

MARTOCK PARISH COUNCIL

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

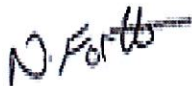


Date of Issue: 19/07/2024

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 24th July 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 24th July 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 26th July 2024 as a correct record. **Attached**
4. **Chairman's Announcements**
5. **Representatives on Outside Bodies and Task Groups**
Reports from Councillors representing Martock Parish Council on external bodies and task groups.
6. **Council Budget – 2024/25 Monitoring as at Month 3:**
To receive and note :
 - (a) The Bank Reconciliation Statements **Attached**
 - Natwest current account and deposit account June 2024
 - Unity bank current account June 2024
 - (b) The List of Payments for June 2024 (to be signed by the Chair and appended to the minutes of the meeting). **Attached**
 - (c) The Detailed Balance Sheet. **Attached**
7. **Change to Financial Reporting**
To consider changing the frequency of and level of detail contained within the financial reports to Full Council. **Attached.**
8. **Hire of the Recreation Ground for an Event June 2025**
To consider a proposal to hold a Pride event on the Recreation Ground in June 2025. **Attached**
9. **Correspondence – Highways Issues**
To consider correspondence regarding a number of Highways Issues and decide whether to raise these with Somerset Highways on behalf of the Parishioners. **Attached**

10. Allotment Update

Report to consider a new tenancy agreement, new allotment handbook and proposed price increase for September 2025. **Attached**

11. Strategic Plan

To approve the brief for quotations for the production of a Strategic Plan for the Council. **Attached.**

12. Chief Executive Report

To receive the brief monthly update from the Chief Executive regarding matters not included elsewhere on the agenda. To also seek delegated authority to renew the Council's Insurance Policy and electricity supply contract. **Attached**

13. Committees: Council is requested to:

- a. Note the Minutes of the Planning Committee held on 10th July 2024
Attached

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

15. Forthcoming Meetings:

- a. Planning Committee – Wednesday 14th August 2024 7.00pm
- b. Full Council – Wednesday 25th September 2024 7.00pm

16. Exclusion of the 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.

17. Youth Provision Contract: Council to review Task Group recommendations regarding the Youth Service procurement. **Attached**

Reasons for Confidentiality – Disclosure of Staffing and Contractual information



MARTOCK PARISH COUNCIL

Minutes of the Annual Martock Parish Council meeting held on Wednesday 26th June 2024 in the Parish Hall, Church Street, Martock at 7:00pm.

PRESENT:

Councillors

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

ALSO PRESENT: Tracy Lamb (RFO), Emily Dawson (Operations Manager) and Somerset Councillor Emily Pearlstone

Public participation time

1 member of the public was present – Cllr Emily Pearlstone

Cllr Emily Pearlstone referred to her written report and advised that Hills lane was due to start on 25th July and finish by the end of August. Cllr Pearlstone also requested that someone join her bus shelter meeting.

81/24. Apologies for Absence: To receive and accept apologies for absence including reasons given.

Resolved: To receive and accept apologies for Cllr Michael Hall – Holiday
Unanimous

82/24. Declarations of Interest: To declare any interests relating to the business of the meeting and receive any dispensation requests.

Cllr Hole declared an interest in agenda item 17 – Speed Indicator Devices (SIDS)

83/24. 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

That the minutes of the Council meeting held on 22nd May 2024 be approved as a correct record Subject to two minor amendments :

- item 064/24 ELECTION OF VICE CHAIR should state 6 votes for with 3 abstentions (minutes didn't note Joy herself abstained to make 3).
- Item 080/24 FORWARD PLAN, add a meeting of the planning committee in August 2024.

Resolved – to approve the minutes with the changes above.

84/24. Chairman's Announcements

The Chair spoke of the positivity of the office being busier with more members of the public visiting and telephoning and trusting the office to get things done and asked Councillors to understand that this means they may not always receive an instant reply to their own non urgent enquiries.

Congratulations were made to Emily Dawson (Operations manager) and Cllr Ash Warne and the volunteers in the fantastic efforts in tidying the cemetery and also in the opening of the café in the Pavilion

85/24. 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 – There was no report as the group has not met
- b. Community Plan Steering Group – An online survey will take place with assistance offered for anyone who does not have IT access.
- c. Levels and Moors Local Community Network – The AGM has taken place and a chair and vice chair elected. There was a discussion on the coming year with the focus to be on flooding and the scope for working with neighbouring parishes in the event of a flood.
- d. Ash, Long Load and Martock Traffic Meeting – No meeting has been held since the previous Full Council meeting
- e. Neighbourhood Plan Revision Group - Jo Wilkins, the Somerset Strategic planning specialist has offered an opportunity for a zoom or face to face meeting. Cllr Helyer and Andrew Clegg are to meet with Jo, no other councillors expressed an interest in attending.

86/24. Council Budget – 2024/25 Monitoring as at Month 2: To receive and note :

- a) The Bank Reconciliation Statements.
 - 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, (signed by the Chair and appended to the minutes of the meeting).
- c) The Detailed Balance Sheet

Resolved – the reports were noted

Unanimous

To receive and review :

- d) The Detailed Income and Expenditure by Budget Heading against the planned budget. Attached

Resolved – the reports were noted

2 abstentions

87/24. Chief Executive Report

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

Resolved – to retrospectively appoint Tim Light of Lightatouch for the final internal audit for 2023 2024 due to illness of the previous auditor

Unanimous

88/24. Financial Audit

- a. To note the internal audit report for 2023 2024 and consider any recommendations.

The RFO confirmed that the report would be brought back to a later meeting with progress updates on any recommendations.

Noted

- b. To note and approve the annual internal audit report for 2023 2024

Resolved to approve and note

Unanimous

- c. To consider and approve Section 1 Annual Governance Statement of the Annual Governance and Accountability return for 2023 2024

The RFO read each statement for Council to resolve a 'Yes' or 'No response

Resolved – to approve 'No' responses to Section 1 points 2 and 4 and 'Yes' to all other points.

Unanimous

- d. To consider and approve Section 2 Accounting Statements of the Annual Governance and Accountability return for 2023 2024

Resolved – to approve the Accounting statements

Unanimous

- e. To approve the dates for the period for the Exercise of Public Rights

Resolved – to approve the dates as Friday 28th June 2024 to Thursday 8th August 2024
Unanimous

- f. To note the explanation of variances for external audit for year end 2023 2024 in support of the AGAR

Notes

89/24. Cemetery Report,

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

Resolved – to approve the maximum number of owners for one grave/ashes plot to two and to adopt the revised Cemetery Rules and Regulations
Unanimous

90/24. Maintenance Contract

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

Resolved to extend the current contracts until 31st March 2025
Unanimous

91/24. Appointments to outside bodies

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

- a. Bus Champion – Cllr Helyer volunteered to support the meeting and the petitioner is also to be invited to attend. Any proposed costs to be referred back to Full Council.
- b. Tree Warden – The Chief Executive to create terms of reference for the post and bring back to council for consideration

92/24. Cleaning Review

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

Resolved – To employ an additional cleaner for 10 hours per week and vire costs from 4027 – 285 Devolved services

Cllr MacDonald left the meeting

93/24. 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.

