission of the Parish Council. Any requests need to be made in writing to the Parish Council. It is the responsibility of the applicant to maintain the fabric. The Parish Council reserves the right to remove damaged or poorly maintained benches.
28. Motor vehicles may not be taken into the burial ground without the express permission of the Parish Council.
29. Visitors to the burial ground are required to refrain from damaging shrubs, flowers and memorials and to behave in a dignified manner.
30. The ownership of the Exclusive Right can be transferred back to the council. However, a refund can only be made up to the maximum sum of that previously paid for the Exclusive Rights. A Form of Renunciation will also need to be completed to legally transfer the rights back to the Council. If you wish to transfer the Grant of Exclusive Right of Burial please contact Martock Parish Council who will assist with this procedure and provide advice on the documentation required and the fees payable.

These rules and regulations were agreed at a meeting of Martock Parish Council on 27th July 2016 and take effect from 1st September 2016

Amendment Date	Item	Amendment
February 2023	12	Parishioners only
March 2024	30	Buy back option available
June 2024	2	Fees to be paid by invoice
	4	Allocated next available plots, maximum of two named owners on Executive Rights or Burial and Graves to only be dug by Council's nominated Grave Digger
	13	Scattering of ashes prohibited except with approval on an allocated plot
	14	Any flowers and shrubs planted will be removed
	15	Changed Council's Groundmen to Parish Council
	18	No kerb sets will be approved
	20	BRAMM registered Memorial Masons meeting the BS8415 Standard
	21	Crosses only to be placed at the head of the grave
	25	Dogs on lead at all times
	27	Requests need to be made in writing to the Parish Council



MARTOCK PARISH COUNCIL

Village and Recreation Ground Maintenance Contract

1. Purpose of the Report

To seek approval to extend our current Village and Recreation Ground Maintenance Contracts with Somerset Landscape Ltd and Evis Ground Maintenance for another 6 months until 31st March 2025.

2. Background

Full Council extended the existing contracts by six months up to 30th September 2024, pending more information from Somerset Council on whether they would seek to devolve any of their assets to the Parish Council. However, Somerset Council have been focussing on the larger towns so far and have not yet made progress to a Parish level.

3. Main Body of the Report

Somerset Council have indicated that they will be unlikely to start to look at devolving assets at Parish level until September 2024 at the earliest. This does not allow sufficient time to include any devolved assets into the Ground Maintenance contracts, as the procurement process would need to begin now to have the contracts in place by the time they run out in September. Extending the contracts by a further 6 months would allow time to consider opportunities and options of which assets, if any, we would like to fall under the Parish Council responsibility.

The Operations Manager has contacted both Somerset Landscapes Ltd and Evis Ground Maintenance and both are happy to extended the current contracts until 31st March 2025.

4. Financial/Risk/Legal Implications (if applicable)

None – currently contract agreement still in place

5. Environmental or Habitat Implications (if applicable)

None – current contract agreement still in place

6. Recommendations

That Full Council:

Approve extension to the current Village and Recreation Ground Maintenance Contracts with Somerset Landscape Ltd and Evis Ground Maintenance for another 6 months until 31st March 2025.



MARTOCK PARISH COUNCIL

Cleaner/Key holder Report

1. Purpose of the Report

To seek approval to employ a Cleaner/Key holder for 10 hours per week.

2. Background

Council previously paid for 57 hours per week of caretaking, cleaning and litter picking. However, in order to reduce the budget, the team have been operating under reduced hours of 45 hours per week. This has been in place for around a year.

3. Main Body of the Report

Currently Council employs a Caretaker/Cleaner for 25 hours a week and a Litter Picker for 20 hours a week. Due to increased usage of the Parish facilities (Parish Hall and Pavilion) and having received a number of complaints regarding the frequency of cleaning, it has become apparent that work can not be completed to the required standard within the hours currently available within the budget.

A review of the requirements and priority work has been undertaken and the proposed new structure would be a Caretaker/Cleaner for 25 hours, Litter Picker for 16 hours and an additional Cleaner/Key holder for 10 hours. This would still be a slight reduction on the previous 57 hours per week.

4. Financial/Risk/Legal Implications (if applicable)

If Council approve the new structure, an additional £6000 would be required. It is proposed that this cost could be allocated from budget line 285-4027 Devolved Services, as this budget is currently underspent.

5. Environmental or Habitat Implications (if applicable)

None directly from this report.

