

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.

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.

Thursday 2nd May 2024To all members of **South Petherton Parish Council**

You are summoned to attend the **Annual Meeting of South Petherton Parish Council** to be held at **The South Petherton Junior School** on **Thursday 9th May 2024 at 7pm** when the following business will be transacted.

Yours faithfully

**Kate Alford**
Parish Clerk**7pm – 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 Unitary Councillors

The Unitary 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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- 5.1 To elect a Chairman
 - 5.2 To receive the Statutory Declaration of Office for the Chairman
 - 5.3 To elect a Vice Chairman
 - 5.4 To receive any apologies for non attendance
 - 5.5 To co-opt a new councillor onto South Petherton Parish Council.
 - 5.6 To receive any declarations of interest
 - 5.7 To review and adopt appropriate standing orders (including the terms of reference for committees) and

financial regulations.

5.8 To appoint members to existing committees:

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

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

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

5.10 Review of the Council's and/or staff subscriptions to other bodies.

5.11 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

5.12 Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

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

5.14 To review and adopt the Council's Investment Strategy

5.15 To review & adopt the Council's Risk Assessment

5.16 To review & adopt the Council's Asset Register

5.17 To review & accept the Council's Insurance Policy and Schedule Confirmation of arrangements for insurance cover in respect of all insurable risks;

5.18 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) CCLA

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

5.20 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.

5.21 To re-affirm acceptance of The Audit and Accountant Regulations 2015 (SI 2015 No 234)

5.22 To confirm the receipt of all Register of Interests forms

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

5.23 To resolve to approve the Minutes of the Parish Council Meeting held on Monday 4th March 2024

5.24 Resolution/Clerk updates

5.25 Reports

- a) Somerset Association of Local Clerks (SALC)
- b) Councillors
- c) Chairman
- d) Village Agent
- e) Reach Youth
- f) Avon & Somerset PCSO
- g) Community Hub Management Group

5.26 Resolutions

1. To resolve to apply for S106 funding for the following Cricket equipment with the funding allocations as follows:

Equipment: – mobile Ground Covers, Bowling machine, Combi-brush for ground care of cricket square.

Funding split:	S106 funds	£5,430.00
	Cricket Club	£860.83
	Parish Council	£700.00
	Total	£6,990.83

2. To resolve to allocate funding to the Allotment Committee for repairs to Whitfield Lane & the car park.
3. To resolve to agree a contractor for the Parish Maintenance role as per the tender document agreed 4th March 2024 – to start on 1st June 2024.

	Cost	VAT	Total
Company 1	£27,300.00	None	27,300.00
Company 2	Did not quote	None	0
Company 3	Did not quote	None.	0

4. To consider the Grant Application from South Petherton Carnival for £1,800.
5. To resolve to make a decision on the request from the Scout Group to move one of the earth mounds in the Recreation Ground.
6. To resolve to agree the proposed amendments to the toilet opening hours in the Blake Hall from the Sports & Social Club.
7. To resolve to agree the request from the South Petherton Tennis Club to:
 - (a) resurface 2 of the courts, and
 - (b) for SPPC to agree funding contributions of approximately £10,000 (25% of the project). Final confirmed figures to be agreed at a subsequent meeting.
8. To resolve to allow the Carnival Committee to hold a Classic Car rally on the Recreation ground in August 2024, subject to a number of conditions.
9. To resolve to fund the Blake Hall summer troughs – at a cost of £548.00

5.27 Finance & General Purposes Committee

- (a) To note the following items of expenditure and approve payments for 31st March, April & May 2024
- (b) To receive the financial reports to the year end 31st March 2024.

5.28 Planning Committee

- a) To receive & note the minutes of the Planning Committee decisions made on 8th April 2024.

5.29 To receive any additional information on the following:

- 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

5.30 Other business referred to the Clerk

5.31 Date of next meeting – June 3rd 2024 at The William Blake Memorial Hall

4.27(a)

Payments to be authorised on 31st March 2024

		Net	Vat	Total
1.	Enerveo Bridge Road Lantern	236.62	47.32	283.94
2.	SLCC SLCC Membership – 2024/25	288.00	0	288.00
3.	Somerset Council Village Ranger – February 2024	704.18	140.84	845.02
4.	Microshade IT Support – Inv 19031	99.60	19.92	119.52
5.	Mrs K Alford Clerks expenses – mobile	10.00	0	10.00
6.	HMRC PAYE	812.75	0	812.75
7.	Water2Business Library water Sept 2023/Feb 2024	113.57	10.01	123.58
		2,264.72	218.09	2,482.81

To note the Standing Order/Direct Debit payments made in March 2024

8.	SSDC Library – Rates	458.00	0	458.00
9.	SSDC Cemetery – Rates	299.00	0	299.00
10.	SSDC St James St car park – Rates	75.00	0	75.00
11.	SSDC Lightgate Lane car park – Rates	100.00	0	100.00
12.	SSDC Parish Office – Rates	52.00	0	52.00
13.	EDF Energy Library Gas	43.82	2.18	46.00
14.	EDF Energy Library Electricity	51.54	2.46	54.00
15.	Barnstore Parish Storage	117.50	23.50	141.00
16.	Biffa Waste Removal	73.17	14.63	87.80
17.	Plusnet Blake Hall Broadband	18.00	3.60	21.60
18.	Merlin Telecomm Parish Office telephone calls	14.52	2.90	17.42
19.	NBC Library Broadband	30.69	6.13	36.82
20.	Opus Energy MUGA Lights	26.31	1.32	27.63
21.	HR Salaries/Pension February 2024	3730.71	0	3730.71
		5,090.26	56.72	5,146.98

Payments authorised on 8th April 2024

		Net	Vat	Total
1.	Frogmary Green Farm Office Rent 1/4/204/ - 30/09/2024	531.25	0	531.25
2.	The David Hall Hall Hire – 8/04/2024	36.25	0	36.25
3.	Mr K Harris Parish Maintenance – March 2024	637.50	0	637.50
4.	Town & Parish Websites Annual hosting of website/emails 2024/25	772.00	0	772.00
5.	MACS Printing Cemetery Signs / Budget flyers	179.00	28.60	207.60
6.	Cardinus Risk Management Valuations of Youth Building/Pavilion	280.00	56.00	336.00
7.	Halycon Landscapes Grass Maintenance – March 2024	1722.92	344.58	2067.50
		4,158.92	429.18	4,588.10