



SOUTH PETHERTON PARISH COUNCIL

Clerk to the Parish **Kate Alford**
Unit 1, Frogmary Green Farm, West Street, South Petherton TA13 5DJ
Tel: 01460 241002
E-Mail: clerk@southpethertonparishcouncil.gov.uk
www.southpethertonparishcouncil.gov.uk

Public Session

Members of the South Petherton Youth Parish council attended and gave a run down of the events they are organising and running in until the end of the year – Christmas Family Fun day, Stitch-a-thon & the 12 Days of Christmas.

The Village Agent attended to give a verbal report in addition to the written information sent to council members. A new member of staff has joined CCS who will provide cover for the Village Agent when on annual leave etc. A request for blanket donations was made too.

Somerset Council Councillor Adam Dance gave a verbal report and will send an electronic copy out in due course.

The Minutes

Minutes of a Parish Council Meeting of South Petherton Parish Council held at The William Blake Memorial Hall on Monday 6th November 2023 when the following business was conducted.

PRESENT Councillors N Wakely (Chair), S Carp, A Dance, , C Bragg, D Steel, D Hodson-Wright, R Brown, B Elliott, B Swainson, K Jones & T New along with the Clerk Mrs K Alford.
12 members of the public were also in attendance.

9.1 To receive and agree any apologies for non-attendance

Cllrs A Dexter, B Chitty, L Baker & S Spiers.

9.2 To receive any declarations of interest

None.

9.3 To receive and approve the minutes of the meeting of the Parish Council from 2nd October 2023.

Received and approved.

9.1 9.4 Clerk updates

- Resolution updates
- Recreation Ground gate.
- Remembrance Day
- Christmas trees – volunteers
- Christmas Lights - storage
- Village Ranger – Parish Maintenance

Written report received on all of the above by the Clerk – no questions from Councillors.

9.5 Chairman's Announcements

None

9.6 Reports

- (a) Somerset Association of Local Councils (SALC) – Emails sent out.
- (b) Councillors – Cllr Elliot reported on the Community Hub meeting with the Reverend of the Methodist Church being postponed to later this month. A full report to follow on 4th December.
- (c) Village Agent – reports sent out and verbal report in the public session.
- (d) Reach Youth – Dan Palmer attended and updated on the success of the monthly Family Hub and consultation which will start soon.
- (e) Avon & Somerset PCSO – written report received.

9.7 Resolutions

- (1) To resolve to appoint Bridget Bowen as the Council's internal auditor and to accept the Terms & quote provided for the financial Year 2023/24.**

Resolution already agreed in May 2023.

(2) To review and resolve to agree the new paperwork which the Parish Council is responsible for with regards to South Petherton Allotment Society – this being;

- a) Letter of Understanding
- b) Allotment Rules
- c) Tenancy Agreement
- d) Map of allotments
- e) Grass cutting areas
- f) **Allotment Society Constitution (for info only – Allotment Society)**

A substantial discussion was had around all of the aspects of the documents, and it was resolved to agree them subject to the following changes:

Tenancy agreement – to mirror the point from the Letter of Understanding regarding rent reviews in this document, and also to amend point 16 to clarify the removal/leaving of items on a plot which is being returned. This is recommended to be that these details are to be agreed with the Allotment Committee and anything left on site should have a gifting document signed in relation to this.

Proposed Cllr Jones, seconded Cllr Elliott - 10 in favour, 1 against.

(3) To resolve to site a bench in the Community Woodland (bench already purchased with funds from grants)

Resolved for Cllrs to meet at the Community Woodland with F Hodson-Wright. Councillors will then agree a site for the bench.

Proposed Cllr Wakely, seconded New, all in favour.

(4) To resolve to make a claim against the South Petherton Youth Club Charity for dilapidations (failure to comply with their repairing obligations).

Resolved for the Clerk to contact the council solicitors and if the amount of dilapidations outweighs any cost of implementing this through legal fees, then to progress.

Proposed Cllr Brown, seconded Cllr Wakely – 10 in favour, 1 abstention.

(5) To resolve to make a decision regarding the funding application from Citizens Advice.

Resolved to make a £500 payment to Citizens Advice.

Proposed Cllr Dance, seconded Cllr New, 7 in favour, 4 against.