6. Recommendations

That Full Council:

1. Approve appointment of a Cleaner/Key holder for 10 hours per week
2. Approve the virement of £6,000 from budget line 285-4027 to 130-4000

Events / Fireworks Task Group Report (June 24)

1. Purpose of the Report

To provide an update to Full Council on the activities and status of the Events Task Group.

2. Background

The Events/Fireworks Task Group has been set up to make arrangements for the Martock Fireworks Display and other events.

3. Task Group Meeting

Village Fete

It has been decided that this year due to short notice and volunteer capacity not to hold a Village Fete this year however next year to get something organised earlier.

Fireworks

Sunday 3rd November 2024 – A free event with a professional display, food and drinks stalls, toilets and medical cover. Arrangements are being made for possible road closures and provisions of parking.

We are considering the closure of B3165 at Hurst Bridge with notices and marshals at a303 exits to Bower Hinton explaining there is no access to Martock Fireworks or Parking, and the possibility of applying to make Stoke Road one-way (out to the a303).

Looking into card readers for donations, sponsorship, contacting Carnival clubs for possible marshalling, additional stalls and music options. Need to arrange for volunteers to help (Marshals, Stalls, Collection Buckets, Security, Clearing Up)

Event Plans are coming together with a need to produce Risk and Impact Assessments.

It was agreed to recommend to Council that some additional members are appointed / sought.

5. Financial/Risk/Legal Implications (if applicable)

None directly arising from this report.

6. Environmental or Habitat Implications (if applicable)

None directly arising from this report.

4. Recommendations

That Full Council nominate 2 new members to the Events Task Group



MARTOCK PARISH COUNCIL

Christmas Craft Market Report

1. Purpose of the Report

To consider the request to allow Martock Community Association to operate a Christmas Craft Market under the Council's market rights.

2. Background

Martock Parish Council holds the Market Charter for the Parish. Businesses and organisations can operate markets within the Parish with Council permission.

3. Craft Market

Council has been approached by a representative of the Martock Community Association to seek approval for the association to run a Christmas Craft Market that will take place after the Farmers Market in December.

The association ran a similar market last year which was very successful and contributed to the Christmas festivities in the parish.

The market is non-profit making but the Chief Executive has proposed that the association pay a fee of £30 to cover any costs Council may incur such as additional electricity.

4. Financial/Risk/Legal Implications

The association will be charged a fee of £30 to cover any additional utility costs.

5. Environmental or Habitat Implications

No significant implications.

6. Recommendations

That Full Council:

Permit Martock Community Association to operate a one-off Christmas Craft Market in December 2024 under the Parish Council's Market Rights in exchange for a charge of £30.



MARTOCK PARISH COUNCIL

Martock Library Report

1. Purpose of the Report

To consider whether Council should contribute £5,000 towards the cost of running Martock Library.

2. Background

Martock Library is owned and managed by Somerset Council. Martock Parish Council have in the past provided funding of £5,000 per year towards the costs of running the Library. However, at Full Council on 20th December 2023, it was resolved not to include this amount in the 2024/2025 budget and to arrange meetings with Somerset Council Library Services to discuss any impact of the loss of funding.

3. Martock Library Service

Martock Library offers much more than the loaning of books. The Library contains a Customer Access Point for Somerset Council, it runs events such as Rhyme Time and Lego Clubs and members of the Library can hire equipment such as blood pressure machine and thermal imaging cameras that show areas of heat loss in the home. The Library also hosts the Summer Reading Challenge, which encourages children to keep reading during the summer holidays, ensuring they are ready for a great start to the new term in the autumn.

Usage Data:

- In 23/24 there were 28,300 visitors to Martock Library, with an average visitor count of 2358 per month.
- In 23/24 more than 30,000 library books were issued (30437) at Martock Library, including loans of iPads and thermal imaging cameras to families. And almost 40% of books loaned were to children and young adults.
- Active members are members who have interacted with Martock Library within the last year, this number does not reflect the total number of borrowers who live within Martock but who have access the library within a set date. 1272 residents were active members of Martock Library.
- And 410 new members registered to join the library in the 23/24 year.
- Public computers were used for a total of 783 hours in 23/24.
- Over the year Martock Library ran 89 events from Knitting and Sewing Clubs helping to reduce loneliness and isolation, shared reading groups to improve mental health, author talks, Ancestry, LEGO clubs for children to help increase socialisation

and offer families low cost activities within Martock, and a hands on experience with Heritage for children and families to take part in. Just over 700 children and adults attended events in Martock.