Resolved – To appoint Cllr Joy Bailey and Cllr Tony Welsh
Unanimous

94/24. 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

Resolved – to approve the proposal subject to a £30 contribution towards costs.

Cllr MacDonald returned to the meeting.

1 abstention

95/24. Library Report

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

Resolved – Not to contribute any costs toward the Library

1 against

96/24. 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.

Resolved – No nominations this year due to the timescales involved

Unanimous

97/24. Speed Indicator Devices (SID)

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

Resolved – to dispose of the SIDs in accordance with the asset disposal policy

2 against 4 abstentions

98/24. Committees: Council is requested to:

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

Noted

99/24. Correspondence - Bower Hinton defibrillator

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

Resolved – for the Chief Executive to investigate, include costs

Unanimous

100/24. Forward Plan: To note the Full Council Forward Plan.

Noted

101/24. Forthcoming Meetings:

- a. Planning Committee – Wednesday 10th July 2024 7.00pm

b. Full Council – Wednesday 24th July 2024 7.00pm

Notes

The meeting closed at 8.41pm.

Chair

Date

Bank Reconciliation Statement as at 30/06/2024
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	30/06/2024		343,977.84
Current Account	30/06/2024		1,000.00
			<u>344,977.84</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
		-	<u>0.00</u>
			344,977.84
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			344,977.84
		Balance per Cash Book is :-	344,977.84
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 30/06/2024
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	30/06/2024	4	197,737.99
			<u>197,737.99</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			197,737.99
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			197,737.99
		Balance per Cash Book is :-	197,737.99
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

List of Payments made between 01/06/2024 and 30/06/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/06/2024	Water2Business Ltd	DDR030624	150.50		Purchase Ledger DDR Payment
05/06/2024	Peoples Partnership	BACS	1,300.09		Superannuation June
07/06/2024	Abri	DDR	56.19		Garage rent
17/06/2024	NatWest	BACS	7.20		Bank charge
19/06/2024	Tribunals Service	BACS	119.02		Attachment of earnings
19/06/2024	Tribunals Service	BACS	-119.02		Cancel entry see Unity bank
25/06/2024	Net Salaries	BACS	14,349.38		Salaries : June
28/06/2024	South West Communications Grou	7573682	254.58		Fixed line calls
28/06/2024	O2	31058360	151.52		Mobile charges
28/06/2024	NatWest	BACS	2.45		Bank charges
28/06/2024	Credit Card	Tft for CC	99.99		Credit card payment
Total Payments			<u>16,371.90</u>		

List of Payments made between 01/06/2024 and 30/06/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
12/06/2024	Pozitive Energy Ltd	2024589814	720.09		Parish Hall electric
13/06/2024	Lanier (South West)	016703	161.94		Copier charges
13/06/2024	Viking	4010323	84.37		cleaner, mop, bucket
13/06/2024	Rialtas Business Solutions Ltd	SM29836	362.40		Allotments software
13/06/2024	Lisa Whittle Expenses	Mary24	7.05		Job club refreshements
13/06/2024	Atlas (UK) Security Services L	SI-117235	384.00		Mobile patrols Jan 24
13/06/2024	Paull's of Martock	1027324	5.98		DEGRADABLE POOP BAG ROLL
13/06/2024	PG Fire & Security Ltd	58377	90.00		CCTV reactive 63059
13/06/2024	Biffa Waste Services Limited	308C65135	263.82		Waste collections May
13/06/2024	Somerset Landscapes Ltd	SLL34528	879.40		Grounds maintenance April
13/06/2024	Paull's of Martock	103433	18.54		Polyfilla and keys
13/06/2024	PG Fire & Security Ltd	59226	240.00		Annual CCTV support
13/06/2024	Paull's of Martock	1030718	14.00		Stronglock packlock
13/06/2024	Martock Rovers Football	BACS	1,000.00		Grant FC 2404 #050/24
13/06/2024	Martock Scouts	BACS	3,000.00		Grant FC 24/04 #050/24
13/06/2024	Evis Grounds Maintenance	024-2	1,241.25		Monthly grounds maintenance
13/06/2024	Parish Online	40UD074-00	240.00		Annual Mapping software
13/06/2024	CHG South West Ltd	208517	192.00		Commercial boiler service
13/06/2024	Emily Dawson	Jun24	93.95		Postage and window boxes
13/06/2024	PG Fire & Security Ltd	58724	214.80		Annual alarm maintenance
13/06/2024	Viking	4039925	119.39		Printer - job club
13/06/2024	Cloudy Group Ltd	INV0D-0385	410.34		IT Support June
13/06/2024	Naomi Gass Expenses	May24	92.27		Refreshemnts & Travel
13/06/2024	Hirer	BACS	100.00		Reimbursement
13/06/2024	South West Councils	0000070079	598.80		Annual subscription
13/06/2024	Cloudy Group Ltd	INV-D-0326	410.34		IT Support - April
19/06/2024	Viking	4227970	94.72		Laptop stand and chair
19/06/2024	Paull's of Martock	1029917	11.50		Cleaning supplies
19/06/2024	H R Hodge	1/86718	59.00		Microphones test, all ok
19/06/2024	Screwfix Direct Ltd	1478927089	126.39		Paint, Grout, post box
19/06/2024	Ian Cliffe	3088	250.00		Kitchen waste blocked by fat
19/06/2024	Viking	4019804	83.99		Shelving
19/06/2024	Pozitive Energy Ltd	2023-45368	504.42		Pavilion electric May
19/06/2024	Pozitive Energy Ltd	2024588264	421.43		Market house electric May
19/06/2024	Somerset Association of Local	INV-1600	1,016.72		Affiliation fee Apr 2022-23
19/06/2024	Amazon Payments UK Limited	19062024	131.35		Mop handle and heads
19/06/2024	The Old Dairy	June24	105.00		15 x volunteers teas
19/06/2024	POZITIVE ENERGY LTD	2024588264	237.71		Pavilion electric May
19/06/2024	Tribunals Service	BACS	119.02		Attachment of earnings
19/06/2024	Somerset Council	847808	78.00		Clinical supervisor advert
21/06/2024	Lightatouch Internal Audit Ser	240621	925.00		Internal audit 2023 2024
24/06/2024	Amazon Payments UK Limited	GB31SWD1AB	78.49		Lighting festoon kits
25/06/2024	HMRC Cumberland	BACS	3,859.82		PAYE/NI June
25/06/2024	Mr Terence Hutchings	IV831	54.00		Repair to disabled toilet PH
25/06/2024	EPS Training Ltd	0040	200.00		fire work deposit
25/06/2024	Caroline Bennett Expenses	Apr24	20.25		Travel expenses April
25/06/2024	Caroline Bennett Expenses	May 2024	16.20		Travel expenses May

