



# **SOUTH PETHERTON PARISH COUNCIL**

Clerk to the Parish **Bruce Poole** BA (Hons); Fellow ILCM, MMC

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Office Hours 10.00 am – 1.00 pm Monday to Friday

## **PUBLIC SESSION**

**08/05/14**

Mr Nigel Potts addressed the meeting regarding his and other affected residents concerns in respect to the proposed road improvements at Watergore. He sought the Parish Council's support on two major issues:

1. That a set of more understandable set of plans be drawn at a scale that could be more readily interpreted by the residents and
2. That the Parish Council support a move towards a complete review of the scheme.

He also asked that the Parish Council send representatives to the meeting to be held at Over Stratton on the 19<sup>th</sup> May that was being sponsored by the County Councillor.

Councillor Barry Walker then addressed the meeting on a number of general issues on which he answered a number of questions from the floor and parish councillors.

Mrs Peacock asked the Parish Council why it could not revert back to the old system of holding Planning Matters within the main body of the Parish Council Meeting. It was explained that the Parish Council was now operating a committee system whereby Planning Applications was considered by a dedicated Planning Committee who would normally meet on the same evening at the Parish Council and would generally meet at 7.00pm. As with all Parish Council Meetings they would be duly advertised and time would be allowed for public participation. Any major applications that were received would be as in the past discussed by the full council.

Mr Peacock reminded the meeting of the concern that the village had had with the development promoted by Persimmons and the likely impact it would have on the village services especially school places. He asked that enquiries be made of the relevant authorities as to the number of school places that will be available this on coming September at the two local schools and whether or not they will be able to accommodate all the children from the village.

Mr Chris Hockey wished to know why the District Councillors and County Councillor were being asked to speak in the public part of the meeting yet it appeared they also had a slot in the formal part of the meeting. He was advised that they spoke in the public part of the meeting for several reasons:

- Albeit that they were important participants they were actually viewed as members of the public.
- They could readily answer questions from anyone in the public session.
- If they wished to leave the meeting early after their report they were free to do so.
- They were listed in the formal part of the meeting in case the Parish Council needed to discuss anything pertaining to their report and as such would then form part of the formal minutes

Mr Chris Willey asked what was happening to the Memorial Gardens as they were in his opinion in a poor state of repair. He was reminded of the recent exploratory meeting he had had with the Parish Clerk when this subject matter was discussed and it was stated that it would be one of the Council's major priorities when the weather had improved. It was to be one of the major discussion points when the Open Spaces Committee held their proposed meeting in a few weeks time.

There being no further questions the Chairman moved to open the meeting formally

**Minutes of the Annual Parish Council Meeting of South Petherton Parish Council held at The William Blake Memorial Hall Market Square St James Street South Petherton on Thursday 8<sup>th</sup> May 2014 when the following business was conducted.**

**PRESENT** Councillors Mr A Dance (Chairman) together with Councillors Mrs A Soulsby Misses S Beaufoy & L Chant Messrs G Gatehouse I Greenfield B Herrick D Lee N Wakely together with the Parish Clerk Mr B Poole

In addition District Councillor Barry Walker (who left the meeting just after 8.00 pm) and 29 residents.

**5.1 To elect a Chairman**

Councillor Adam Dance was unanimously re-elected as Chairman

**5.2 To receive a Statutory Declaration of Office**

He undertook and signed the Statutory Declaration of Office as Chairman

**5.3 To receive any apologies for non attendance**

None

**5.4 To receive any declarations of interest**

None

**5.5 To elect a Vice Chairman**

Councillor Brian Herrick was unanimously elected

**5.6 To Elect the following Committees**

(a) Planning

Brian Herrick Sarah Beaufoy Adam Dance Ian Greenfield Amy Soulsby Nick Wakely

(b) Open Spaces

Sarah Beaufoy Brian Herrick Adam Dance Mark Hickey Nick Wakely

(c) Finance & General Purposes

Graham Gatehouse Leanna Chant Adam Dance Brian Herrick David Lee

**5.7 To propose Representatives to the following Village Organisations**

- |                                 |                  |
|---------------------------------|------------------|
| (a) SALC                        | Adam Dance       |
| (b) SPRINC                      | Sarah Beaufoy    |
| (c) South Petherton in Bloom    | Brian Herrick    |
| (d) SPRUG                       | Amy Soulsby      |
| (e) LIC                         | Graham Gatehouse |
| (f) William Blake Memorial Hall | Amy Soulsby      |
| (g) Youth Council/Reach         | Leanna Chant     |
| (h) Correspondent/PR            | Graham Gatehouse |

