



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