

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.

**Monday 30<sup>th</sup> September 2019**

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

Ladies & Gentlemen:

You are summoned to a **Meeting of South Petherton Parish Council** to be held in **The William Blake Memorial Hall** on **Monday 7<sup>th</sup> October 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.

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| <b>63.1</b> | <b>To receive any apologies for non-attendance</b>  |
| <b>63.2</b> | <b>To receive any declarations of interest</b>  |
| <b>63.3</b> | <b>To receive and approve the Minutes of the Meeting of South Petherton Parish Council held on Monday 1<sup>st</sup> July 2019.</b> |
| <b>63.4</b> | <b>To approve the co-option of new Parish Councillors to South Petherton Parish Council.</b>  |
| <b>63.5</b> | <b>Matters for the purpose of report only</b><br>(1) Clerks report.   |

- (2) Update on last meetings actions.

### **63.6 Chairman's Announcements**

### **63.7 Resolutions:**

- (1) To resolve to adopt the Recreation Ground policy and to review & readopt this annually.
- (2) To resolve to accept the briefing from the Library Management Group & to agree on one of the following 3 options to determine the future of South Petherton Library.
  - a) Do nothing: Allow the library to cease operation on 31<sup>st</sup> March 2020 and end all funding.
  - b) SPPC continues to directly fund the Library for another 4 years until the next operating Service Level Agreement break point with Somerset County Council in March 2024.
  - c) SPPC provides a grant to South Petherton Community Land Trust for the next 4 years for it to fund and manage the library on its behalf.
- (3) To resolve to agree the updated Recreation Ground Management Plan in order to obtain access to the S106 maintenance funds and use these to continue to maintain the Play Area.
- (4) To resolve to agree to replace the Church Path leading from the front door of the Church, to the black gates at the top of the steps leading to Little Thatch from one of the 3 quotes listed below (and brief attached):
  - Quote 1: £2,500 (excl VAT)
  - Quote 2: £5,502.50 (excl VAT)
  - Quote 3: £4,609.65 (excl VAT)
- (5) To resolve to agree to appoint a company to redesign, set up and provide IT support in relation to a new South Petherton Parish Council website & emails from the quotes obtained.
  - Quote 1: Set up fee - £499, Annual running cost £317.
  - Quote 2: Unable to comply with current accessibility regulations.
  - Quote 3: Set up fee - £1345, annual running cost - £118.
  - Quote 4: Set up fee - £2,730, annual running cost - £1650.96.
- (6) To resolve to agree to appoint a company to install dropped kerbs at a number of locations throughout South Petherton, and, in addition, to confirm at which locations these should be placed, from the quotes and briefing paper provided.
- (7) To resolve to agree to continue to pay £225.00 per annum excluding VAT to Pear Technology for continued parish mapping.
- (8) To resolve to adopt the South Petherton Parish Council Reserves Policy as recommended by the Finance & General Purpose Committee on 1<sup>st</sup> July 2019.
- (9) To resolve to appoint Mrs B.Bowen as Internal Auditor for the Financial Year 2019/20.
- (10) To resolve in principle that South Petherton Parish Council would agree for a Skate Park to be built on the Recreation Ground at the site of the existing BMX track. Full consent to be sought at a later date.
- (11) To resolve to award The David Hall a Grant of £1000, to support a range of shows and workshops for young people in and around South Petherton.
- (12) To resolve to note the Conclusion of Audit received from PKF Littlejohn, its publication & any recommendations.

### **63.8 Finance & General Purpose Report**

- (a) To receive the minutes of the Finance & General Purpose Committee held on Monday 1<sup>st</sup> July 2019 and to note the decisions thereto.
- (b) To note the following items of expenditure & agree payment for July, August & September:

July		£	£
(109) Matt Manders	Chapels work	375.00	0
(110) Prism	Office Stationary	25.34	5.07
(111) Corona Energy	Library Gas/Electricity	130.18	6.51
(112) SSDC	Ranger – Apr,May,June	1465.20	293.04
(113) Clerks Salaries	July 2019	2340.92	0
(114)HMRC	PAYE – July	331.73	0
(115) SCC	Library staff – 1 <sup>st</sup> qtr	3043.98	608.80
(116) R Swift	Clerk expenses – July	9.00	0
(117) Play UK	Rec Repairs – 08/04/19	410.00	82.00
(118) Play UK	Rec Repairs – 08/06/19	375.00	75.00
(119)Play UK	Rec Repairs – 20/07/19	457.00	91.40
(120) Mrs M Robathan	SPIB refund	34.04	0
(121) Mrs D Hodson-Wright	SPIB refund	57.49	0
(122)Signs Express	Warning signs for Parish	45.00	9.00
(123) BT	Line rental 01460 240011	59.10	11.82
(124) Heather McMillan	Parish Link Worker – July	405.00	0
(125) SALC	PC Training	75.00	0
(126) SALC	PC Training	120.00	0
(127) InTouch CRM	Web/email hosting	130.99	26.20
(128) Reach Youth Ltd	Youth Provision – July	1966.00	393.20
(129) Levitate	David Hall works - remainder of grant	1750.00	0
<b>Total</b>		<b>13605.97</b>	<b>1602.04</b>