Date: 05/07/2024

Martock Parish Council

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Time: 15:49

Unity Bank Current Account

List of Payments made between 01/06/2024 and 30/06/2024

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25/06/2024	Prime Technical Services Ltd	INV-1062	186.00		Catering/warewash callout
25/06/2024	Admiral Tree Services	June24	450.00		Yew Trees in churchyard
28/06/2024	Unity Bank	BACS	0.30		Handling charge
30/06/2024	Unity Bank	BACS	12.01		Service charge
Total Payments			<u>19,986.05</u>		

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List of Payments made between 01/06/2024 and 30/06/2024

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30/06/2024	Unity Bank	BACS	12.01		Service charge
Total Payments			<u>19,986.05</u>		

Detailed Balance Sheet - Excluding Stock Movement

Month 3 Date 30/06/2024

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
<u>Current Assets</u>			
101	S/L Debtors Control	8,299	
105	VAT Control A/c	7,578	
200	Natwest Current Account	344,978	
202	Credit Card	100	
203	Public Sector Deposit Account	82,455	
204	Unity Bank Current Account	197,738	
	Total Current Assets		641,149
<u>Current Liabilities</u>			
500	P/L Creditors Control	(9,616)	
510	Accruals	475	
530	PAYE/NI Creditor	0	
535	Attachment of earnings Credito	(2)	
540	Pension Creditor	644	
550	Wages Creditor	(18,209)	
560	Singing For All Monies Held	890	
570	Service Users Monies Held	15	
	Total Current Liabilities		(25,804)
	Net Current Assets		666,953
	Total Assets less Current Liabilities		666,953
<u>Represented by :-</u>			
300	Current Year Fund	419,075	
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		666,953



MARTOCK PARISH COUNCIL

Change to Financial Reporting

1. Purpose of the Report

To seek agreement to alter the frequency of financial reports in order to provide more detailed quarterly returns to Full Council.

2. Background

The Responsible Finance Officer (RFO) currently provides details monthly on the payments made the previous month, the balance sheet and bank account details.

However, Council Standing Orders state:

17. C. The Responsible Financial Officer shall supply to each Councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
- i. the Council's receipts and payments (or income and expenditure) for each quarter;
 - ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
 - iii. the balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.

3. Proposed Changes

As part of the internal operational budget monitoring, the Chief Executive has asked all budget holders to provide quarterly budget monitoring comments with explanations for any significant variances.

The RFO receives a number of queries each month regarding payments that would largely be resolved by including these quarterly budget holder comments within the reports to Full Council.

The Chief Executive therefore proposes to produce quarterly financial reports to Full Council that include more detail around any variances and clear explanations as to why these variances have occurred. This would be in keeping with the agreed Standing Orders and hopefully provide a greater level of clarity.

The RFO is contracted on part-time hours which are not sufficient to be able to process the number of payments and invoices produced and also undertake the legal obligations of the role for a budget of this size (budgets under £200,000 follow a different financial code). Therefore, the RFO is consistently required to work more hours than contracted. If the recommendation within this report is approved, it would reduce the number of reports required and number of meetings the RFO is needed to attend, which would assist in managing this challenging workload.

4. Financial/Risk/Legal Implications

The proposal is in keeping with the approved Standing Orders so there would be no legal implications. The reports would be less frequent but would contain more information, so there would not be implications in terms of financial transparency. However, the Chief Executive will make sure they are clearly positioned on the website to help reduce any reputational risk.

5. Environmental or Habitat Implications (if applicable)

None arising from this report.

6. Recommendations

That Full Council approve:

The change of frequency of financial reporting to Full Council from monthly to quarterly, as per the agreed Standing Orders.



MARTOCK PARISH COUNCIL

Hire of the Recreation Ground for an Event June 2025

1. Purpose of the Report

To seek an in principle decision to hire out the Recreation Ground for an event in June 2025.

2. Background

Stoke Road Recreation Ground is owned by Martock Parish Council and contains a number of facilities including Rugby and Football Pitches, Cricket Pitch, Tennis Courts, Play Area, Skate Park, Pavilion and Café.

The area has traditionally been used for community events such as Fireworks and Summer Fete.

3. Community Event June 2025

Council has been approached by the Martock Pride Community Group regarding hiring the Recreation Ground for a Pride Event in June 2025.

The group are in the early stages of planning the event and a detailed Event Plan is not yet available (see Appendix A for Outline Plan). The recommendation within this report is, therefore, subject to a full Event Plan and Risk Assessment. The Council requires these for all events that take place on the Recreation Ground to ensure public safety and to minimise disruption to local residents.

Community events play an important role in bringing people together and creating a sense of 'place'. However, they do need to be well organised and safe. The attached Outline Plan highlights many of the issues that need to be considered when planning a large event such as toilets, rubbish, insurance, first aid etc. but the Recreation Ground is busy in the summer and the group will need to work closely with other existing users. Parking on the Recreation Ground would not be suitable for an event where people are likely to be arriving and leaving at different times due to safety concerns, this would also not be suitable during wet weather as it would churn up the second Rugby Pitch which would be unacceptable as the Rugby Club is an existing regular user. However, these are the types of issues that would need to be resolved as part of the full Event Plan in due course.

The event would be free and open to all Martock residents and take place on a Saturday in June. The proposal is for all music to cease by 10pm.

4. Hire Cost

The cost of hiring the Recreation Ground would depend on the number of days the group would wish to use the Recreation Ground for setting up and taking down the event. The Outline Plan mentions the cost of £100 charged to the Football Club for a one day event but the Football Club also pay an annual fee to hire the football pitches and contribute 'in kind' such as helping to fill in pot holes in the gravel car park, so the charge reflected those additional contributions.

It is therefore recommended that a report on the hire charge be brought back to a future Full Council meeting once more information is known on the length of the possible hire.

5. Financial/Risk/Legal Implications

The event would not be given formal approval until a satisfactory Event Plan, Risk Assessment is submitted and production of adequate Event Insurance.

6. Environmental or Habitat Implications (if applicable)

The Event Plan must include details regarding the disposal of rubbish and details of how the ground will be returned to its original state.

7. Recommendations

That Full Council:

Approve the hire of the Recreation Ground to the Martock Pride Community Group for a one day event in June 2025, subject to:

1. The approval of a satisfactory Event Plan
2. The approval of a comprehensive Risk Assessment
3. Production of adequate Event Insurance
4. Agreement over the hiring cost



Martock Pride Event 2025

Outline Plan

Introduction

The Martock Pride Community Group would like to arrange an event to celebrate people coming together in love and friendship, the acceptance and equality of the LGBTQIA+ community.

We would like to invite all residents of the parish to join with members of the LGBTQIA+ community, our friends and supporters for an afternoon and evening event with various stalls, a range of food and drinks outlets, and a selection of live acts (music, dance and comedy).

Event Description (Outline)

Subject to MPC agreement, we would like to hold the event at the Martock Stoke Road Recreation Ground – on a Saturday around Pride Week in June 2025 and, if successful, following years.

We are planning for a free Pride event. It will be open to all members of the LGBTQIA+ community, our families, friends and allies, and all residents of Martock and the surrounding area.