9.8 Finance & General Purpose Committee

- (a) To note & agree the items of expenditure and approve payments for October 2023

Resolved to agree payments – Appendix I

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

- (b) Update on budget setting process for 2024/25.

First draft of the budget will be brought to the Finance & General Purpose on 4th December

9.9 Planning Committee

To receive & note the minutes of the Planning Committee made on 2nd October & 7th August 2023
Received and noted 2nd October minutes. Clerk requests the minutes from the Committee for 7th August 2023 as soon as possible.

9.10 To receive any additional information (if any) on the following:

- (a) Allotments and Whitfield Lane – Cllr Jones
- (b) Cemetery – Cllr Wakely & Cllr Jones
- (c) Footpaths and Bridleways – PPOs 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 Chitty & Cllr Elliott
- (j) Library / LIC / Community Hub – Cllr Elliott & Cllr Carp
- (k) Mere Lynchs – Cllr Jones
- (l) Youth – Cllr New & Cllr Steel

Update on the light at the top of the steps on Bridge Road

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

Next PPG meeting on the 14th November at the Doctors Surgery, South Petherton

- (n) Local Community Review updates – Cllr Steel, Cllr Carp & Cllr Chitty

9.11 Other business referred to the Clerk

None

9.12 Date of next meeting – Monday 4th December 2023

Appendix I

9.8(a) Payments to be authorised on 6th November 2023

		Net	Vat	Total	
1.	Somerset Council	Library Staffing Q2	3604.12	720.82	4324.94
2.	Paula Yare	TA13 Editing – Winter 2023	1050.00	0	1050.00
3.	Westcountry Gardens	Whitfield Meadow 4 th cut (TWiG)	285.00	0	285.00
4.	Carbin Heating Ltd	Library Gas Boiler service	95.00	19.00	114.00
5.	NBC	Library Broadband	19.18	3.83	23.01
6.	Thomann	Cable for meeting microphones	26.67	5.33	32.00
7.	CCS	Village Agent – Oct – Dec 2023	6745.00	0	6745.00
8.	Microshade	IT Support – Inv 18397	99.60	19.92	119.52
9.	Somerset Council	Village Ranger – September 2023	704.18	140.84	845.02
10.	Mrs K Alford	Poppy Wreath / Parish mobile	33.98	0	33.98
11.	Reach Youth Ltd	Youth Provision – Oct 2023	2691.00	538.20	3229.20
12.	SALC	Affiliation fees – 2023/24	954.53	0	954.53
13.	Youth Parish Council	Expenses for Christmas Event	195.00	0	195.00
14.	HMRC	PAYE	777.62	0	777.62
			17,280.88	1,447.94	18,728.82
Payments received after the Agenda					
1.	Reach Youth Ltd	Youth Provision – Nov 2023	2691.00	538.20	3229.20
2.	Mr K Harris	Parish Maintenance – Oct 2023	647.50	0	647.50
3.	Microshade	IT Support – Inv 18529	99.60	19.92	119.52
4.	Halcyon Landscapes	Grass Maintenance – Oct 2023	1722.92	344.58	2067.50
			22,441.90	2,350.64	24,792.54

To note the Standing Order/Direct Debit payments made in October 2023

Biffa	Waste Removal	85.33	17.07	102.40
SSDC	Library – Rates	463.48	0	463.48
SSDC	Cemetery – Rates	303.80	0	303.80
SSDC	St James St car park – Rates	73.20	0	73.20
SSDC	Lightgate Lane car park – Rates	97.60	0	97.60
SSDC	Parish Office – Rates	56.74	0	56.74
EDF Energy	Library Gas	37.05	1.95	39.00
EDF Energy	Library Electricity	62.70	3.30	66.00
Barnstore	Parish Storage	117.50	23.50	141.00
Plusnet	Blake Hall Broadband	18.00	3.60	21.60
Merlin Telecomm	Parish Office telephone calls	14.88	2.98	17.86
Opus Energy	MUGA Lights	28.18	1.41	29.59
HR Salaries/Pension	October 2023	3509.86	0	3509.86
Frogmary Green Farm	Office Broadband	25.00	5.00	30.00
		4,893.32	58.81	4,952.13