- As well as this Martock Library were supported by volunteers who provided their local community with 269 hours of voluntary work within the library including work experience placements.
- Public computers were used for a total of 783 hours in 23/24.

Impact Stories

Somerset Council have been compiling stories and snapshots of the library service from customers, here is some of the feedback from Martock Library:

- “I never was good at reading when I was little because I was never read too, and that has had serious effects as an adult now. I can read well enough but I am also dyslexic. I didn't want my daughter to go through the same struggles I did and with books costing money that I don't have, I decided to go to my local library in Martock to try out some books on my baby and turn this into a habit of a life time. I took out books one after another, reading constantly to her. My daughter is now 5 years old, one of the best in her class for reading and phonics. She can not wait to go to a book shop or take books out of the library and constantly wants to be read too. She has an enormous imagination and wants to be a writer. The staff at Martock library have also been a big part in helping choose books and encouraging her to participate in the 6 week reading challenge (which she loves) and have seen my daughter's development since she was a baby. I am absolutely certain, that if it were not for my local library being so readily available, with the range of books for all ages and the encouraging staff to help my daughter, she would not be so academic and confident in her reading as she is now. I am very proud of her development and Martock library has given me the perfect tools to help and maintain my daughter's reading habits (which is perfect because it would've cost me a lot if I had to buy the books). I can not thank them enough and now I can do the same for my son who is 18 months old.”
- “Lived here in Martock Since 1987, and the library has always been supportive to the community in many ways. Not just for supplying books, but with computer help, etc... Staff are always helpful and friendly. They have the 3 important 'C's confident, competent and capable. The library can be a lifeline for many. “
- “I must just write to say how delighted I am the the library in Martock has reopened. Not being very proficient in IT I only managed to order one book during lockdown and I was able to collect it today. All the staff at Martock are very courteous, helpful knowledgeable and professional. If anyone asked me what I missed most during lockdown, it would be the library, please don't ever close the one in Martock.”

4. Parish Council Funding

Council funding in the past has supported:

- Professional staff support to help manage the day-to-day function of the library, enabling access to a range of activities and events supporting local community initiatives.

- Summer Reading Challenge.
- School visits.
- Increased digital access including iPad loaning, customer access points, free Wi-Fi, and free computer access.

The implications of withdrawing funding are:

- Reduction of staffed hours, a loss of 8 hours a week.
- Reduction in access to free events and activities for children and families.
- Reduction in access to Summer Reading Challenge.
- Reduction into community and outreach support of events.
- Reduced access to Customer Access Points
- Reduced access to free wi-fi and free computer access.

5. Financial Implications

There is no funding allocated within this year's budget. Therefore, if Council were to decide to allocate the funding for the financial year 2024/2025, the funding would need to be taken from the £50,000 set aside for assets or services devolved from Somerset Council.

6. Environmental or Habitat Implications (if applicable)

None directly arising from this report.

7. Recommendations

That Full Council consider whether or not to approve a £5,000 contribution to Martock Library.

MARTOCK PARISH COUNCIL

Speed Indicator Devices

1. Purpose of the Report

To support a discussion on the future use of Speed Indicator Devices (SIDs) in Martock Parish with a view to signing a memorandum of understanding with Somerset Highways covering their use in Martock.

2. Background

Some years ago, in conjunction with Ash Parish Council, Martock Parish Council procured some Speed Indicator Devices. These have not been deployed for some time.

Only one of the procured devices remains serviceable.

It has become apparent that there is no record of any agreement on the locations for deployment of these devices – many of the locations previously used do not comply with the Somerset Highways guidelines. (Devices cannot be attached to lampposts; cannot be too near to 60mph limits or sharp bends; must provide a minimum clearance from the carriageway and pedestrians.)

The Ash, Long Load and Martock Traffic Meeting has been discussing the locations of SIDs with Somerset Highways.

3. Speed Indicator Devices

A memorandum of understanding will need to be signed by both MPC and Somerset Highways. Somerset Highways are still working on a revision to the text, but the key element will be a map identifying the agreed locations.

We have a provisional agreement with Somerset Council / Highways for SID locations. These don't include all the locations we would have liked and only include 2 locations which already have suitable posts – we would have to find funding for installing suitable posts at the remaining 3 or 4 locations.