We don't yet know how many people this might attract, but we are currently planning for 2000 attendees – many of whom will be from outside the parish.

Event Costs & Funding

We will be seeking sponsors and grants to fund the event. It is intended that this will be a free event with no cost to Martock Parish Council.

Monies from stalls and vendors will be collected by Martock Pride - any profits to be retained by the community group and put towards future events (or donated to Pride related charities in the event of no future events).

We are expecting to pay appropriate charges for use of the recreation ground (including setting-up and clearing up) plus any additional costs which would be incurred by the Parish Council relating to the event.

We understand that the Martock Rovers Junior Football Club was charged £100 for use of the recreation ground (including car parking) for a weekend, and we anticipate a similar arrangement.

Recognised impact Issues

Parking

We recognise that additional traffic into the village will have an impact on all residents.

We would like to agree that we can provide on-site parking on the South field (similar to the Junior Football Tournament). We are also considering an offer of parking space at Stanchester school with a park & ride scheme.

Noise

We recognise that live music acts may be considered a nuisance by residents – particularly in the evening.

We are currently planning on limiting live music to 10pm.



Martock Pride Event 2025

Outline Plan

Things to do

We anticipate working with the MPC Operations Manager and MPC Events Task Group to ensure that all MPC concerns and requirements are addressed.

We are currently conducting detailed planning on a number of issues as discussed below.

Marquee

We are considering hiring a marquee. This would need to be erected prior to the event and removed afterwards. The location to be agreed with MPC.

Toilets

We will be hiring some temporary toilets – which will need to be delivered prior to the event and removed afterwards. The location to be agreed with MPC.

Medical support

We will be arranging for suitable first aid / medical cover for the event.

Suppliers

We will be checking to ensure that all vendors, including food, drink and alcohol vendors, comply with applicable legislation.

Clear up

We are planning for a clear-up team to restore the recreation ground to its pre-event condition after the event.

Arrangements may need to be made for addition emptying of bins – we would expect to pay any additional costs incurred by MPC.

Stewards, marshals and security

We are planning to arrange stewards, marshals and security for the event.

Risk & impact assessments

We will be preparing risk and impact assessments for agreement with the MPC Operations Manager.

Insurance

We will be arranging for public liability and other insurance to cover the event (assuming it is not covered by existing MPC insurance).

Licences

We will be arranging for appropriate licences to cover the live entertainment (assuming it is not covered by existing MPC licences).

Pavilion café

We will be liaising with the proprietors of the café in the pavilion to accommodate their specific needs.



MARTOCK PARISH COUNCIL

Correspondence Regarding Highways Issues

1. Purpose of the Report

To consider correspondence received regarding Highways Issues and whether Full Council supports the escalation of the issues to Somerset Highways.

2. Background

Highways are the responsibility of Somerset Council. However, Somerset Highways are not able to respond to large issues raised by an individual, they require the issues to be reported via the Parish Council in order to show local support.

Council considered such an issue at the Full Council meeting in March 2024 and resolved to support the request for the installation of a pedestrian crossing on Coat Road.

Small issues such as pot holes and mud on the road can be reported by individuals via the Somerset Highways Report a Problem on the Road web form:

<https://www.somerset.gov.uk/roads-travel-and-parking/report-a-problem-on-the-road/>

3. Current Issues

Council has received correspondence regarding three separate issues.

Speeding on Water Street

Council has received a request to support a 20 mile an hour speed limit on the stretch of road between Stoke Road roundabout and Hurst Row Bridge. There have been a number of accidents on this stretch of road and the parishioner states that at least two of those in the last 12 months have been serious and there has been at least 4 ambulance attended incidents in the last 5 years.

Having checked the Highways website, they only recommend introducing 20 mile an hour limits on roads that are already low speed, as a limit itself is unlikely to change driving habits and traffic calming measures may be more suitable. The advice also states that the cost of introducing the new speed limit is the responsibility of the Parish Council.

Speeding in North Street Over Night

Council has received a request to have speed recording and noise recording equipment in North Street over night as a number of motorcycles appear to be using the road as a race track. The parishioner suggests the vehicles race from the direction of the roundabout of Stoke Rd & Water St north through Church St in to North St on to Stapleton Rd and beyond.

Hills Lane

Council has received a request to support the installation of double yellow lines on Hills Lane. The parishioner in question requires access to Hills Lane via North Street to access his farming business but finds it regularly blocked with park cars, making access impossible.

4. Financial/Risk/Legal Implications

None directly from this report. However, if Highways Engineers investigate the issues and consider them severe enough to warrant changes to the Highway, it is likely that the Parish Council will be approached for a contribution towards the cost or in the case of the 20 mile an hour limit, expected to cover the whole cost.

5. Environmental or Habitat Implications

None directly arising from this report.

6. Recommendations

That Full Council consider whether to support the individual requests and escalate to Somerset Highways for consideration.



MARTOCK PARISH COUNCIL

Bower Hinton Allotments

1. Purpose of the Report

To gain approval for a new allotment tenancy agreement, allotment handbook and price increases for September 2025.

2. Background

Martock Parish Council have a statutory obligation to ensure that the Allotments are run in accordance to UK legislations. The Bower Hinton site dates back to the 1920s and is made up of 36 full plots. Some full plots have been split into half plots, allowing a more manageable size. In March 2024 the Council approved the proposed management arrangements at our Bower Hinton Allotments. Working with the Bower Hinton Allotment Association it was agreed:

The Parish Council will undertake:

- All financial management arrangements
- 3 Monthly Inspections
- Manage waiting lists
- Offer vacant plots
- Tenancy agreements
- Rent due notifications
- Rent due reminders
- Inspection notifications
- Notices to Quit
- General Letters
- Liaising with Bower Hinton Allotment Association

Bower Hinton Allotment Association will:

- Give support to allotment holders
- Show potential new plot holders around the sites to fill any vacant plots
- Make the plot holders aware of what they do
- Highlight any areas of concern to Martock Parish Council

3. Changes to Tenancy Agreement and Price

Allotment holders have to be given a year's notice of any changes to tenancy agreements and price increases.

Fees

Fees are due to be paid at the beginning of September. Current fees are £25 full plot and £12.50 half plot and are due to be increased to £30 full plot £15 half plot from September 2024.

Other local parish owned allotments prices are currently:

Bympton £30 full plot £19 half plot

Ash £36 full plot

Pibsbury (Huish Episcopi) £36 full plot

The proposed prices for Bower Hinton Allotments are £33 full plot and £18 half plot from September 2025.

Tenancy Agreements

The old tenancy agreements are no longer fit for purpose. A copy of a best practice agreement has been sourced from the National Allotment Society. The new agreement (see Appendix A) ensures Council is covered legally and clearly sets out the obligations of each party.

Handbook

The Tenancy Agreement covers everything legally and states that the tenant shall observe additional rules that the Council may make or revise for the regulations and management of the Allotment Garden.

The Handbook (see Appendix B) introduces the allotments, where they are situated, the role of Bower Hinton Allotment Association, our allotment rules and regulations, useful contacts and discount codes for allotment holders. This will be given to all current plot holders and anyone new that joins.

