



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

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.

Tuesday 8th May 2018

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 **Tuesday 15th May 2018 commencing at 7.30 pm** when the following business will be transacted.

Yours faithfully

Kate Alford
Parish Clerk

- 48.1 To elect a Chairman**
- 48.2 To receive a Statutory Declaration of Office**
- 48.3 To receive any apologies for non-attendance**
- 48.4 To receive any declarations of interest**
- 48.5 To elect a Vice Chairman**
- 48.6 To elect the following Committees**
- (a) Planning
 - (b) Open Space
 - (c) Finance & General Purposes
 - (d) Business
- 48.7 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
- 48.8 To re-adopt the Council's Corporate Policy**
- 48.9 To re-adopt the Council's Asset Register**
- 48.10 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)
- 48.11 To approve the Council's Bank Mandates**
(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)
- 48.12 To receive the Parish Council's Financial Statement for the year ending 31st March 2018**
- (a) To approve the Annual Governance Statement 2017/18
 - (b) To approve the Annual Accounting Statements for 2017/18
 - (c) To Review the effectiveness of the internal audit
- (this matter is normally referred to the Policy & Resources Committee for their consideration and thereafter report back)*
- 48.13 To re-appoint the Clerk as the Council's Responsible Financial Officer**
- 48.14 To re-affirm acceptance of The Audit and Accountant Regulations 2015 (SI 2015 No 234)**
- 48.15 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**
- 48.16 To re-affirm that the Parish Clerk may use all of the electronic methods available to her when circulating documentation to the council members.**
- 48.17 To review the Members Register of Interests**
- 48.18 To confirm the re-appointment of Mrs K Nobes as the Council's Internal Auditor**

- 48.19 **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)
- 48.20 **Issues arising from the Annual Parish Meeting – 30th April 2018**
(Copy of same attached herewith)
- 48.21 **To receive and approve the Minutes of the Parish Council Meeting held on Monday 5th March 2018**
- 48.22 **Past Subject Matters for the purpose of report only**
- (1) **Matters raised by the public**
- 48.23 **Chairman's Announcements / Report**
- 48.24 **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 31st March 2018**
- (2) **To consider the options which have been presented to the Parish Council for a Parish Office and to discuss how to proceed.**
- (3) **To resolve to make a Grant to Burnworthy to create a safe play area for apparatus for the use of Babes and Tots group and visitors to our garden. Families will be able to make use of this facility throughout the year. *(Grant application supplied to Parish Council to consider amount)***
- (4) **To resolve to agree for Burnworthy to use £500 leftover from the Christmas lunches funding to use towards a Tea Party for the Royal Wedding on 19th May 2018. Added to Agenda in error – funding was from SPRINC funds and therefore has been agreed by SPRINC.**
- (5) **To resolve to recommend acceptance of the Recreation Ground Master Plan by the full Parish Council following consultation and agreement by SPRUG & the Open Spaces committee, and to start proceedings to release funding by SSDC following:**
- a meeting with SSDC (Lynda Pincombe/Rob Parr)
 - confirmation of costings for the Cricket Nets
- 48.25 **Finance & General Purposes Report**
- (1) **To retrospectively approve the following items of expenditure for the month of March**
- | | | £ | £ | |
|------|----------------------|-----------------------------------|---------|---------|
| (1) | SSDC | Operational Playground Inspection | 106.00 | 21.00 |
| (2) | Petherton Arts Trust | TA13 Delivery – Spring | 120.00 | |
| (3) | Mr P Kidner | Footpath signs | 3.88 | 0.78 |
| (4) | Mrs C Laidler | SPCPG – Admin | 40.30 | |
| (5) | Mrs K Alford | Clerks Expenses | 120.60 | |
| (6) | HMRC | PAYE March | 1784.61 | |
| (7) | SSDC | Ranger February & March 2018 | 1065.60 | 213.12 |
| (8) | Mr K Harris | Parish Maintenance | 780.50 | |
| (9) | Mrs H McMillan | Parish Link Worker - March | 360.00 | |
| (10) | Swan Paul | Professional Charges – Rec Ground | 5547.60 | 1109.52 |
| (11) | Mrs K Alford | Clerk March Salary | 1437.26 | |
- (2) **To approve the payment of the following items of expenditure for the month of April**
- | | | | | |
|------|----------------|-------------------------------|---------|--------|
| (12) | CCS | Village Agent – QTR 1 payment | 2564.25 | |
| (13) | Microshade | Web hosting March | 52.95 | 10.59 |
| (14) | Reach Youth UK | Youth Work Delivery – March | 1821.00 | 364.20 |
| (15) | Reach Youth UK | Youth Work Delivery – April | 1821.00 | 364.20 |

(16)	SALC	Councillor Essentials Training Event	75.00	
(17)	Microshade	Web Hosting April	52.95	10.59
(18)	Mike Roberts	Hedge/Bramble maintenance in Parish	650.00	
(19)	InTouch	Email hosting	131.50	26.30
(20)	Knight Electrical	Pavilion Floodlight repairs and upgrade	895.00	179.00
(21)	Mrs H McMillan	Parish Link Worker – April	450.00	
(22)	HMRC	PAYE April	526.04	
(23)	Mrs K Alford	Clerks Salary – April	1439.78	
(24)	Mrs K Alford	Clerks Expenses – April	154.83	
(25)	SLCC	2018 Membership	185.00	
(26)	NABMA	2018 Membership	318.00	63.60
(27)	BT	Rental Charges	64.50	12.90
(28)	Somerset Landscapes	Grounds Maintenance – March	960.50	192.10
(29)	SSDC	Ranger – April	532.80	106.56
(30)	Southern Electric	Cemetery Chapels Charges	49.12	
(31)	Water2Business	Cemetery Chapels Charges	13.61	
(32)	Viridor	Hire of Euro-Bin – March	43.06	8.61
(29)	Viridor	Ad Hoc Charges	10.83	2.17
(30)	SSDC	Rates Lightgate Lane Car Park	2238.44	
(31)	SSDC	Rates St James Street Car park	1664.48	
(32)	BT	Line charges – 01460 240011	52.80	25.00
(33)	Somerset Landscapes	Ground Maintenance – April	960.50	192.10
(34)	SW Heritage Plastering	Cemetery Chapel maintenance	610.00	

48.26 Planning Committee Report

- (1) To receive the minutes of the Planning Committee held on the 5th March 2018 and to note the decisions thereto:

48.27 Open Spaces Committee Report

- (1) To receive the minutes of the Open Spaces Committee held on the 10th April 2018 and to note the decisions thereto:
- (2) Any additional reports from the following:

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

48.28 Finance & General Purpose Committee Report

- (1) To receive the notes of the Finance & General Purpose Committee held on the 5th March 2018 and to note the recommendations thereto :

48.29 Reports

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

48.30 Correspondence

(1)	The Pensions Regulator	Year end instructions	E
(2)	Yeovil Registrar's Office	Green Form	BP

All other email correspondence has been sent directly to Councillors.

48.31 Other business referred to the Clerk (information only)

48.32 Date of next Meeting – Parish Council Meeting - Planning Committee Meeting – Finance & General Purposes Meeting - Monday 4th June 2018