**5.8 To adopt the Council's Corporate Policy**

Resolved to formally adopt

**5.9 To approve the Council's Asset Register**

Resolved to formally approve

- 5.10 To review the Council's Insurance Policy**
- Deferred to the Finance & General Purposes Committee
- 5.11 To approve the Council's Bank Mandates for both Nat. West Bank Limited and Bath Building Society**
- Resolved that it be any two councillors from the full complement pertaining at the time plus the Parish Clerk for administration purposes only (not to sign cheques)
- 5.12 To receive the Parish Council's Financial Statement for the year ending 31<sup>st</sup> March 2014**
- (a) To approve the Annual Accounts for the year ending 31<sup>st</sup> March 2014
- Resolved to approve the Annual Accounts for year ended 31<sup>st</sup> March 2014.
- (b) To approve the Annual Governance Statement
- Resolved to approve the Annual Governance Statement
- (c) To review the effectiveness of the internal audit
- The Internal Auditor's report was noted whereby the meeting referred its contents for closer examination to the Finance & General Purposes Committee in order that they might take the appropriate remedial action
- 5.13 To re-appoint the Clerk as the Council's Responsible Financial Officer**
- Resolved to re-appoint the Clerk as the Council's Responsible Financial Officer
- 5.14 To re-affirm acceptance of The Audit and Account Regulations 2011 (England) Regulations 2011 (SI 2011 No 817)**
- Resolved to re-affirm acceptance of the regulations
- 5.15 To re-adopt the Council's Publication Scheme and confirm the Parish Council's Qualified Persons under Section 36 of The Freedom of Information Act 2000**
- Resolved to re-adopt the Council's Publication Scheme and that the Clerk be the qualified person
- 5.16 To give formal approval to the Parish Clerk that he may send summons and notices to Parish Councillors and other such documentation electronically**
- Resolved to give the formal approval to the Parish Clerk that he may send summons and notices in respect to Parish Council matters electronically
- 5.17 To review the Members Register of interests**
- Members were reminded of their duty to revisit their personal entry and advise the clerk of any amendments
- 5.18 To confirm the re-appointment of Mr Henry Lovegrove of Accounts & Audit Services Ltd as the Council's Internal Auditor**
- As Mr Lovegrove had given notice of his intention to retire in the summer of 2014 It was agreed to defer the matter of appointment to the Finance & General Purposes Committee for their consideration
- 5.19 To review Allotment Rents and Magazine Advertising Charges**
- It was agreed to defer this matter to the Finance & General Purposes Committee

**5.20 Issues Arising from the Annual Parish Meeting – 7<sup>th</sup> April 2014**

None

**5.21 To receive and approve the Minutes of the Parish Council Meeting held on Monday 3<sup>rd</sup> March 2014**

**Resolved** that the Minutes of South Petherton Parish Council Meeting held on Monday 3<sup>rd</sup> March 2014 as previously circulated be taken as read and agreed as being a true and correct record and as a result therefore approved and duly signed by the Chairman

**5.22 Past Subject Matters**

**For the purpose of report only**

- (1) Matters raised by members of the public at the previous meeting of the council.
  - (a) Contact Details – Church Magazine – TA13 and Web Site  
Being currently processed
  - (b) Defective Lights  
Reported
  - (c) Councillor Name Bars  
Concluded
- (2) Attenuation Pond 4.4.1.b  
  
The Highways Agency have requested further information as to the precise location of the said ponds in order that they can investigate the problem and report back. That information has been subsequently been supplied.
- (3) Badger Setts 4.4.2  
  
See 5.23.6
- (4) Crash Barrier 4.4.7  
  
Concluded
- (5) Community Web Site 4.4.9
- (6) Tree Survey 4.4.10
- (7) Installation and Purchase of IT Equipment 4.5.2  
  
Subject matters in hand
- (8) Kaspersky Anti Virus 4.5.3  
  
Concluded
- (9) Appointment of Parish Clerk 4.5.5.a  
  
See 5.23.3
- (10) Sarah's Plan 4.5.5.b  
  
Current position to be advised upon at the meeting

## Resolutions

- (1) **To consider the representations made by Mr Nigel Potts in respect to traffic calming proposals being proposed by Somerset County Council and as a result recommend what action to take.**

Resolved to support his request that larger scale drawing be provided to the affected residents.

- (2) **To resolve to accept South Somerset District Council's Annual Inspection Quotation to provide an twice yearly Playground Rise Assessment Service**

*Local Government Act 1972 Schedule 14 Para 27*

Resolved that as the quotation was slightly cheaper than that being quoted by RoSPA it was agreed to accept South Somerset District Council's quote

- (3) **To resolve to accept the Finance & General Purposes Committee's recommendation to employ Mr Bruce Poole as the Parish Council's Parish Clerk with effect from the 1<sup>st</sup> April 2014**

*Local Government Act 1972 s 112*

Resolved to accept the recommendation of the Finance & General Purposes by formally appointing Mr Bruce Poole as the Parish Clerk as from the 1<sup>st</sup> April 2014

Agreed that the Contract of Employment should therefore be signed.

