

Public Session

Butch Bishop – spoke to thank Frogmary Green Farm for clearing Moondown Lane footpath, and to mention issues with the drains at Pickenbridge, and the possible issues with the bus services going forward.

Somerset Council Cllrs: Somerset Council reports have been sent out.

The Minutes

Minutes of the Annual Meeting of the Parish Council Meeting held at William Blake Memorial Hall on Thursday 11th May 2023 when the following business was conducted.

PRESENT Councillors D Steel, C Bragg, T New, A Dance, N Wakely, S Carp, B Swainson, D Hodson-Wright, A Dexter, K Jones, L Baker, B Chitty, R Brown, B Elliott & S Spiers, together with the Parish Clerks Mrs K Alford & R Swift.
8 members of the public were also in attendance.

4.1 To elect a Chairman

Cllr Wakely was proposed as Chairman by Cllr Dance, seconded Cllr New, all in favour
Cllr Wakely accepted.

Cllr Wakely wished to minute thanks to outgoing Chairman Cllr Dance for all of his hard work and commitment to the role during his time as Chairman and led the council in a round of applause.

4.2 To receive the Statutory Declaration of Office for the Chairman

Cllr Wakely signed and stated his Declaration of Office for the Chairman.

4.3 To elect a Vice Chairman

Cllr New was proposed by Cllr Dance, seconded by Cllr Swainson, all in favour
Cllr New accepted.

4.4 To receive any apologies for non attendance

None

4.5 To receive any declarations of interest

None

4.6 To review and adopt appropriate standing orders (including the terms of reference for committees) and financial regulations.

All reviewed and adopted

Proposed Cllr Dexter, seconded Cllr Jones, all in favour.

4.7 To appoint members to existing committees:

- a) Planning – Cllrs Carp, Swainson, Hodson-Wright, Dexter, New, Wakely
- b) Open Spaces – Cllrs Steel, Carp, Swainson, Hodson-Wright, Dexter, Jones, Spiers, Wakely, New
- c) Finance & General Purposes – Cllrs Bagg, Carp, Brown, Baker, Dance, Wakely, New

4.8 To appoint representatives to the following areas of Parish responsibility:

- (a) Allotments and Whitfield Lane – Cllr Jones
- (b) Cemetery – Cllr Wakely & Cllr Jones
- (c) Footpaths and Bridleways – PPLOs Mr Nigel Kinsman & Cllr Wakely
- (d) TWIG – Cllr Jones & Cllr Hodson-Wright
- (e) Roads & Transport – Cllr Swainson
- (f) Recreation Ground/SPRUG – Cllr New, Cllr Swainson Cllr Steel & Cllr Carp
- (g) TA13 – Cllr Spiers
- (h) Blake Hall – Cllr Carp
- (i) Community Land Trust (CLT) – Cllr Hodson-Wright & Cllr Elliott
- (j) Library / LIC / Community Hub – Cllr Elliott & Cllr Carp
- (k) Mere Lynchs – Cllr Jones

(l) Youth – Cllr New & Cllr Steel

(m) Patient Participation Group (PPG) – Cllr Steel & Cllr Baker

- 4.9 Review of the Council’s and/or staff subscriptions to other bodies.**
Reviewed and agreed.
Proposed Cllr Carp, seconded Cllr Dexter, all in favour
- 4.10 Review of the Council’s policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*); and 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**
Reviewed and agreed
Proposed Cllr Bragg, seconded Cllr Carp, all in favour.
- 4.11 Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.**
Noted
- 4.12 To review and adopt the Council’s Code of Conduct**
Reviewed and adopted.
Proposed Cllr Dance, seconded Cllr Jones, all in favour.
- 4.13 To review and adopt the Council’s Investment Strategy**
Reviewed and adopted.
Proposed Cllr Bragg, seconded Cllr Brown, all in favour.
- 4.14 To review & adopt the Council’s Risk Assessment**
Reviewed and adopted.
Proposed Cllr Dexter, seconded Cllr Bragg, all in favour.
- 4.15 To review & adopt the Council’s Asset Register**
Agreed to defer until next meeting to confirm a query.
Proposed Cllr Hodson-Wright, seconded Cllr Bragg. 1 abstention
- 4.16 To review & accept the Council’s Insurance Policy and Schedule Confirmation of arrangements for insurance cover in respect of all insurable risks;**
Reviewed and accepted.
Proposed Cllr Dexter, seconded Cllr Jones, all in favour.
- 4.17 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.**
Approved and agreed the following mandates:
a) Unity Trust – Cllrs Bragg, New, Wakely, Chitty
b) NatWest – Cllrs Dance, Wakely, New
c) CCLA – Cllrs Bragg, New, Carp, Chitty
- 4.18 To re-appoint the Clerk as the Council’s Responsible Financial Officer**
Agreed to reappoint the Clerk as RFO
Proposed Cllr Carp, seconded Cllr Baker, all in favour
- 4.19 To re-adopt the General Power of Competence for South Petherton Parish Council as it meets the criteria for eligibility as defined in the Localism Act 2011 and SI965 The Parish Council’s (General Power of Competence) (Prescribed Conditions) Order 2012.**
Reviewed and adopted.
Proposed Cllr Dance, seconded Cllr Bragg, all in favour.
- 4.20 To re-affirm acceptance of The Audit and Accountant Regulations 2015 (SI 2015 No 234)**
Reviewed and accepted
Proposed Cllr Bragg, seconded Cllr Jones, all in favour.
- 4.21 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. (24th Feb 2023)**
Resolved to appoint Mrs Bridget Bowen as the Council’s Internal Auditor for 2023/24, but to investigate a new auditor for the following financial year for best practice after 4 years.
Proposed Cllr Bragg, seconded Cllr New, all in favour.
- 4.22 To confirm the receipt of all Register of Interests forms**