4. Financial/Risk/Legal Implications

Allotment holders legally have to be given a year's notice of any changes to prices and tenancy agreements.

5. Environmental or Habitat Implications

Where possible the allotments are trying to help with biodiversity by implementing rules such as no chemicals are to be used on the site and bonfires are kept to a minimum and a future project of introducing a dead hedge. Dead hedges provide habitat for wildlife, reduce windspeed and stabilise soil, and utilise cuttings rather than having a bonfire.

6. Recommendations

That Full Council:

1. Approve new allotment tenancy agreement
2. Approve new allotment handbook
3. Approve price increases for September 2025/26 to £33 for a full plot and for a £18 half plot



Martock Parish Council

Bower Hinton Allotment Tenancy Agreement

THIS AGREEMENT made on the Between Martock Parish Council of Market House, Church Street, Martock, Somerset, TA12 6JL and

by which it is agreed that:

1. The Council shall let to the tenant the Allotment Garden situated at Bower Hinton Allotments, Bower Hinton, Martock, Somerset, TA12 6LH and referenced as a plot number in the Council's Allotment Register ('the Allotment Garden) outlined in red for identification.
2. The Council shall let the Allotment Garden to the tenant for a term of one year commencing on the 1st day of September 2024 (and thereafter from year to year) unless determined in accordance with the terms of this tenancy.
3. The tenant shall pay a yearly rent of £..... full plot or £..... or half plot whether demanded or not which shall be payable in full on 1st day of September and for every year after the first year of the tenancy on 1st day of September.
4. The tenant shall use the Allotment Garden only for the cultivation of fruit, vegetable and flowers for use and consumption by themselves and their family.
5. The tenant shall not sell or undertake a business in respect of the cultivation and production of fruit, vegetables and flowers in the Allotment Garden.
6. The tenant shall reside within Martock Parish during the tenancy.
7. During the tenancy, the tenant shall:
 - a) keep the Allotment Garden clean and in a good state of fertility and cultivation;
 - b) not cause a nuisance or annoyance to the owners or occupiers of land adjoining the Allotment Garden;
 - c) not keep animals in the Allotment Garden
 - d) not assign the tenancy nor sub-let or part with the possession of any part of the Allotment Garden;
 - e) the tenant shall not erect a shed, greenhouse or other building or structure on the Allotment Garden without first obtaining the Council's written consent and if appropriate planning permission;
 - f) not fence the Allotment Garden without first obtaining the Council's written consent;
 - g) maintain and keep in repair the fences and gates forming part of the Allotment Garden;

- h) trim and keep in decent order all hedges forming part of the Allotment Garden;
 - i) not plant any tree, shrub, hedge or bush without first obtaining the Council's written permission;
 - j) not cut, lop or fell any tree growing on the Allotment Garden without first obtaining the Council's written consent and if appropriate planning permission;
 - k) be responsible for ensuring that any person present in the Allotment Garden with or without the tenant's permission does not suffer personal injury or damage to his property;
 - l) permit an inspection of the Allotment Garden at all reasonable times by the Council's employees or agents;
 - m) not obstruct or permit the obstruction of any of the paths or roads which provide a means of access to and from the Allotment Garden or the Allotment Garden of another tenant (shaded brown for identification purposes only on the plan attached).
8. The tenant shall observe additional rules that the Council may make or revise for the regulation and management of the Allotment Garden and other allotment gardens let by the Council.
9. The Council shall pay all rates, taxes, dues or other assessments which may at any time be levied or charged upon the Allotment Garden.
10. The tenancy may be terminated by the Council serving on the tenant not less than twelve months' written notice to quit expiring on or before the 6th day of April or on or after the 29th day of September in any year.
11. The tenancy may be terminated by the Council by service of one month's written notice on the tenant if:
- a. the rent is in arrears for 40 days or;
 - b. three months after the commencement of the tenancy the tenant has not observed the rules referred to in clause 8; or
 - c. the tenant lives outside of Martock Parish.
12. If the tenant shall have been in breach of any of the foregoing clauses or on account of the tenant becoming bankrupt, the Council may re-enter the Allotment Garden and the tenancy shall thereupon terminate but without prejudice to any right of the Council to claim damages for any such breach or to recover any rent already due before the time of such re-entry but remaining unpaid.
13. The termination of the tenancy by the Council in accordance with clause 12 or after re-entry by the Council in pursuance of its statutory rights, shall not prejudice the tenant's statutory rights to compensation.
14. The tenancy may be terminated by the tenant by serving on the Council not less than two months' written notice to quit.

15. On the termination of the tenancy, the tenant shall remove any shed, greenhouse or other building or structure erected in the Allotment Garden unless the Council agrees otherwise which shall be confirmed in writing to tenant.
16. Any written notice required by the tenancy shall be sufficiently served if sent by registered post to or left at the parties' address. Any notice to be served by the tenant shall be addressed to the Council's Operations Manager.

Signed by

.....
The Tenant

And

.....
Emily Dawson – Operations Manager
For and on behalf of the Council

Date



Martock Parish Council

Bower Hinton Allotment Handbook

Bower Hinton Allotments are located to the west of Bower Hinton.

The site dates back to the 1920s and is made up of 36 full plots. Some full plots at Bower Hinton Allotments have been split into half plots, allowing individuals and families to take on a more manageable size of allotment (15 x 15 feet).

If you are new to allotmenting, we recommend that you start with a half plot, initially, to see what's involved and how much time you are able to spend on your project. It is better to have a well managed and productive half plot, than to struggle with a full plot. You can always 'upgrade' when you have confidence in what you are trying to achieve.

Plot rents are billed annually by Martock Parish Council from September to September and pro rata payments for anyone joining part way through the year.

Tenants will also need to add the cost of insurance for your plot, this is compulsory. This can either be done privately or opt to join the Bower Hinton Allotment Association to include your insurance. Tenants must let Martock Parish Council know if they have chosen to insure the plot privately.

- Half plot £15 per annum (15ft x 15ft)
- Full Plot £30 per annum (15ft x 30ft)
- Bower Hinton Allotment Association Membership per annum - £8

Bower Hinton Allotments can be accessed on foot and by car. The access road for Bower Hinton Allotments can be difficult to find. Please see the access road on this map:

[Insert map](#)

What3words: crossings.tallest.translated

Martock Parish Council works closely alongside the Bower Hinton Allotment Association to keep the allotments in good running order. The Allotment Association is a group of plot holders who help to maintain the allotment site and act as a liaison point with the Council. The Allotment Association acts a communal voice when problems arise or improvements are needed to help the Council ensure the allotment is run as efficiently as possible. It also provides a sense of community and belonging from beginners to seasoned gardeners. They offer opportunity to meet like minded people who share a passion for gardening with people always willing to share their knowledge and advice. Many have been plot holders for many year and can offer tips on soil types, what grows well, weather patterns or things like common bird and pest problems. This can be invaluable if you are a beginner just starting out.

To join Bower Hinton Allotment Association you need to hold an allotment plot and contact the Association Secretary for the necessary paperwork (details below).