Proposed Locations

SID A. Overlooking B3165 Ringwell Hill

Facing fast traffic entering Bower Hinton direct from A303 / Ringwell Hill
Existing post on edge of Sparrow Works Car Park

Suggested location rejected as sign at this location could distract drivers from the road and corner

SID B. On Bower Hinton near the Hollies

Facing northbound traffic heading through Bower towards Martock
Existing post on extreme edge of southbound carriageway.

Location and post provisionally agreed

SID C. Stoke Road – Recreation Ground Approach

Facing fast traffic entering Martock from A303 / Stoke Road

Location provisionally agreed but new post required.

SID D. Foldhill Lane

Facing fast traffic entering Martock from A303 / Foldhill Lane

Suggested location rejected as less than 100m from start of 30mph limit.

SID E. Stapleton Road

Facing traffic approaching Martock from Stapleton Cross (or facing traffic heading North from Martock).

Location provisionally agreed but new post required.

SID F. Coat – Main Road – near Coat Road Junction

Facing east or west bound traffic through Coat.

Location and post provisionally agreed

SID G. Stapleton

Facing traffic entering Parish from the north (Long Load / Long Sutton)

Location provisionally agreed but new post required.

SID H. Foldhill Lane

Facing fast traffic entering Martock from A303 / Foldhill Lane

Suggested location to be at least 100m from start of 30mph limit.
Not yet considered by Somerset Highways.

Would require a new post.

SID Deployment

SIDs should be relocated every two weeks.

Deploying a SID requires use of a vehicle which complies with the Chapter 8 Traffic Management requirements.

It is understood that Cllr Potter can provide use of such a vehicle.

4. Financial/Risk/Legal Implications (if applicable)

I believe the cost of installing a new post is about £200. There may be grant funding available.

If we don't proceed with SIDs then I would suggest we transfer ownership of the remaining serviceable SID to Ash Parish (they help fund its original procurement).

5. Recommendations

That Full Council:

- Agree all, or some of the proposed SID locations as the basis for a Memorandum of Understanding.
- Agree whether or not to pursue funding for installation of 4 or 5 SID posts at agreed locations.

OR

- Agree not to use SIDs and transfer ownership of remaining SID to Ash Parish.



MARTOCK PARISH COUNCIL

PLANNING COMMITTEE

Minutes of the Planning Committee Meeting held on Wednesday 12th June 2024 in the Parish Hall, Church Street, Martock commencing at 7:00pm.

Councillor Members present: Cllrs Paul Helyer (Chair), Danny Dwyer, Graham McDonald, Ash Warne and Tony Welsh.

Non-councillor Members present: Dr Andrew Clegg and Mr Gordon Swindells
Also present: Natalie Fortt (Chief Executive)

Public participation time

No members of the public were present.

Item 1. APOLOGIES FOR ABSENCE

Apologies had been received from Cllr Ashley Chapman, Cllr John Hole and Somerset Cllrs John Bailey and Emily Pearlstone.

Item 2. DECLARATIONS OF INTEREST

Gordon Swindells advised the meeting that he was a near neighbour to the location for the licence application considered under agenda item 6.
No other declarations had been received.

Item 3. MINUTES OF PREVIOUS MEETING

The minutes of the Planning Committee meeting held on 8th May 2024 were reviewed.

RESOLVED (unanimously):

To accept and sign the minutes of the Planning Committee Meeting of 8th May 2024.

Item 4. VICE CHAIR OF PLANNING COMMITTEE

RESOLVED (unanimously):

To appoint Cllr Ash Warne as Vice Chair of the Planning committee.

Item 5. PLANNING APPLICATIONS

a) **24/00110/HOU**

Erection of an outbuilding (retrospective).
36 Coat Road Martock Somerset TA12 6EX

RESOLVED (unanimously):

To submit the following comments:

Martock Parish Council has no objections to application 24/00110/HOU.

b) **24/01068/DOC1**

Discharge of Conditions No. 3 (Materials), No. 4 (Roof Eaves) and No. 5 (Plastering) of Planning Application 23/02343/LBC.
13 Church Street Martock Somerset TA12 6JL

RESOLVED (unanimously):

To submit the following comments:

Martock Parish Council has no objections to application 24/01068/DOC1.

c) **24/01188/PAMB**

Prior Approval Notification for the conversion of 3 No. agricultural buildings into 5 No. dwellings.
Taepper Court Farm Foldhill Lane Martock Somerset TA12 6PQ

RESOLVED (unanimously):

To submit following comments:

Martock Parish Council recommends support for application 24/01188/PAMB subject to the following conditions:

- A sight survey is conducted to confirm the suitability of the visibility splays.
- there is provision for safe, all weather pedestrian access noting the location is a mile from the village, and on an unlit derestricted road.
- There is a suitable drainage strategy which includes the method of dealing with surface water and sewage disposal.