Councillors advised of their responsibility to ensure that up to date Register of Interest forms are received by the Parish Office to be published on the Parish & County websites.

Break for Planning Committee Meeting – to commence no earlier than 7.30pm.

4.23 To resolve to approve the Minutes of the Parish Council Meeting held on Monday 6th March 2023

4.24 Resolution/Clerk updates

- Pavilion – Pavilion Committee have carried out building work on the Property in breach of their Lease. Clerk has contacted the Committee and advised them of this breach and that no further work may be undertaken without express permission of the Parish Council.
The Parish Council is still awaiting the 3 quotes needed from the Committee to enable the alterations to the changing rooms to be agreed by the Council and to be made using the S106 funds that have been awarded and earmarked for these building works.

4.25 Reports

- a) Somerset Association of Local Clerks (SALC)
- b) Councillors
 - Civic Awards – N&D News to be nominated by the Parish Council for the Chair's Award for Service to the Community 2023
- c) Chairman
- d) Village Agent
- e) Reach Youth
- f) Avon & Somerset PCSO
- g)

4.26 Resolutions

- 1. To resolve to agree a way forward review with the Youth Club building on the Recreation Ground.**
Resolved to instruct the Parish Council's solicitor to act in the process to formally wind up the Youth Club Management (Charity number 308013) and to start proceedings to ensure that the property comes under the Council's control. Once this has been actioned the Council will decide how to proceed with leasing the building.
Proposed Cllr Jones, seconded Cllr New, all in favour.
- 2. To resolve to re enroll both the Clerk & Assistant Clerk's pensions with the Local Government Pension Scheme (LGPS) for the next 3 years.**
Resolved to re-enrol the Council's employees on the Local Government Pension Scheme.
Proposed Cllr Bragg, seconded Cllr Jones, all in favour
- 3. To resolve to increase the Clerks salary by 1 SCP after obtaining the qualification for Finance Introduction to Local Council Administration from 1st April 2023.**
Resolved to increase the Clerk's salary as per resolution.
Proposed Cllr Dance, seconded Cllr Jones, all in favour.
- 4. To resolve to agree a contractor to carry out work on the Church Steps adjacent to Hele Lane from the 4 below, with a third of the cost covered by South West Heritage.**

	Cost	VAT	Total	1/3 of cost	Total cost to PC
Company 1	£9785.84	None	£9785.84	£3261	£6524.84
Company 2	£6535	None	£6535	£2178	£4357
Company 3	£5728	£1145.60	£6873.60	£1909	£3819
Company 4	£3145.56	£629.11	£3774.67	£1048	£2097.56

Resolved to instruct company 2 to carry out the works.

Proposed Cllr Carp, seconded Cllr Hodson-Wright, majority in favour.

5. To resolve to send a letter of support from the Parish Council to RAMA Life.

Resolved to send a letter of support to RAMA Life as per the draft provided.

Proposed Cllr Jones, seconded Cllr Dance, all in favour.

6. To resolve to adopt the report and action plan produced by the Community Review Working Group following the presentation of the Executive Summary to the parish.

Resolved to adopt the report and action plan with follow up work needed to carry out any recommendations.

Proposed Cllr Jones, seconded Cllr Baker, all in favour.

4.27 Finance & General Purposes Committee

(a) To note the following items of expenditure and approve payments for April & May 2023

Noted and approved

(b) To receive the financial reports to the year end 31st March 2023.

Received and noted.

4.28 Planning Committee

a) To receive & note the minutes of the Planning Committee decisions made on 3rd April 2022

Received and noted.

4.29 To receive any additional information on the following:

No additional information received.

- a) Allotments & Whitfield Lane
- b) Cemetery
- c) Footpaths & Bridleways
- d) TWIG
- e) Roads & Transport
- f) Recreation Ground/SPRUG Liasion
- g) TA13
- h) The William Blake Memorial Hall
- i) South Petherton Relief in Need (SPRINC)
- j) Community Land Trust (CLT)
- k) Library & LIC
- l) Mere Lynches
- m) Youth Provision
- n) Patient Participation Group – PPG

4.30 Other business referred to the Clerk

- Reach event at June's meeting with members of the Youth Club & Parish Council
- Persimmon attending July's meeting

4.31 Date of next meeting – June 5th at The William Blake Memorial Hall