The BHAA hold Working Party weekends are usually held once a month with dates which will be circulated. Plot holders are encouraged to give a little time on these weekends to contribute towards ongoing projects for the benefit of our plot holder community.

Open meetings are held, usually 4 times a year, for plot holders to attend and have their say on any issues and ideas concerning the allotments. These dates will be circulated.

The BHAA will hold an AGM once a year for the Committee to report on the past year including the financial status of the Association.

Communal Plot 9C

This plot has been designated by the Committee for communal use of all plot holders, and consists of a garden area with barbecue, a polytunnel for plot holders to bring on plants and seeds and a shed to use as a kitchen during inclement weather. Water butt's are located at the side of the shed and are for the use of plots holders who do not have access to water on their plot. Please feel free to use this area and leave it as you find it.

All up to date information from the BHAA and forth coming events can be found on:

Notice board on entry to the allotment site

BHAA website - www.bhaa.co.uk

Social Media - Instagram @bower_hinton_allotments @ourlittle_communal_plot

Bower Hinton Allotments Rules/Regulations

Cultivation and Use of Land

No animals are to be kept on the plot

To manage at least **65%** of the area of the allotment for the production of crops; the remaining **35%** may be used for other horticultural leisure purposes, such as grass, shed, water butt, seating or pond.

To keep the allotment plot clean, free from weeds and cultivated with compost or recognised soil improver and otherwise maintain it in a good state of cultivation and fertility.

Any plot where the ground is annually cleared of weeds and not used for crop production for a period of one year will be deemed to be uncultivated.

The Council encourages organic gardening in preference to the use of synthetic fertilisers, pesticides etc; **No chemicals, synthetic fertilisers etc to be stored on site.**

To cultivate the whole of the allotment plot personally and not to underlet, assign, exchange or part with the possession of the allotment plot or any part of it without the written consent of the Council, such consent to be at the absolute discretion of the Council.

During the growing season, the Parish Council will expect New Tenants taking up a plot to commence cultivation of the plot immediately. It is expected that the New Tenant will have 25% of the plot fully cultivated and planted or ready for planting within two months. It is expected that after six months **65%** cultivation will be achieved (this will be dependent on the condition of the plot at the start of the tenancy, and the time of year the plot is taken over).

During the first twelve months the tenant must demonstrate continuous progress towards full cultivation.

All Tenants

After the first twelve months of a new tenancy the Parish Council will expect the tenant to reach full cultivation (see Point 1 above) each year on from the first. If this is not achieved the tenant will be notified of its state of neglect or serious underuse (see below).

A Plot in a State of Neglect or Serious Underuse

The Parish Council will inspect the plots every 3 months along with a representative from the BHAA to ensure compliance with Tenancy Agreements and these rules and regulations.

The tenant will be notified in writing by the Parish Council to rectify any matters arising within one month. If the Parish Council is not satisfied that improvements have been made, the Tenant will be served a notice to terminate the Agreement.

A Tenant may appeal in writing within 14 days of the termination letter. The Parish Council will appoint an Appeal Panel (three Parish Councillors) to consider the appeal and shall reply to the Tenant within 14 days of receipt of the appeal. The decision of the Appeal Panel shall be final.

The Parish Council shall claim compensation from a Tenant who, at termination, leaves a plot in a worse condition than when the Tenancy started. This will be the cost of professional services employed to clear the plot.

A tenant who is temporarily unable to maintain their plot (illness/injury) should inform the Parish Council and the BHAA in writing, as this will be taken into account during inspections. The BHAA will work together to help with minimum maintenance on such plots (keeping weeds down, strimming) for a maximum of 6 months.

Health and Safety

It is recommended that all tenants keep a well stocked basic and accessible first aid kit on their plot.

Tenants that intend to use machinery such as strimmer, mower and cultivators are competent in the operation of such machinery and used with the safety of others in mind.

Materials

Not to place or keep on the allotment any carpet or other plastic based covering other than appropriate weed suppressant membranes used for that purpose and to be removed during cultivation, so as not to remain permanently on the plot.

Not to bring onto or store on the allotment (or in any structure) materials or substances of any kind not for reasonably immediate use on the allotment – in particular not asbestos, building materials, poisons etc; Not to use non-compostable materials such as gravel for pathways on or around the allotments.

Structures and Water

Not without the written consent of the Parish Council, erect or place or permit on the allotment plot any building, greenhouse, polythene tunnel or other structure except as permitted.

New sheds/greenhouses/polytunnels should be no larger than 8' x 6', (unless given express permission from the Parish Council) and should only be used for cultivating crops and storing tools and materials used on the plot. They may not be used for sleeping, or for any other purposes not associated with the plot cultivation.

Tenants that inherit sheds and other structures that had been erected prior to January 2015 before the introduction of specific ruling or guidance and who wish to consider making alterations or erect a new one must seek written permission in advance from the Parish Council. A Tenant must remove any structure within 30 days if requested to do so by the Parish Council.

The Parish Council cannot be held responsible for any damage or loss to a building or its contents, or to any produce being cultivated; Tenants may, therefore, wish to have insurance cover. (Please see section Liability Insurance below).

The allotments and site or any structures thereon must not be used for any illegal activity. Failure to comply will be considered a serious breach and the police will be informed. Tenants may keep water butts or other water receptacles on the plot, but they must be securely covered. Hoses or sprinklers are not allowed except where required to fill water containers.

Hosepipes or syphoning devices are not to be used to remove water from any water supply. Any pond, tank or bath sited on the plot should be securely covered with a strong structure and kept in a safe manner.

Common Areas, Hedges and Fencing

To keep the internal hedges, and the internal face of adjoining boundary hedges on the allotment plot properly cut and trimmed. The Tenant must keep any hedge that forms part of the Allotment properly cut. Any fence, screen or other similar structure should be no more than one metre in height and be made of natural materials. The fence must not lean over or occupy the common footpath.

Not to plant or permit to grow on the allotment any tree which does not produce edible fruit, and to a maximum of one planted tree per plot (additional small fruit trees may be grown in pots), without the prior written consent of the Parish Council, such consent to be at the absolute discretion of the Parish Council. The Parish Council reserves the right to ask the Tenant to remove fruit trees when an Agreement is terminated.

Not plant any trees or shrubs so as to overhang or interfere with any other allotment, path or track on the allotment land.

The Tenant shall maintain in good order the partition strips between the common footpath and any fence etc. Temporary fencing for climbing seasonal vegetables etc is permitted. The use of barbed wire is prohibited along with any other fencing material that may cause injury on a fence or as a fence adjoining any path set out for the use of the occupiers of the allotment plots. And that all fences are kept in good order so that they are safe.

Not to sell or carry away any turf, mineral or gravel, sand or clay.

Vehicular Access and Parking

The speed limit for the allotment track is 5 mph; tenants are expected to abide by this at all times. Cars must not be parked on allotment plots, only on designated areas, so not to cause nuisance to neighbours on occupied land.

There is no parking at all along the access track.