Notes:

Chief Executive to contact Somerset Council to seek clarification on the role of the Parish Council in this type of application.

d) **24/00785/P3MA**

Prior approval for proposed Change of use from Commercial, Business and Service use (Class E) to dwellinghouse (Class C3) for 1 No. dwelling, Public House to dwelling.
The Nags Head East Street Martock Somerset TA12 6NF

RESOLVED (By 4 votes for and 1 against):

To raise the following comments:

Martock Parish Council supports application 24/00785/P3MA

e) **24/01271/TPO**

Application of intent to fell No 1 Tree as shown within the South Somerset District Council (MART 1) 2005 Tree Preservation Order.
14 Church Close Martock Somerset TA12 6DS

RESOLVED (unanimously):

To raise the following comment:

Martock Parish Council recommends refusal of application 24/01271/TPO for the following reason:

- The tree shows no visible signs of ash die back and appears to be a healthy tree.
- There is no proposal for a suitable replacement tree.

f) **24/01284/TPO**

Application of intent to fell No 1 Tree as shown within the South Somerset District Council (MART 1) 2006 Tree Preservation Order.
15 Ashfield Park Martock Somerset TA12 6EE

RESOLVED (By 4 votes for and 1 against):

To raise the following comment:

Martock Parish Council recommends refusal of application 24/01284/TPO for the following reason:

- The tree is healthy.
- The tree is a prominent and notable feature of Ashfield Park and the setting for Ashfield House a Grade II listed building.
- There is no proposal for a suitable replacement tree.

Item 6. TO CONSIDER AN APPLICATION FOR A PREMISES LICENCE

A discussion took place regarding the application for the grant of a premises licence for Olive Bar and Kitchen at the Martock Workspace.

RESOLVED: (unanimously):

To raise the following comment:

Martock Parish Council requests Martock Ward Councillors to recommend refusal of a licence for the sale by retail of alcohol for consumption on the Olive Bar and Kitchen, Martock Workspace, Stoke Road premises for the following reasons:

- The site is intended as a business workspace – not a recreational area.

- There is no safe, all weather pedestrian access to the site.
- The site is currently closed in the evening at the weekend.

Item 7. FOLDHILL LANE DEVELOPMENT STREET NAME PROPOSAL

RESOLVED: (By 4 votes to 0 with 1 abstention):

To submit the following naming suggestions:

1. Triways Close.
2. Alternatively, if that name is not considered appropriate by the Street Naming Department, a name that reflects the Railway as an acknowledgement of the railway cuttings that form part of the bottom of the site.

Item 8. NEIGHBOURHOOD PLAN WORKING GROUP

The chair provided a verbal report on the status of the revisions to the Neighbourhood Plan.

A meeting was held 29th May. The SharePoint digital filing area has been established and the Community Plan Steering Committee are progressing well towards the online survey which will be available during the first 3 weeks of September. The Heritage team has established no one has a copy of the Coat Conservation Area documentation but a member of the group is going to search their house deeds in case it has been included with those.

Jo Wilkins, Somerset Council's Strategic Planning Specialist, will be attending a future meeting with the Neighbourhood Plan Task Group with a view to understanding how we can work together to align the Neighbourhood Plan and Local Plan.

Item 7. CHAIR'S REPORT

The Committee received and noted the June 2024 Chair's Report.

Item 8. DATE OF NEXT MEETING

The next meeting of the Planning Committee is scheduled for 10th July 2024 at 7.00pm

The Chair thanked Members for their attendance and closed the meeting at 8pm.

CHAIR:

DATE:



MARTOCK PARISH COUNCIL

Correspondence Regarding a Defibrillator in Bower Hinton

1. Purpose of the Report

To consider whether to investigate the feasibility of providing an Automated External Defibrillator (AED) in Bower Hinton, in addition to the four already provided in the parish.