- (4) **To resolve to accept the quotation submitted by Came & Company for the annual insurance at a premium of £1,350.27 (£1282.76 for a three year fixed contract)**

Resolved to accept the quotation submitted by Came & Company and a three year contract

- (5) **To consider a request from Martock Parish Council to contribute financially to their Job Club which is used by resident of South Petherton**

Agreed to discuss the proposal further with Martock Parish Council

- (6) **To consider proposals by Mr Keith Duffield in respect to the Badger Setts which are an alternative to those plans already approved and agreed by the Parish Council**

Resolved that an early site meeting should be had in order to settle this matter for once and for all

- (7) **To consider a request from South Petherton Carnival Club that they might have use of the Recreation Ground for a Carnival Fun Day on Sunday 20<sup>th</sup> July from 11.00 hrs to 15.00 hrs.**

Resolved to grant permission with the proviso that they undertake the conditions already set out to them by the Parish Clerk

Resolved that due to the potential sensitivity of the following subject matter that (under the Public Bodies and Admissions to Meetings Act 1960) the Press and Public be excluded

This discussion was had at the conclusion of the meeting

- (8) **To consider applications from Mr Mark Hickey and Mr Paul Thompson to fill the current casual vacancies on the Parish Council**

Resolved that Mr Mark Hickey be invited to fill one of the casual vacancies.

He then proceeded to make the standard Declaration of Office. The Clerk was asked to write to Mr Paul Thompson to thank him for applying.

## 5.24 Finance & Personnel Committee Report

- (1) To receive the Minutes of the Finance & General Purposes Committee Meeting held on Wednesday 12<sup>th</sup> March 2014 and to note the decisions thereto:

### Received

- (a) To ratify and approve the invoices paid as listed in the Committee's Minutes  
(b) To ratify and approve the Grant Funding donations

Resolved to ratify both decisions as set out in the Committee's Minutes

- (2) To approve the following items of expenditure for the month

(1)	Mr A Dance	Removal of Tree Debris – West End	110.00	
(2)	Mr K Harris	Village Ranger Work – March 2014	325.50	
(3)	SSDC	Playground Inspections 2013/14	106.00	21.20
(4)	Sports Lighting	Repair Lighting – MUGA	360.00	72.00
(5)	Nat West	Bank Charges	19.95	
(6)	Mr B Poole	Contracted Hours & Expenses – Mar 14	2206.35	
(7)	Landscapes	Grass Maintenance – Mar 14	960.50	192.10
(8)	Came & Company	Annual Insurance Premium	1350.27	
(9)	Microshade VSM	Monthly Hosting Fee	40.00	8.00
(10)	SALC	Annual Subscription	800.34	
(11)	Staples	Stationery	245.27	49.05
(12)	Mr S Doble	Clerking duties – SPRINC & Cemetery	50.00	
(13)	S/S Peter & Paul	Advertising Fees – PCC Magazine	50.00	
(14)	Nat West	Bank Charges	31.97	
(15)	Reach	Youth Work – March	1821.00	
(16)	Reach	Youth Work – April	1821.00	
(17)	Mr T Charman	Web Site Management – Mar/Apr	70.00	
(18)	Parrett Plus	SP Information Centre – Advert	37.00	
(19)	Staff	Salary & Expenses – April	2425.43	
(20)	Somerset	Landscapes Ltd – Grass Maintenance	960.50	192.10
(21)	Accounts & Audit	2013-14 Internal Audit Fee	295.74	59.15
(22)	Stable Print	TA13 Summer 2014	808.00	
(23)	Mr D Ogilvie	Lengthsman Invoice 5/14	2093.00	

Resolved to ratify the decision made under delegated powers that Invoice Numbers 1 to 11 paid at the APM be approved and to agree to pay the remaining invoices as listed.

## 5.25 Planning Committee Report

- (1) To receive the Minutes of the Planning Committee held on both Monday 3<sup>rd</sup> March Monday 7<sup>th</sup> April 2014 and to note its decisions thereto:

## 5.26 Open Spaces Committee Report

- (1) To receive reports from the following brief holders

- (a) Allotments

To receive the draft notes of a meeting of Allotment Holders held on Tuesday 18<sup>th</sup> February 2014 and to note to contents thereof:

### Received

Councillor Nick Wakely gave an up to date verbal report to the meeting

- (b) Cemetery

Councillor Sarah Beaufoy also gave a brief verbal report

- (c) Footpaths & Bridleways

Councillor Ian Greenfield indicated that recent weather conditions had prevented any serious inspection of the footpaths

- (d) Roads & Transport

This matter was fully discussed at the commencement of the meeting

- (e) Lengthsman Scheme

To receive the draft minutes of a Lengthsman Scheme Meeting held on Monday 3<sup>rd</sup> March and note the decisions thereto:

**Received**

- (f) Newsletter  
(g) Website

It was agreed that progress would be needed fairly shortly especially in respect to the web site.

