



SOUTH PETHERTON PARISH COUNCIL

Clerk to the Parish **Kate Alford**

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Public Session

Mr Astall spoke to query budgets

Mr Reece spoke with regards to the Community Shed

Mrs Brown spoke in relation to the Christmas Event.

The Minutes

Minutes of a Parish Council Meeting of South Petherton Parish Council held at The William Blake Memorial Hall, Market Square, South Petherton on Monday 7th October 2019 when the following business was conducted.

PRESENT Councillors A Dance (Chair), C Raikes, N Wakely, C Bragg, D Hodson-Wright, A Allen, T New, S Spiers, B Chitty, J Hodge & B Elliott together with the Parish Clerks Mrs K Alford & R Swift.

12 members of the public were also in attendance.

63.1 To receive any apologies for non-attendance

Cllr Salway

63.2 To receive any declarations of interest

None

63.3 To receive and approve the Minutes of the Meeting of South Petherton Parish Council held on Monday 1st July 2019.

The minutes were received, approved and signed of as such by the Chairman.

63.4 To approve the co-option of new Parish Councillors to South Petherton Parish Council

Mrs Kath Brace & Mrs Zadee Chambers were co-opted onto South Petherton Parish Council, This was proposed by Cllr New, seconded by Cllr Dance, with all in favour.

Cllrs Brace & Cllr Chambers signed their Declarations of Interest forms and duly took their places on the Parish Council.

63.5 Matters for the purpose of report only

(1) **Clerks report** – Distributed with Agenda.

(1) **Update on last meetings actions** – Covered in Clerks report

63.6 Chairman's Announcements

None

63.7 Resolutions:

(1) **To resolve to adopt the Recreation Ground policy and to review and readopt this annually.**

Resolved to adopt the Recreation Ground policy and proposed review process

Proposed Cllr Raikes, seconded Cllr New, all in favour

(2) **To resolve to accept the briefing from the Library Management Group and to agree on one of the following 3 options to determine the future of South Petherton Library:**

a) **Do nothing – Allow library to cease operation on 31st 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 agrees to provide a grant to South Petherton Community Land Trust (CLT) for the next 4 years for it to fund and manage the library on its behalf.

At the meeting, the members were informed that the CLT were not now currently in a position to offer to manage the library and so option 3 was withdrawn.

Resolved to agree to option (b) and continue to directly fund the Library.

Proposed Cllr Bragg, seconded Cllr New, all in favour.

- (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.**

Resolved to agree the updated Recreation Ground Management Plan.

Proposed Cllr Raikes, seconded Cllr Spiers, all in favour.

- (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:**

Quote 1: £2,500 (excl VAT)

Quote 2: £5,502.50 (excl VAT)

Quote 3: £4,609.65 (excl VAT)

Resolved to accept Quote 1.

Proposed Cllr Raikes, seconded Cllr New, all in favour bar 1 abstention (Cllr Chitty)

- (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

Resolved to accept Quote 1.

Proposed Cllr New, seconded Cllr Wakely, all in favour

- (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.**

Resolved to install dropped kerbs at all 5 locations identified, and to award the contract to Quote 1, for a total cost of £4,512.14 (no VAT).

Proposed Cllr Dance, seconded Cllr New, all in favour

- (7) **To resolve to agree to continue to pay £225.00 per annum excluding VAT to Pear Technology for continued parish mapping**

Resolved to defer the resolution due to information being supplied to the Clerks being postponed.

Proposed Cllr Raikes, seconded Cllr New, all in favour

- (8) **To resolve to adopt the South Petherton Parish Council Reserves Policy as recommended by the Finance and General Purpose Committee on 1st July 2019.**

Resolved to adopt the Reserves Policy.

Proposed Cllr Chitty, seconded Cllr Raikes, all in favour.

- (9) **To resolve to appoint Mrs B Bowen as Internal Audit for the Financial Year 2019/20.**

Resolved to confirm the appointment of Mrs B Bowen.

Proposed Cllr Raikes, seconded Cllr Bragg, all in favour.

- (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.**

Resolved to agree to the siting of the proposed build of a Skate Park in principle.

Proposed Cllr Chambers, seconded Cllr Hodge, all in favour.

- (11) **To resolve to award to The David Hall a Grant of £1000, to support a range of shows and workshops for young people in and around South Petherton.**

Resolved to defer the resolution to obtain more information from The David Hall, and for them to clarify some areas that the Parish Council would like to see addressed.

Proposed Cllr Hodge, seconded Cllr Raikes, all in favour.

(12) To resolve to note the Conclusion of Audit received from PKF Littlejohn, its publication & any recommendations.

Resolved to note the Conclusion of Audit.

Proposed Cllr Dance, seconded Cllr Raikes, all in favour

63.8 Finance & General Purpose Report

(a) To receive the minutes of the Finance & General Purpose Committee held on Monday 1st 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 st 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	59.1011.82	
(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
Total		13605.97	1602.04

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
Total		17957.77	946.23

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
Total		10709.10	996.71

63.9 Planning Committee Report

To receive the minutes of the Planning Committee held on Monday 1st July 2019, Monday 5th August and Friday 6th September to note the decisions thereto.

Received & noted

63.10 To receive any additional information on the following:

- (a) Allotments – Cllr Wakely
- (b) Cemetery – Cllr Wakely
- (c) Footpaths & Bridle Ways – PPLOs appointed – Cllr Wakely & Mr Nigel Kinsman
- (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 – Stonewater have changed their handover dates to Dec 2019 & Feb 2020
- (l) **Library / LIC** – Cllr Elliott updated the Council on the library and its outreach plans.
- (m) **Mere Lynches** – Cllr Salway
- (n) **Youth** – Cllr Hodson-Wright & Cllr New

63.11 Reports

- (1) SALC
- (2) Councillors – Cllr Wakely gave an update on Crumbleholms clock
- (3) Chairman – gave a welcome to the new councillors
- (4) The Clerk
- (5) Parish Link Worker & Village Agent – reports have been circulated.

63.12 Other Business referred to the Clerk

63.13 Date of next Meetings – Monday 4th November 2019