2. Background

Automated External Defibrillators (AED) are used to help those experiencing sudden cardiac arrest (SCA). It's a sophisticated, yet easy-to-use medical device that analyses the heart's rhythm. A fully automatic AED delivers an electrical shock – called a defibrillation – without human intervention to help the heart re-establish an effective rhythm. This is the most sophisticated and reliable method of achieving a successful intervention in a sudden cardiac arrest.

All four of Martock Parish Council's AEDs are fully automatic and are kept outdoors in a secure external cabinet with an electrical supply, heater and light. Each is accessible 24 hours a day, every day.

The four AED's are situated at the Recreation Ground, the Library, the Parish Hall and the Fire Station.

Established medical research proves that without rapid, effective intervention through CPR and / or AED nearly 95% of SCAs are fatal. Most people who survive will have needed a shock from a defibrillator to correct a chaotic heart rhythm. The earlier that shock is given, the better the person's chance of survival. Studies have shown that a shock given within 3 minutes of cardiac arrest provides the best chance of survival.

3. Correspondence

Council have received a request for the provision of an AED in the Bower Hinton part of the parish. The request highlights the fact the other AED's are situated outside of Bower Hinton and suggests siting a new AED near to the allotment site.

Unfortunately, there are no obvious places nearby that meet the necessary requirements of having an external cabinet with an electrical supply, heater and light.

Therefore, Council are asked to consider whether Officers should investigate if it is possible an external business or organisation in Bower Hinton could provide the necessary electricity and heating and if not, seek quotes to provide such a space.

4. Financial/Risk/Legal Implications (if applicable)

None directly arising from this report. However, the cost of an AED is at least £600 and there are other associated costs in terms of the suitable cabinet and ongoing electricity costs.

5. Environmental or Habitat Implications (if applicable)

None directly from this report.

6. Recommendations

That Full Council:

Decide whether to support the investigation in to whether it is possible to provide an Automated External Defibrillator in Bower Hinton.



MARTOCK PARISH COUNCIL

Schedule of Full Council Meetings

Wednesday 26th June 2024, 7pm
 Wednesday 24th July 2024, 7pm
 Wednesday 25th September 2024, 7pm
 Wednesday 23rd October 2024, 7pm
 Wednesday 27th November 2024, 7pm
 Wednesday 18th December 2024, 7pm

Wednesday 22nd January 2025, 7pm
 Wednesday 26th February 2025, 7pm
 Wednesday 26th March 2025, 7pm
 Wednesday 23rd April 2025, 7pm
 Wednesday 28th May 2025, 7pm

Schedule of Planning Committee Meetings (meetings will only take place if required)

Wednesday 12th June 2024, 7pm
 Wednesday 10th July 2024, 7pm
 Wednesday 14th August 2024, 7pm
 Wednesday 11th September 2024, 7pm
 Wednesday 9th October 2024, 7pm
 Wednesday 13th November 2024, 7pm

Wednesday 11th Dec 2024, 7pm
 Wednesday 8th January 2025, 7pm
 Wednesday 12th February 2025, 7pm
 Wednesday 12th March 2025, 7pm
 Wednesday 9th April 2025, 7pm
 Wednesday 14th May 2025, 7pm

Full Council Forward Plan

Standing items – Apologies, Declarations of Interest, Minutes of Previous Meeting, Chairman’s Announcements, Reports from Committees.

Meeting	Report	Detail	Lead Officer
July	Youth Provision Report	Results of the Procurement exercise	Chief Executive
	Reports from Outside Bodies: <ul style="list-style-type: none"> Youth Service Management Group 		Member Representatives

	<ul style="list-style-type: none"> Community Plan Steering Group 	Adopt a new policy and charges covering the Bower Hinton Allotments	Operations Manager
	Allotment Policy	Review of the Council's insurance	RFO
September	<ul style="list-style-type: none"> Insurance Review Reports from Outside Bodies: <ul style="list-style-type: none"> Youth Service Management Group Community Plan Steering Group M3CP Board 		Member Representatives
October	<ul style="list-style-type: none"> Community Services Report Asset Register Review Review of Charges 	<ul style="list-style-type: none"> 6 monthly update Review updated Asset Register Review hire charges ahead of budget setting 	<ul style="list-style-type: none"> Community Team RFO Operations Manager
November			
December	Draft Budget Report		RFO
January	Budget Setting		RFO
February			
March			
April			