



# SOUTH PETHERTON PARISH COUNCIL

Clerk to the Parish **Kate Alford**

Rosebank, Field Lane, Over Stratton, TA13 5LQ  
Tel: 07590 4262862 E-Mail: [clerk@southpethertonparishcouncil.gov.uk](mailto:clerk@southpethertonparishcouncil.gov.uk)

Members of the public and press are entitled to be at the following meeting in accordance with the Public Bodies (Admission to Meeting) Act 1960 Section 1 extended by Local Government Act 1972 Section 100 unless precluded by the Parish Council by resolution during the whole or part of the proceedings. Such entitlement does not however include the right to speak on any matter except at the commencement of the meeting given over specifically for that purpose. Although not a requirement to do so prior notification to the Clerk by noon the previous Friday would enable a full response when appropriate to be given.

**Thursday 4<sup>th</sup> May 2017**

To: To all members of **South Petherton Parish Council**

Ladies & Gentlemen:

You are summoned to the **Annual Meeting** of **South Petherton Parish Council** to be held in **The William Blake Memorial Hall** on **Thursday 11<sup>th</sup> May 2017** commencing at **7.30 pm** when the following business will be transacted.

Yours faithfully

A handwritten signature in black ink, appearing to be 'Kate Alford', written in a cursive style.

**Kate Alford Parish Clerk**

- 38.1 To elect a Chairman**
- 38.2 To receive a Statutory Declaration of Office**
- 38.3 To receive any apologies for non-attendance**
- 38.4 To receive any declarations of interest**
- 38.5 To elect a Vice Chairman**
- 38.6 To elect the following Committees**
- (a) Planning
  - (b) Open Space
  - (c) Finance & General Purposes
  - (d) Business
- 38.7 To propose Representatives to the following committees**
- (a) Allotments
  - (b) Cemetery
  - (c) Footpaths & Bridle Ways
  - (d) Roads & Transport
  - (e) Recreation Ground - SPRUG
  - (f) Play Area
  - (g) TA13
  - (h) Website
  - (i) SPIB
  - (j) Blake Hall
  - (k) SPRINC
  - (l) CLT
- 38.8 To re-adopt the Council's Corporate Policy**
- 38.9 To re-adopt the Council's Asset Register**
- 38.10 To review the Council's Insurance Policy and Schedule**  
*(this matter is normally referred to the Policy & Resources Committee for their consideration and thereafter report back)*
- 38.11 To approve the Council's Bank Mandates for both The Unity Trust Bank Ltd and the Bath Building Society Investment Account**  
*(in respect to the main account South Petherton Parish Council would normally expect to register any two members from the total plus the Parish Clerk for administrations purposes only)*
- 38.12 To receive the Parish Council's Financial Statement for the year ending 31<sup>st</sup> March 2017**
- (a) To approve the Annual Governance Statement 2016/17
  - (b) To approve the Annual Accounting Statements for 2016/17
  - (c) To Review the effectiveness of the internal audit
- 38.13 To re-appoint the Clerk as the Council's Responsible Financial Officer**
- 38.14 To re-affirm acceptance of The Audit and Accountant Regulations 2015 (SI 2015 No 234)**
- 38.15 To re-adopt the Parish Council's Publication Scheme and confirm the Parish Council's Qualified Person under Section 36 of The Freedom of Information Act 2000**
- 38.16 To re-affirm that the Parish Clerk may use all of the electronic methods available to her when circulating documentation to the council members.**
- 38.17 To review the Members Register of Interests**
- 38.18 To confirm the re-appointment of Mrs K Nobes as the Council's Internal Auditor**

**38.19 To review all of the Parish Council's current charges in respect to The Cemetery - The Allotments and any other ancillary charges**

*(the recommendation would be to refer this in the first instance to the Policy & Resources Committee for consideration)*

**38.20 Issues arising from the Annual Parish Meeting – 3<sup>rd</sup> April 2017**

*(Copy of same attached herewith)*

**38.21 To receive and approve the Minutes of the Parish Council Meeting held on Monday 6th March 2017**

**38.22 Past Subject Matters for the purpose of report only**

(1)	Matters raised by members of the public	36
(a)	Men's Sheds	
(b)	Mr M Wakely – Doctors Row	
(c)	Mr Duncan Webb – Village Toilets	
(2)	November Minutes – Amendment	36.3
(3)	Casual Vacancies	36.4.2
(4)	Blake Hall Toilets	36.6.2
(5)	Allotments – Access	36.9.a
(6)	School Lights	36.9.q
(7)	Dropped Kerbs	36.10.1
(8)	Carnival Club – permission to use the Recreation Ground	36.13.3
(9)	Parking - Working Party recommendations	21.4.4

**Chairman's Announcements**

**Resolutions**

- (1) To resolve to note the posting of the notice "Date of Commencement of Period for the Exercise of the Public Rights – Accounts for the year ended 31<sup>st</sup> March 2017"
- (2) To resolve to request that Somerset Highways that they paint a yellow hatched area opposite the Co-op in order to desist parking in this area

