

Clerk to the Parish Council
South Petherton Parish Office
Frogmary Green Farm, West Street,
South Petherton, TA13 5DJ

Telephone: 01460 241002
Email: clerk@southpethertonparishcouncil.gov.uk
Website: www.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.

Wednesday 8th May 2019

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

Ladies & Gentlemen:

You are summoned to a the **Annual Meeting** of **South Petherton Parish Council** to be held in **South Petherton Junior School** on **Tuesday 14th May 2019 commencing at 7.30 pm** when the following business will be transacted.

Yours faithfully



Kate Alford
Parish Clerk

7.30pm – Prior to the start of the meeting

Questions and comments from members of the public (limited to 20 minutes in total)

This provides an opportunity for members of the public (who are not usually permitted to speak during the meeting except by special invitation of the Chair) to participate before the start of the meeting by asking questions, raising concerns or making comments on matters affecting South Petherton Parish. No decision can be taken during this session, but the Chair may decide to refer any matter for consideration.

Reports from County & District Councillors

The County & District Councillors are invited to give short oral or written reports on matters affecting South Petherton Parish. Members of the public, as well as Councillors, may ask questions or make comments on matters raised.

- 58.1 To elect a Chair & signing of the Statutory Declaration of Office by the new Chair.**
- 58.2 To receive any apologies for non-attendance**
- 58.3 To confirm receipt of signed Declaration of Office from all re-elected Councillors**
- 58.4 To receive any Disclosure of Personal or Pecuniary Interests by Councillors.**
- 58.5 To elect a Vice Chairman**
- 58.6 To elect the following Committees**

- (a) Planning
- (b) Open Space
- (c) Finance & General Purposes
- (d) Business

58.7 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

58.8 To review and adopt the Council's Standing Orders & Financial Regulations

58.9 To review and adopt the Council's Code of Conduct

58.10 To review and adopt the Council's Corporate Policy

58.11 To review & adopt the Council's Risk Assessment

58.12 To review & adopt the Council's Asset Register

58.13 To review the Council's Insurance Policy and Schedule – currently in year 2 of a three year contract.

58.14 To approve the Council's Bank Mandates – in all cases the Clerk is the administrator with 2 out of at least 3 (and more if appropriate) Councillors registered to sign/authorise.

58.15 To review & confirm the budget for 2019/2020

58.16 To re-appoint the Clerk as the Council's Responsible Financial Officer

58.17 To re-affirm acceptance of The Audit and Accountant Regulations 2015 (SI 2015 No 234)

58.18 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

58.19 To re-affirm that the Parish Clerk may use all of the electronic methods available to her when circulating documentation to the council members.

58.20 To confirm the receipt of all re-elected updated Members Register of Interests forms

58.21 To confirm the re-appointment of Mrs Bridget Bowen as the Council's Internal Auditor

58.22 To receive and approve the Minutes of the Parish Council Meeting held on Monday 4th March 2019

58.23 Past Subject Matters for the purpose of report only

- 1) Matters raised by the public
- 2) Youth Club drains
- 3) Dropped kerbs
- 4) Cemetery Maintenance
- 5) Pavilion
- 6) Recreation Ground fencing & Insurance claim.
- 7) SID

58.24 Chairman's Announcements / Report

58.25 Resolutions

- (1) To resolve to appoint a company to carry out pitch maintenance on the Recreation Ground (to be funded by Section 106 monies) from the quotes provided:
 - Quote 1 - £2,594.06 + VAT
 - Quote 2 - £2,524.00 + VAT
 - Quote 3 – requested but not obtained
- (2) To resolve to appoint a company to repair the South Petherton Churchyard wall from the quotes provided:
 - a. Quote 1 - £10,730 (company does not charge VAT)
 - b. Quote 2 - £12,431.80 + VAT
 - c. Quote 3 – requested but not obtained
- (3) To resolve to review the report by Play UK (Playgrounds) Ltd in respect of maintenance required on the Play Area & to proceed with the highlighted remedial work as recommended in this report. Funding for this is already secured through Section 106 funds.
- (4) To resolve to proceed with the repairs to Crumbleholms Clock through Cumbria Clock Company at a cost of £2,430 + VAT (No further quotes of the 3 requested have been able to be secured), and any associated electrical cost to a maximum of £300.
- (5) To resolve to replace the Parish noticeboard at the Recreation Ground at a cost of up to a sum of £2000.00
- (6) To resolve to agree the change of name from the Library Working Group to the Library Management Group and to adopt the terms of reference to which it will act.
- (7) To resolve to agree to South Petherton Scouts erected fencing to the side of the Scout Hut to create a secure & safe enclosed area.
- (8) To resolve to agree to South Petherton Carnival Committee using the Recreation Ground on Saturday 14th September to host the 2019 Carnival.
- (9) 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 31st March 2019.

