



SOUTH PETHERTON PARISH COUNCIL

Clerk to the Parish **Kate Alford**

South Petherton Parish Office

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NOTICE OF MEETING

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.

Please note that due to the current Covid-19 Coronavirus situation, the Parish Council will meet virtually via Zoom (<http://zoom.us/>) as permitted in the Local Authorities and Police and Crime Panels (Coronavirus)(Flexibility of Local Authority and Police and Crime Panel Meetings)(England and Wales) Regulations 2020 ("the 2020 Regulations")

Any members of the public wishing to attend the meeting should use the Zoom link below:

Join Zoom Meeting

<https://us02web.zoom.us/j/88216104662?pwd=K2IyaWZrL1pOVVhmVmdvQ1g4eTJYZz09>

Meeting ID: 882 1610 4662

Passcode: 696256

Members of the public will be able to participate informally from 7.30pm to allow discussion/comment of agenda items. Those wishing to address the Council during the meeting must make the Chairman aware of their intention before the meeting starts. Members of the public wishing to record the meeting are asked to notify the Chairman of their intentions so that the appropriate arrangements can be made.

Monday 26th April 2021

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

You are summoned to attend the **Annual Meeting of South Petherton Parish Council** to be held online at <http://zoom.us/> on **Monday 3rd May 2021** 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.

5.1 To elect a Chairman

5.2 To receive the Statutory Declaration of Office

5.3 To receive any apologies for non attendance

5.4 To receive any declarations of interest

5.5 To elect a Vice Chairman

5.6 To elect members to the following committees:

- a) Planning
- b) Open Spaces
- c) Finance & General Purposes

5.7 To propose representatives to the following areas of Parish Business:

- a) Allotments & Whitfield Lane
- b) Cemetery
- c) Footpaths & Bridleways
- d) TWIG
- e) Roads & Transport
- f) Recreation Ground/SPRUG Liaison
- g) TA13
- h) Website
- i) South Petherton in Bloom
- j) The William Blake Memorial Hall
- k) South Petherton Relief in Need (SPRINC)
- l) Community Land Trust (CLT)
- m) Library & LIC
- n) Mere Lynches
- o) Youth Provision
- p) Market Towns Investment Group (MTIG)

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

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

5.10 To review and adopt the Council's Corporate Policy

5.11 To review and adopt the Council's Investment Strategy

5.12 To review & adopt the Council's Risk Assessment

5.13 To review & adopt the Council's Asset Register

5.14 To review the Council's Insurance Policy and Schedule

5.15 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.

- a) Unity Trust
- b) NatWest
- c) Bath Building Society

5.16 To review & confirm the budget for 2021/2022

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

- 5.18 To re-affirm acceptance of The Audit and Accountant Regulations 2015 (SI 2015 No 234)
- 5.19 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
- 5.20 To re-affirm that the Parish Clerk may use all of the electronic methods available to her when circulating documentation to the council members.
- 5.21 To confirm the receipt of all re-elected updated Members Register of Interests forms
- 5.22 To confirm the re-appointment of Mrs Bridget Bowen as the Council's Internal Auditor and that the actions on the last Internal Audit report have been completed. (7th November 2020)
- 5.23 To receive and approve the Minutes of the Parish Council Meeting held on Monday 29th March 2021
- 5.24 Resolution updates
- 5.25 Chairman's Announcements
- 5.26 Resolutions