**37.25 Finance & General Purposes Report**

		£	£	
(1)	Knight Electrical	Annual Test – MUGA	70.00	14.00
(2)	SSDC	Rates – Village car park	1503.26	
(3)	SSDC	Rates – Recreation Ground car Park	2021.62	
(4)	SSDC	Rates – Cemetery	3006.51	
(5)	Intouch	Website Hosting – March	102.50	20.50
(6)	Stuart Todd Assoc	Consultancy Services . March	3325.00	665.00
(7)	Viridor *	Hire of Eurobin	39.66	7.93
(8)	Viridor *	Ad Hoc Charges	10.00	2.00
(9)	John S Wratten	Professional Fees	460.75	92.15
(10)	Shaw & Sons	Receipt Book	19.85	3.97
(11)	NatWest *	Bank Charges – 31/03/17	23.45	
(12)	SSDC	Ranger Labour – February	399.60	79.92
(13)	SSDC	Playground Inspections	106.00	21.20
(14)	Reach Youth (SW) Ltd	Youth delivery Work – 2017	1821.00	364.20
(15)	Mr B Poole	Locum Services – March	2416.67	
(16)	Mr B Poole	Postage	15.36	
(17)	Mr B Poole	Postage	42.24	
(18)	Somerset Landscapes	Grass Maintenance – March	960.50	192.10
(19)	BT	Broadband Services	4.80	
(20)	NABMA	Annual Subscription 2017	318.00	63.60
(21)	Heather at Home	Care Services – March	450.00	
(22)	Sage UK	Subscription	19.25	3.85

(23)	Mrs K Alford	Salary & Expenses – March	1929.21	
	Mrs K Alford	Back Pay & Expenses	72.90	
(24)	Came & Company	Annual Insurance Premium	2921.53	
		•		
		Included in the 2016-17 Annual Accounts		
(25)	Mr K Harris	Litter Picking & Inspections	325.50	
		Notice Boards	85.00	
		Cemetery Bins	80.00	
		Bus Shelters	80.00	
		Renewed Youth Club Fence	250.00	
(26)	Whiteacre Planning Ltd	Planning Research – March	851.00	

**(2) To approve the payment of the following items of expenditure for the month of April**

(27)	Nat West	Bank Charges - April	21.00	
(28)	Viridor	Hire of Euro-Bin – March	43.57	8.71
(29)	Viridor	Ad Hoc Charges	10.88	2.17
(30)	Mr M Roberts	Trimming Hedges – Cemetery	350.00	
(31)	SLCC	Training Course – Parish Clerk	250.00	50.00
(32)	InTouch	Web Site Hosting – April	102.50	20.50
(33)	CCS	Village Agent – Apr/May	854.75	
(34)	Mr B Poole	Locum Services – April	2316.67	
(35)	BT	Broadband & Telephone Services	71.89	14.37
(36)	Knight Electrical	EICR Test	311.98	62.40
(37)	Mr B Poole	Postage	16.80	
(38)	Mrs H McMillan	Heather at Home	306.00	
(39)	Reach Youth (SW) Ltd	Youth Work – April	1821.00	364.20
(40)	Somerset Landscapes	Grass Maintenance – April	960.50	192.10

**37.26 Planning Committee Report**

- (1) To receive the minutes of the Planning Committee held on the 6<sup>th</sup> March and 3rd April 2017 and to note the decisions thereto :**

**37.27 Open Spaces Committee Report**

- (1) To receive the following reports**

(a)	Allotments	NW
(b)	Cemetery	SB
(c)	Footpaths & Bridle Ways	PK
(d)	Roads & Transport	CR
(e)	Recreation Ground - SPRUG	DW
(f)	Play Area	CS
(g)	TA13	GG
(h)	Website	AS
(i)	SPIB	ML/CS
(j)	Blake Hall	CH
(k)	SPRINC	SB
(l)	CLT	PR
(m)	Youth Council	AD
(n)	Youth Management	AD
(o)	LIC	GG
(p)	Mere Lynches Charity	CH

**37.28 Business Committee Report**

- (1) To receive the notes of the Business Committee held on the 20th March and to note the recommendations thereto :**

**37.29 Reports**

- (1) SALC
- (2) Councillors
- (3) Chairman
- (4) The Clerk

**37.30****Correspondence**

(1)	St Margaret's Hospital	Seeking monetary support	KA
(2)	Humphries Kirk	Co-op land swap documentation	KA
(3)	Local Communities	Neighbourhood planning information	E
(4)	The Pensions Regulator	1 <sup>st</sup> May instructions	BP
(5)	SCC	County council elections	E
(6)	Yeovil Registrar's Office	Green Form	BP
(7)	Sage UK Ltd	Confirmation of Annual renewal	KA
(8)	SSDC	Public Space Protection Order	KA
(9)	Fine Memorials	Memorial – Bisgrove	KA
(10)	SSDC	Play Area Inspection – March 2017	KA
(11)	Avon & Somerset Police	Newsletter – Spring 2017 Issue 9	C

**Additional correspondence received after the circulation of the agenda**

(12)	Mr T Clark	Grant Application	BP
------	------------	-------------------	----

**37.31****Other business referred to the Clerk (information only)****37.32****Date of next Meetings:**

<b>Monday 15<sup>th</sup> May</b>	<b>Business Committee Meeting</b>
<b>Monday 5<sup>th</sup> June</b>	<b>Parish Council Meeting</b>
	<b>Planning Committee Meeting</b>
	<b>Finance Committee Meeting</b>
<b>Monday 12<sup>th</sup> June</b>	<b>Open Spaces Committee Meeting</b>