58.25 Finance & General Purpose Committee Report

- (1) To receive the notes of the Finance & General Purpose Committee held on the 4th February 2019 and to note the recommendations thereto.
- (2) To retrospectively approve the following items of expenditure for the month of March

	£	£
1) British Telecomm – Blake Hall	92.90	18.58
2) Somerset Landscapes	960.50	192.10
3) Mrs R Swift	710.67	
4) Mrs R Swift – back pay – October 2018	142.20	
5) Mrs K Alford	1439.58	
6) HMRC	529.08	
7) Mike Roberts – Recreation Ground clearance	400.00	
8) Jaydee Living Ltd – Litter Bin for Esso Bus Shelter	137.95	27.59
9) Cemetery & Premises rates (£373 paid monthly)	3731.60	
10) St James Car Park rates (£187 paid monthly)	1865.80	
11) Lightgate Lane Car Park rates (£250.00 paid monthly)	2504.10	
12) Parish Office rates (£59.00 paid monthly)	589.20	
13) SSDC – Summer Troughs / Baskets	276.25	55.25
14) JLS Heating – Chapels Electrical Work	1348.00	269.60
15) John Burton Signs - Blake Hall toilets	48.50	9.70

16) SP Sports & Social Club maintenance payment	700.00	
17) SSDC – Operational Playground Inspection	106.00	21.20
18) Prism – Stationary for office	57.25	11.45
19) Microshade	96.90	19.38
20) Mrs R Swift - Expenses	12.00	
21) Nina Flint – Audit prep/assistance	329.50	
22) InTouch CRM – email/web accounts	134.50	26.90
23) Reach Alternative Education SW Ltd	1821.00	364.20
24) SLCC – CiLCA examination	250.00	
25) Heather at Home	360.00	
26) Barnstore	129.44	32.36
Total:	£18772.92	£1048.31

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

27) Mrs J Hillard – WI expenses from APM	25.00	
28) Mr K Harris – Parish maintenance – March	560.50	
29) Mr A Dance – APM Expenses	57.00	
30) Mrs R Swift – APM refreshment expenses	42.82	
31) Amberol – hanging brackets for SPIB	87.50	17.50
32) Tims Wines – Refreshments for APM	88.00	22.00
33) Knight Electrical – electrical work	109.20	27.30
34) Mrs D Hodson-Wright – SPIB refund	7.36	
35) Play UK Playgrounds Ltd – Play Area report	410.00	82.00
36) Mr P Kidner – Library expense refund	49.97	
37) Mrs B Elliot – Library expense refund	750.01	
38) Ms P Yare – Library expense refund	135.00	
39) SES – Security services for library	1.00	0.20
40) Mrs R Swift – Clerk expenses	42.60	
41) HMRC – PAYE April 2019	672.53	
42) Mike Roberts – Felling Oak tree in Recreation Ground	900.00	
43) Came & Company – Insurance payment for 2019/20	3106.51	
44) AC Developments – Youth Club windows & doors	4150.00	830.00
45) British Telecom – phone/broadband	78.94	19.74
46) Exclusive Leisure Ltd – Cricket Nets supply & installation	37090.00	7418.00
47) Came & Company – Insurance adjustment for 2018/19	185.71	
48) Clerks salaries – April 2019	2000.07	
49) John Wratten Architect – Blake Hall Lease Drawings	548.10	109.62
50) Kirkham Board – Cricket Nets Project management	1950.00	390.00
51) Somerset Landscapes Ltd	1152.60	960.50
52) British Telecom – Line rental	55.50	11.10
53) Mr K Harris – Parish maintenance	1025.50	
54) Microshade – April invoice	96.90	19.38
55) Reach Youth Provision – April 2019	1966.00	393.20
56) Dartmoor Tree Surgeons – Tree work at the cemetery	9040.00	1808.00
57) Mrs C Laidler – Admin for Care Partnership Group	189.00	
58) Barnstore – Parish Storage	112.80	28.20
59) InTouchCRM – email support	129.44	32.36
Total:	£66815.76	£1216.91

58.26 Planning Committee Report

(1) To receive the minutes of the Planning Committee held on the 4th March & 1st April 2019 and to note the decisions thereto:

58.27 To receive any additional reports from the following:

- (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) William Blake Memorial Hall
- (k) SPRINC
- (l) CLT
- (m) Youth Club / Youth Provision
- (n) Library / LIC
- (o) Mere Lynches

58.28

Reports

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

58.29

Date of next Meetings – 3rd June 2019 at the William Blake Memorial Hall.