Bonfires and Waste Materials

Not to deposit or permit to remain on the Allotment Plot any refuse or any decaying matter (except manure and compost in such quantities as may be reasonably required for use in cultivation) or place or allow to be placed any matter in the hedges or ditches in the allotment area or in any adjoining land.

Only materials compatible with horticulture may be brought on to the plot. Only organic matter such as wood, pruning's and dry vegetable substances associated directly with the use of the plot may be burned on site.

Controlled fires for appropriate use are allowed after 4.00 pm (Pollution Control and Local Government (NI) Order 1978 or similar legislation) but must not be left unattended at any time and must be fully extinguished before the Tenant leaves the site.

Not to light any fire on any part of the allotment so as to allow smoke to drift or cause a nuisance or an annoyance to any person or persons, prior to 4pm.

Nuisance and Personal Conduct

Not to cause any nuisance or annoyance to the occupiers of any other allotment plot nor the owners or occupiers of any neighbouring property, nor obstruct or encroach upon any path set out for the use of the occupiers of the allotment plots. Failure to observe this condition will constitute a serious breach of this agreement on the part of the tenant.

The tenant is responsible for the supervision and behaviour of visitors and children on their plot at all times. Children must not be allowed to leave the designated allotment plot unless accompanied by a responsible adult. This is in respect of neighbouring tenants and to avoid any injury that may be caused by unforeseen hazards.

Tenants are permitted to bring a dog onto the allotment provided it is under proper control and kept within the confines of the allotment plot at all times, and provided that it does not cause a nuisance or annoyance to any other person. All dog faeces must be removed from the allotment site. Failure to observe this condition will constitute a breach of the agreement on the part of the tenant and will result in this permission being withdrawn.

Change of Address

The Tenant shall inform the Parish Council of any change to his/her address and contact details. A Tenant may not retain use of the plot if he/she is moving out of the parish.

Liability Insurance

The Tenant is required to have Liability Insurance (this can be done through your household insurance, or as a member of the BHAA which includes membership of the National Allotments Society, who provide basic public liability insurance) and to provide proof, along with the signed acceptance of the terms and conditions of the Tenancy Agreement.

Breach of Condition and Termination of a Tenancy

The Tenant must observe and perform all conditions and covenants contained in the conveyance or in the lease or in any other agreement under which the Council holds the land.

The Tenant must also observe and perform every other condition which the Parish Council considers necessary to preserve, develop and/or improve the allotment plot.

All tenancies will terminate if the Parish Council ceases to own or have the right of occupation of the allotment land subject to the terms and conditions of the existing Community Asset Order.

The tenancy may be terminated by the Parish Council with a months notice: If the rent is in arrears for more than 40 days; or if any tenant is in breach of the Allotment Plot Rules affecting the allotment plot or any other terms of condition of their tenancy.

The tenancy may also be terminated by the Parish Council by giving such notice as is provided for at section 1(1) of the Allotments Act 1950. Failure to report to the Parish Council of any case of dispute between Tenants relating directly to the allotments.

The Tenant will be requested in writing to discontinue any practice which is in default of the Agreement. If the breach continues, the Parish Council will terminate the Agreement with immediate effect.

A tenant may appeal in writing within 14 days of the termination letter.

The Parish Council will appoint an Appeal Panel (three Parish Councillors) to consider the appeal and shall reply to the Tenant within 14 days of receipt of the appeal. The decision of the Appeal Panel shall be final.

Upon the termination of the Tenancy, (for whatever reason), the Tenant shall remove any structure on the vacated plot if it does not comply with the Approved Structures Details or if it has not been maintained properly in accordance with Approved Structures Specification. Failure to comply will mean that the Council will remove the structure and invoice the ex-tenant. (This ruling shall apply equally to both structures erected by the tenant or bought or inherited by them from the previous plot holder).

Useful Contacts

Emily Dawson – Operations Manager Martock Parish Council
Operations@martock-pc.gov.uk
01935 822891

David Saddington – Chair Bower Hinton Allotment Association
chair@bhaa.co.uk

Manel MacDonald – Secretary Bower Hinton Allotment Association
secretary@bhaa.co.uk

Jenni Howson - Website/Social Media
web@bhaa.co.uk

Accounts and discounts

Mole Valley Farmer's - use postcode TA12 6LG for 2% of all products

Paulls of Martock - use BHAA for 10% off garden products

National Allotment Association - see their website for National Discounts www.thenas.org.uk



MARTOCK PARISH COUNCIL

Strategic Plan

1. Purpose of the Report

To approve the brief for quotations to assist with the production of a Martock Parish Council Strategic Plan.

2. Background

In July 2023 Full Council resolved to obtain quotations to secure external support to produce a Strategic Plan and enable the process to be as efficient and effective as possible.

A Strategic Plan is important as it clearly sets out Council priorities and provides clarity on the Council's vision and objectives. It provides a long term vision and typically covers a period of three to five years.

A plan can aid decision making and resource allocation as it will state the current priority areas on which the budget and staff resource will be focused.

It also helps to provide accountability as progress should be monitored and the plan reviewed annually. This in turn should aid community engagement as parishioners will be clear on the Council priorities and how they can get involved through the annual action plan.

3. Martock Parish Council Plan

Any Strategic Plan for Martock Parish Council needs to align with both the Neighbourhood Plan and the Community Plan, consultation for which will begin in September.

In order to produce a good quality Strategic Plan that accurately captures the views and aims of Councillors, it will be necessary to procure experienced facilitators. The Chief Executive has undertaken some pre procurement market testing and there are a number of organisations who could provide this service and at least three of those approached have provided similar assistance to other Parish and Town Councils in Somerset.

4. Brief for Quotations

In order to secure accurate quotations, Full Council needs to agree the brief for the work.

Draft Proposal

1. Facilitation of three sessions, these could be three separate sessions, two half days or a one day workshop but should broadly cover the following:

Session 1 The Purpose of Strategic Planning Session

- Understanding what makes for an effective delivery organisation
- Clarity of purpose
- Effective planning
- Clarity of roles
- Delegation processes

Session 2 Setting long term goals

- Situational analysis (New Somerset Council, Budgets, upcoming plans and activities)
- Reviewing current performance
- Long term Strategic Objectives
- New opportunities

Session 3 - Action Planning

- Key actions for each Strategic Objective
- Impact Vs difficulty exercise
- Making actions SMART
- Assignment of ownership
- Resourcing

2. Collation of results into a draft plan, on which the Council can consult.

3. Production of the final plan.

5. Financial/Risk/Legal Implications

None directly from this report but once the quotes have been received, a further report will be brought to Full Council to consider whether to accept the best value quotation and allocate the necessary funding.

6. Environmental or Habitat Implications (if applicable)

None arising from this report.

7. Recommendations

That Full Council:

Agree that the Chief Executive seek quotations based on the brief included within this report.



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.

To seek delegated authority to renew Council's Insurance Policy and electricity supply contract.

