



SOUTH PETHERTON PARISH COUNCIL

Clerk to the Parish **Kate Alford**

South Petherton Parish Office

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Public Session – no speakers

Somerset Council Cllrs:

Cllr Jo – Roundell-Green – updated on the Suez Waste collections

Cllr Adam Dance – updated on the voluntary redundancies at Somerset Council

The Minutes

Minutes of the Annual Meeting of the Parish Council Meeting held at South Petherton Junior School on Thursday 9th May 2024 when the following business was conducted.

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

5.1 To elect a Chairman

Cllr Wakely was nominated by Cllr Dance, seconded by Cllr Jones, all in favour.

Cllr Wakely accepted

5.2 To receive the Statutory Declaration of Office for the Chairman

The Statutory Declaration of Office was not able to be signed, the whole Council present agreed that they were happy for the Clerk to get this signed by the Chair as soon as possible and to be presented at the next meeting.

5.3 To elect a Vice Chair

Cllr New was nominated by Cllr Dance, seconded by Cllr Wakely, all in favour

Cllr New accepted.

5.4 To receive any apologies for non attendance

Cllrs Spiers, Cllr Swainson & Cllr Steel

5.5 To co-opt a new councillor onto South Petherton Parish Council

Neither application was able to appear at the meeting so council was in agreement to delay the co-option to the June meeting when both would be able to attend.

5.6 To receive any declarations of interest

Cllr S Carp – resolution 7

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

Resolved to adopt

Proposed Cllr Bragg, seconded Cllr New, all in favour

5.8 To appoint members to existing committees:

- a) Planning – Cllrs Carp, Hodson-Wright, Wakely, New, Chitty
- b) Open Spaces – Carp, Hodson-Wright, Jones, Wakely, New
- c) Finance & General Purposes – Bragg, Carp, Brown, Baker, Dance, Wakely, New, Chitty

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

- a) Allotments & Whitfield Lane Cllrs Jones & Chitty
- b) Cemetery Cllrs Jones & Wakely
- c) Footpaths & Bridleways Cllr Wakely
- d) TWIG Cllrs Jones & Hodson-Wright
- e) Roads & Transport Not filled
- f) Recreation Ground/SPRUG Liasion Cllrs New & Carp
- g) TA13 Not filled
- h) The William Blake Memorial Hall Cllr Carp
- i) Community Land Trust (CLT) Cllr Hodson-Wright
- j) Library, LIC & Community Hub Cllrs Elliott & Carp

- | | |
|--------------------------------------|-------------------|
| k) Mere Lynches | Cllr Jones |
| l) Youth Provision | Cllrs New & Baker |
| m) Patient Participation Group – PPG | Not filled |

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

Resolved to continue subscriptions to:

SALC – Somerset Association of Local Councils

SLCC – Society of Local Council Clerks

ICCM – Institute of Cemetery & Crematorium Management

Proposed Cllr Bragg, Seconded Cllr New, all in favour

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

Reviewed and re-adopted

Proposed Cllr Jones, seconded Cllr Baker, all in favour

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

Resolved to accept dates and times

Proposed Cllr Wakely, seconded Cllr Elliott, all in favour

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

Reviewed and adopted

Proposed Cllr Jones, seconded Cllr Hodson-Wright, all in favour

5.14 To review and adopt the Council’s Investment Strategy

Reviewed and adopted

Proposed Cllr Hodson-Wright, seconded Cllr Dance, all in favour

5.15 To review & adopt the Council’s Risk Assessment

Reviewed and adopted

Proposed Cllr Elliott, seconded Cllr Baker, all in favour

5.16 To review & adopt the Council’s Asset Register

Reviewed and adopted

Proposed Cllr Bragg, seconded Cllr Chitty, all in favour

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

Reviewed and adopted

Proposed Cllr Hodson-Wright, seconded Cllr New, all in favour

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 – Cllrs Bragg, Wakely, New

b) NatWest – Wakely, New & Dance

c) CCLA – Bragg, New, Carp & Chitty

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

Resolved

Proposed Cllr Bragg, seconded Cllr Baker, all in favour

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.

Reviewed and adopted

Proposed Cllr Dance, seconded Cllr New, all in favour

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

Reviewed and adopted

Proposed Cllr Bragg, seconded Cllr Jones, all in favour

5.22 To confirm the receipt of all Register of Interests forms

The Clerk advised all councillors to check their Register of Interests forms were up to date, and reminded them of their responsibilities in respect of these.

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

8pm - Cllr D Steel arrived at the meeting.

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

Resolved

Proposed Cllr New, seconded Cllr Dance, all in favour

5.24 Resolution/Clerk updates

Received – no queries.