#### August

(130) K Harris	Parish Maintenance - July	535.50	0
(131) SSDC	Ranger – July 2019	532.80	106.56
(132)Water2Business	Library – water to Aug 19	51.69	4.18
(133) SSDC	SPIB – hanging baskets	1379.75	275.95
(134) D Hodson-Wright	SPIB – Plant feed	5.98	0
(135) Microshade	IT support – July	96.90	19.38
(136) Microshade	IT support – Aug	96.90	19.38
(137) P Yare	TA13 – Editing Autumn	1000.00	0
(138) MACS printing	TA13 – Printing Autumn	683.00	0
(139) David Hall	TA13 – Delivery Autumn	120.00	0
(140) SALC	Councillor training 31.7.19	25.00	0
(141) Sports & Social Club	Toilet Maintenance	700.00	0
(142) Clerks Salaries	August 2019	2179.12	0
(143) HMRC	August PAYE	493.53	0
(144) CCS	Village Agent – Qtr 2	2564.25	0
(145) Pear Technology	Cemetery Mapping support	200.00	40.00
(146) Mike Roberts	Tree work in cemetery	70.00	0
(147) Play Inspection Co	Annual Play Equip Inspection	95.00	19.00
(148) BT	Blake Hall internet	56.74	14.18
(149) SP Football Club	Line marking paint	165.30	0
(150) H McMillan	Parish Link Worker – Aug	360.00	0
(151) K Harris	Parish Maintenance – Aug	535.50	0
(152) C Laidler	Admin SP Care Partnership	45.00	0
(153) Reach Youth Ltd	Youth Provision – Aug	1966.00	393.20
(154) Barnstore	Parish Storage	112.80	28.20

(155) Reyland Properties	Library rent	2062.50	0
(156) InTouch CRM	Web/Email support	130.99	26.20
(157) SSDC	Parish Rates	1589.00	0
(158) Viridor	Parish Waste	104.52	0
<b>Total</b>		<b>17957.77</b>	<b>1995.24</b>

### September

(159) MACS Printing	Leaflets	29.00	0
(160) Somerset Landscapes	Grass Maintenance August	960.50	192.10
(161) PKF Littlejohn LLP	External Audit fees	400.00	80.00
(162) Miss V O'Donnell	Youth Parish Council refund	172.48	0
(163) Signs Express	Warning signs for Parish	30.00	6.00
(164) Signs Express	Delivery	12.50	2.50
(165) Mr K Harris	Parish Maintenance – Sept	650.50	0
(166) SSDC	Ranger – August 2019	666.00	133.20
(167) Microshade	IT Support – August	96.90	19.38
(168) Reach Youth Ltd	Youth Provision – Sept	1966.00	393.20
(169) Barnard & Westwood	Stationary	319.61	63.92
(170) Allen Computers	LIC Computer repair	162.50	32.50
(171) PATA Payroll	Qtr 2 payroll support	52.20	0
(172) Clerks payroll	September 2019	2331.79	0
(173) HMRC	PAYE September 2019	493.33	0
(174) H McMillan	Parish Link Worker Sept	234.00	0
(175) Barnstore	Parish Storage	112.80	28.20
(176) InTouch CRM	Web/Email support	130.99	26.20
(177) SSDC	Parish Rates	1589.00	0
(178) Viridor	Parish Waste	77.16	0
(179) Plusnet	Library internet	10.80	0
(180) BT	Phone/line rental	56.26	14.10
(181) Prism	Office/Library paper	27.04	5.41
(182) Crispins	Maintenance supplies	127.74	0
<b>Total</b>		<b>10709.10</b>	<b>996.71</b>

### 63.9 Planning Committee Report

- (a) To receive the minutes of the Planning Committee held on Monday 1<sup>st</sup> July 2019, Monday 5<sup>th</sup> August and Friday 6<sup>th</sup> September to note the decisions thereto.

### 63.10 To receive any additional information on the following:-

- (a) Allotments – Cllr Wakely
- (b) Cemetery – Cllr Wakely
- (c) Footpaths & Bridle Ways - PPLO currently vacant & Cllr A Allen
- (d) Roads & Transport – Cllr Raikes
- (e) Recreation Ground/Area/SPRUG – Cllr New & Cllr Raikes
- (f) TA13 – Cllr Spiers
- (g) Website – Cllr New
- (h) SPIB – Cllr Hodson-Wright
- (i) Blake Hall – Cllr Salway
- (j) SPRINC – Cllr Raikes
- (k) CLT – Cllr Chitty
- (l) Library / LIC – Cllr Dance
- (m) Mere Lynches – Cllr Salway
- (n) Youth – Cllr Hodson-Wright & Cllr New

**63.11 Reports**

- (1) SALC
- (2) Councillors
- (3) Chairman
- (4) The Clerk
- (5) Parish Link Worker & Village Agent

**63.12 Other Business referred to the Clerk**

**63.13 Date of next Meetings – Monday 4<sup>th</sup> November 2019**

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**Under the Openness of Local Government Bodies Regulations 2014, any members of the public are allowed to take photographs, film and audio record the proceedings and report on all public meetings (including on social media). No prior notification is needed, but it would be helpful to let the Clerk know of any plans to film or record so that all necessary arrangements can be made to provide reasonable facilities to report on meetings. This permission does not extend to private meetings or parts of meetings which are not open to the public. All recording and photography equipment should be taken away if a public meeting moves into a session which is not open to the public.**

**If you are recording the meeting, you are asked to act in a reasonable manner and not disrupt the conduct of meetings, for example, by using intrusive lighting, flash photography or asking people to repeat statements for the benefit of the recording. You may not make an oral commentary during the meeting. The Chair has the power to control public recording and/or reporting so it does not disrupt the meeting. Recording must be clearly visible to anyone at the meeting. Please note that members of the public exercising their right to speak during Public Question Time may be recorded.**