- (1) Following the end of legislation for virtual meetings on the 7th May 2021, to resolve that South Petherton Parish Council extends delegated authority to the Clerk in consultation with the Chair & Vice Chair to take any actions necessary with associated expenditure to protect the interests of the community and to ensure business continuity during the period of the Coronavirus pandemic. This is to informed by consultation with the members of the council until face to face meetings can safely & regularly be undertaken again.
- (2) To resolve to agree if the Football Club can build permanent dugouts on the Recreation Ground.
- (3) To resolve to take back the portion of Whitfield Lane into council management in late summer 2021, following the current tenant's harvest, following the updated costings provided.
- (4) To resolve to make a financial contribution to South Petherton Tennis Club to separate the electricity supplies between the MUGA & the Tennis Club to ensure that the system is safe and up to standard. Contribution request of £1,694.00
- (5) To resolve whether 4 new road signs are wanted and should be installed & paid for by Somerset County Council in Hele Lane towards the Sheep Wash (Conservation Area).
- (6) To resolve if the Fair can use the Recreation Ground in September 2021.
- (7) To resolve to agree the South Petherton Bowling Club's extension plans in principle, with the club returning for official agreement prior to the build beginning.
- (8) To discuss ongoing & recent reports around antisocial behaviour/vandalism/security in the Recreation Ground and possible solutions to this.

5.27 Finance & General Purposes Committee

- (a) To note the following items of expenditure and approve payments for April 2021

SP Community Group	Minibus Grant	2000.00	0
British Gas	Library Electric March-April 2021	45.07	2.25
British Gas	Library Electric Feb – March 2021	26.53	1.32
British Gas	Library Gas Jan – March 2021	136.11	6.79
Reach Youth Ltd	Youth Provision – April 2021	1966.00	393.20
Plusnet	Library broadband	23.98	4.80
HR & Staffing costs	Salary, pension & PAYE- March 2021	2941.32	0

PATA Payroll	Payroll services April 2021-March 2022	211.80	0
Kompan Ltd	Toddler Equipment (S106 funding)	16264.60	3252.92
Mrs R Swift	Clerks Expenses incl Zoom	34.88	0
Community Council 4 Somerset	Village Agent Q1 2021/22	2564.25	0
ICCM	Subscription 2021/22	95.00	0
Microshade	IT support – Inv 14397	101.90	20.38
SLCC	Virtual Regional Training	54.00	0
Merlin Telecomm	Parish Office calls	14.63	2.93
Frogmary Green Farm	Broadband supply for Parish Office	20.00	5.00
Town & Parish Council Website	Website hosting & email 2021/22	708.00	0
Prism	Office stationary	36.62	7.33
Mr K Harris	Parish Maintenance – April 2021	782.50	0
Loveridge Maintenance	Grass Maintenance – April 2021	1116.66	0
Mr R Cotterill	TWiG Expenditure – Pitway	198.08	0
Total		29,341.93	3,696.92

5.28 Planning Committee

- (a) To receive & note the minutes of the Planning Committee decisions made on the 29th March 2021.

5.29 To receive any additional information on the following:

- (a) Allotments and Whitfield Lane – Cllr Wakely
- (b) Cemetery – Cllr Wakely
- (c) Footpaths and Bridleways – PPLOs Nigel Kinsman & Cllr Wakely
- (d) TWIG – Cllr Brace
- (e) Roads & Transport – Cllr Raikes
- (f) Recreation Ground/SPRUG – Cllr New & Cllr Raikes
- (g) TA13 – Cllr Spiers
- (h) Website – Cllr New
- (i) South Petherton in Bloom (SPIB) – Cllr Hodson-Wright
- (j) Blake Hall – Cllr Salway
- (k) South Petherton Relief in Need Charity (SPRINC) – Cllr Raikes
- (l) Community Land Trust (CLT) – Cllr Chitty
- (m) Library / LIC – Cllr Elliott
- (n) Mere Lynches – Cllr Salway
- (o) Youth – Cllr New & Cllr Hodson-Wright
- (p) MTIG – Cllr Chitty, Cllr Spiers & Cllr Swainson

5.30 Reports

- (a) Somerset Association of Local Clerks (SALC)
- (b) Councillors
- (c) Chairman
- (d) Parish Link Worker / Village Agent
- (e) Reach Youth

5.31 Other business referred to the Clerk

5.32 Date of next meeting