**5.27 Reports**

- (a) SALC  
(b) District Councillors

Nothing other than that which was reported upon in the public session

- (c) County Councillor

Please refer to the e-mailed report of the 24<sup>th</sup> April 2014

- (d) Chairman

Councillor Dance thanked everyone for their continuing confidence in electing him as the Chairman for a further twelve months

- (e) Clerk

None

**5.28 Correspondence**

(1)	Stone's	Application for approval of Memorial	BP
(2)	SCC Highways	Road Traffic Regulation – Temporary Road Closure	E
(3)	Mrs A Lawrence	Flooding – St James Street – Attenuation Pond	BP
(4)	SSDC	Play Area Inspection Report	BP
(5)	SPIB	Application – Grant Funding	
(6)	Grant Thornton	Notice – Annual Audit of Accounts 31/03/14	BP
(7)	NALC	DIS <i>Extra</i> Issue No 830 21/03/14	E
(8)	SSDC	Sealed Order – Lime Kiln Avenue & Quarry Piece Road	BP
(9)	Mr N Potts	Traffic Calming Scheme – Watergore section	E
(10)	Clerks & Councils	Direct – Issue 92 March 2014	C
(11)	SLCC	The Clerk Magazine March 2014 – Vol 45 No 2	C
(12)	HMR&C	Employer Payment Booklet	BP
(13)	SLCC	8 <sup>th</sup> Practitioners' Conference Programme	C
(14)	SLL	Ground Maintenance Quotation	BP
(15)	SSDC	Annual Playground Inspection Offer	BP
(16)	HMR&C	Tax Codes for 06/04/14	BP
(17)	Victims of Crime	Letter of thanks – Grant Funding	C
(18)	SSDC	LIC Support Grant - £500.00	BP
(19)	Infant School	Letter seeking support – Crossing Patrol	C

(20)	Ridgeway Hall	Disability Group – Thank you letter – Grant Funding	C
(21)	SALC	Letter seeking renewal of Annual Subscription	C
(22)	NALC	DIS <i>Extra</i> Issue No 831 04/04/14	E

**The above items were distributed at the APM**

(23)	SSDC	South Somerset Housing Fair 2014 – 28/04/14	C
(24)	SSDC	Notification of Precept – 1 <sup>st</sup> Payment - £65,000	BP
(25)	SSDC	Weekly Planning Report	E
(26)	Police	Newsletter – March 2014 Issue 02 and “Best on the Beat”	C
(27)	Came & Company	Parish Council Insurance - Policy Schedule & Certificate	C
(28)	SSDC	Annual Playground Inspection & Risk Assessment Service	C
(29)	SP PCC	Letter – Re Future Reports	BP
(30)	BIBS	Return of Passbook - Building Society Interest £1,338.91	BP
(31)	PCC	Letter & Invoice – Advertising in the Church Parish Magazine	BP
(32)	Computershare	Notification of interest on War Stock- 01/06/13 & 01/12/13 @£2.35	BP

**Additional items received after circulation of the agenda for information purposes**

(33)	SCC	Consultation – Footpath Diversion for Y24/53 & 24/54	E
(34)	SCC	Speed Indicator Information (SID)	E
(35)	Cllr C Le Hardy	Traffic Calming Scheme – Watergore – Meeting 15/05/14	E
(36)	Mr B Poole	HMR&C – P45 Details	BP
(37)	Clerks & Councils	Direct – May 2014 Issue No 93	C
(38)	Accounts & Audit	2013-14 Internal Audit Report	BP
(39)	Mr D Ogilvie	Lengthman’s Time Sheets	BP
(40)	NALC	DIS <i>Extra</i> Issue 833 02/05/14	E
(41)	Darkin Miller	Internal Audit quote for 14/15	E
(42)	Yarlington	Garage Availability Notices	NB
(43)	Allotment	Agreement Plot 22A – Deposit Cheque & Signed Rules	BP
(44)	SLCC	The Clerk Magazine – May 2014 Vol 45 No 3	C

**5.28 Other Business referred to the Clerk**

- (1) To note the posting of the Notice of Appointment of Date for the Exercise of Elector’s Rights

Noted

**5.29 Date of next Meeting**

Parish Council Meeting 2<sup>nd</sup> June 2014 commencing at 7.30 pm.