



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