2. Updates

Cemetery

Work has continued to update the cemetery administration. Particular attention this month has been given to the cemetery map in order to ensure an up to date map of purchased and available plots. This work has uncovered a number of issues including trees that have not been plotted on the map and tree roots not being taken in to account when plots have been sold. This is an issue as the roots remove the ability for a plot to be 'double depth' and they are therefore only suitable for one burial. Other issues have also led to unsuitable plots being allocated. The team are now contacting these existing owners to arrange cemetery visits to choose alternative vacant plots. Once the map is up to date, this will be added to the website to show parishioners where the remaining plots are situated.

The team have started to contact owners of memorial benches regarding the condition of the existing benches. Once these are back up to an acceptable standard and we have all the correct ownership details, we will bring a new Memorial Bench Policy to Full Council for consideration.

Thank you to everyone who volunteered to help clear the Garden of Rest, it has made such a difference to this area.

Skate Park Repairs

The repairs to the Skate Park are now complete. The Operations Manager is now considering the possibility of including art work in order to brighten up the Skate Park and make it more attractive for the young people who use this facility.

Risk Assessments

The risk assessments that will be undertaken alongside Worknest are booked in for 11th, 12th and 13th September. Once the assessments are complete, they will form the basis of the updated risk register which will be brought to Full Council for review.

Recreation Ground

Quotes are being sought to top up the sand pit in the play area. The area requires 2-3 tonne of sand. Quotes are also required for the wet pour surfaces that are damaged and repairs to the exercise track.

A quote has been received for height restriction barriers for the car park but this quote is significantly more than the available budget, so the Operations Manager will seek further quotes for alternative styles of barriers and bring a report back to Full Council.

Allotments

Allotment inspections took place during the first week of July and letters have been sent to plot holders regarding issues that were identified.

Correspondence

The team continue to receive a significant number of correspondence regarding Highways issues. Although Highways is a Somerset Council responsibility, Somerset Council requires Parish support for issues, as it will not accept requests from individual residents. Three such issues are included in the report which is Item 13 of this Full Council agenda.

However, there are other Highway issues that have been raised that do not require input from the Parish Council, so the team will continue to signpost residents to Somerset Council and promote the Highways reporting service on our communication channels.

Staffing

Informal interviews for the Clinical Supervisor post took place on 17th July. The interviews were conducted by the Chief Executive and the Community Team. It was a very difficult decision as there were excellent candidates and Dr Jennifer Lee has been offered the position. This is a self employed role for four hours per month.

The Chief Executive has completed the ILCA course and will now register for CiLCA. This forms part of the contract of employment, as a CiLCA qualified Proper Officer is a requirement for the General Power of Competence.

3. Delegated Powers

The Council's Insurance Policy and electricity contract are both due for renewal. The RFO has sought quotes from brokers recommended by the National Association of Local Councils (NALC) which includes Clear Councils and Utility Aid. However, the insurance is due for renewal on 1st August, so there will not be time to bring these quotes back to Full Council for approval.

The electricity contract is less time sensitive but utility charges change by the day so if the best value quote is brought to Full Council for a decision it will no longer be valid by the time the RFO replies to the provider.

Therefore, the Chief Executive requests that Full Council delegate the authority to agree both the insurance renewal and electricity contract to the Chief Executive and RFO to ensure best value is achieved.

4. Financial/Risk/Legal Implications

There is a risk that the insurance and electricity contracts will end and Council will be moved to more expensive tariffs before Full Council has an opportunity to approve the renewals. If Full Council agree to the recommendation to delegate responsibility to the Chief Executive and RFO, this risk will be removed.

5. Environmental or Habitat Implications (if applicable)

None arising from this report.

6. Recommendations

That Full Council:

1. Note the report
2. Delegate responsibility to the Chief Executive and RFO to approve Council's new Insurance Policy and electricity supply contract.



MARTOCK PARISH COUNCIL

PLANNING COMMITTEE

Minutes of the Planning Committee Meeting held on Wednesday 10th July 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), Somerset Councillor Emily Pearlstone

Public participation time

3 members of the public were present but no comments or questions were raised.

Item 1. APOLOGIES FOR ABSENCE

Apologies had been received from Cllr Ashley Chapman and Cllr John Hole.

Item 2. DECLARATIONS OF INTEREST

None.

Item 3. MINUTES OF PREVIOUS MEETING

The minutes of the Planning Committee meeting held on 12th June 2024 were reviewed.

RESOLVED (unanimously):

To accept and sign the minutes of the Planning Committee Meeting of 12th June 2024.

Item 4. PLANNING APPLICATIONS

a) 24/01349/TCA

Notification of intent to Fell No. 3 Trees within a Conservation Area
14 Water Street Martock Somerset TA12 6JN

RESOLVED (unanimously):

To submit the following comments:

Martock Parish Council recommends no objections to application
24/01349/TCA subject to:

- the agreement of the Conservation Officer, and
- the agreement of the Tree Officer

b) **24/01435/HOU & 24/01436/LBC**

Alterations to front porch, reinstatement of pitched roof over porch and reinstatement of front door
Manor House Church Street Martock Somerset TA12 6JL

RESOLVED (unanimously):

To submit the following comments:

Martock Parish Council supports applications 24/01435/HOU and 24/01436/LBC subject to the agreement of the Conservation Officer

c) **24/01328/HOU**

Demolition of an existing single garage to be replaced with a new double garage with room in the roof and a single storey extension to the existing bungalow
Butter Pool East Street Martock Somerset TA12 6NF.

RESOLVED (unanimously):

To submit following comments:

Martock Parish Council has no objections to application 24/01328/HOU subject to

- the agreement of the Conservation Officer and
- the condition that the garage is built out of real hamstone (i.e. not reconstituted)

d) **24/01536/TCA**

The Old Appleyard Bower Hinton Martock
Notification of intent to carry out Tree Surgery works to No. 4 Trees within a Conservation Area.
The Old Appleyard Bower Hinton Martock Somerset TA12 6LG

RESOLVED (Unanimously):

To raise the following comments:

Martock Parish Council has no objections to application 24/01536/TCA subject to

- The work being conducted by a suitably qualified arborist
- the agreement of the Conservation Officer, and
- the agreement of the Tree Officer

Item 5. CHAIR'S REPORT

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

Item 6. DATE OF NEXT MEETING

The next meeting of the Planning Committee is scheduled for 14th August 2024 at 7.00pm

The Chair thanked Members for their attendance and closed the meeting at 7.24pm.

CHAIR:

DATE:



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
September	Reports from Outside Bodies: <ul style="list-style-type: none"> Youth Service Management Group Community Plan Steering Group 		Member Representatives

	<ul style="list-style-type: none"> M3CP Board 			
	Cemetery Report	Cemetery Administration Report		Operations Manager
	Removal of Assets	Request to remove obsolete laptops and surplus to requirement SID's from the asset register		Chief Executive
October	Community Services Report	6 monthly update		Community Team
	Asset Register Review	Review updated Asset Register		RFO
	Review of Charges	Review hire charges ahead of budget setting		Operations Manager
	Grounds Maintenance Contract			Operations Manager
November				
December	Draft Budget Report			RFO
January	Budget Setting			RFO
February				
March				
April				