5.25 Reports

- a) Somerset Association of Local Clerks (SALC) – New model Financial Regulations released
- b) Councillors – Cllr Steel, update from Scouts.
- c) Chairman
- d) Village Agent
- e) Reach Youth – Cllr Dance – update on recent issues, thanks to our Youth Provision who work above and beyond to support our young people and the parish.
- f) Avon & Somerset PCSO – no response.
- g) Community Hub Management Group – Cllr Elliott – update given on Methodist Church

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

Resolved

Proposed Cllr New, seconded Cllr Dance, all in favour

2. To resolve to allocate funding to the Allotment Committee for repairs to Whitfield Lane & the car park.

Resolved

Proposed Cllr Jones, seconded Cllr Hodson-Wright, majority agreed.

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

Resolved to appoint company 1

Proposed Cllr Dance, seconded Cllr Jones, all in favour

4. To consider the Grant Application from South Petherton Carnival for £1,800.

Resolved to postpone decision and request Carnival Committee to attend next meeting to provide further explanation of costs involved their Grant request.

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

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.

Resolved to allow Scout Group to go ahead in consultation with the PC.

Proposed Cllr Steel, seconded Cllr New, all in favour

6. To resolve to agree the proposed amendments to the toilet opening hours in the Blake Hall from the Sports & Social Club.

Resolved

Proposed Cllr Dance, seconded Cllr Hodson-Wright, majority agreed.

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.

Resolved:

(a) Proposed Cllr Hodson-Wright, seconded Cllr New, majority agree

(b) Proposed Cllr New, seconded Cllr Hodson-Wright, majority agree

- 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.

Resolved in principle, however further details required prior to full agreement such as insurance, event management and traffic management including parking.

Proposed Cllr Dance, seconded Cllr New, all in favour

- 9. To resolve to fund the Blake Hall summer troughs – at a cost of £548.00

Resolved – to take from SPIB budget

Proposed Cllr Jones, seconded Cllr Bragg, majority agreed.

5.27 Finance & General Purposes Committee

- (a) To note the following items of expenditure and approve payments for 31st March, April & May 2024

Noted and approved

Proposed Cllr New, seconded Cllr Carp, all in favour

- (b) To receive the financial reports to the year end 31st March 2024.

Received and noted.

5.28 Planning Committee

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

Received and noted.

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 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

No reports submitted

5.30 Other business referred to the Clerk

Clerk reminded council of the upcoming D-Day celebrations and asked if anyone would wish to lead something to mark/commemorate the 80th anniversary.

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

5.27(a)

Payments 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	812.55	0	812.55
7.	Water2Business	Library water Sept 2023/Feb 2024	113.57	10.01	123.58
			2,264.52	218.09	2,482.61

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

Payments authorised on 9th May 2024

			Net	Vat	Gross
1.	CCS	Village Agent Apr-June 2024	£ 6,745.00	£ -	£ 6,745.00
2.	Somerset Council	Village Ranger – March 2024	£ 528.14	£ 105.63	£ 633.77
3.	Microshade	IT Support – Inv 19171	£ 99.60	£ 19.92	£ 119.52
4.	ICCM	Membership 2024/25	£100.00	£ -	£ 100.00
5.	Mrs K Alford	Clerks expenses – office mobile	£ 10.00	£ -	£ 10.00
6.	Reach Youth	Youth Provision – April 2024	£ 2,691.00	£ 538.20	£ 3,229.20
7.	Mrs K Alford	Salary adj - NI reduction	£ 33.58	£ -	£ 33.58
8.	HMRC & Pannisula	PAYE / Pension	£ 1,587.56	£ -	£ 1,587.56
9.	PATA Payroll	Payroll support 2024/25	£ 308.40	£ -	£ 308.40
10.	Mrs R Swift	Clerks expenses	£ 21.71	£ -	£ 21.71
11.	Paula Yare	TA13 Editing - Summer 2024	£ 1,050.00	£ -	£ 1,050.00
12.	WT & RJ Jones	Pitch Maintenance – April 2024	£ 1,900.00	£ 380.00	£ 2,280.00
13.	Reach Youth	Youth Provision – May 2024	£ 2,691.00	£ 538.20	£ 3,229.20
			£ 17,765.99	£ 1,581.95	£19,347.94

Received after the Agenda

14.	Knight Electrical	Blake Hall wifi installation	£ 80.38	£ 16.08	£ 96.46
16.	Mr K Harris	Parish Maintenance - April 2024	£ 632.50	£ -	£ 632.50
17.	Halycon Landscapes	Grass Maintenance - April 2024	£ 1,744.17	£ 348.83	£ 2,093.00
18.	Microshade	IT Support - Inv 19313	£ 99.60	£ 19.92	£ 119.52
			£ 20,322.64	£ 1,966.78	£22,289.42

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

Biffa	Waste Removal	£ 96.26	£ 19.25	£ 115.51
Somerset Council	Library rates	£ 480.50	£ -	£ 480.50
Somerset Council	Cemetery Rates	£ 303.80	£ -	£ 303.80
Somerset Council	St James St Car park rates	£ 73.20	£ -	£ 73.20
Somerset Council	Lightgate Lane Car park rates	£ 97.60	£ -	£ 97.60
Somerset Council	Parish Office rates	£ 53.61	£ -	£ 53.61
EDF Energy	Library Gas	£ 43.10	£ 2.90	£ 46.00
EDF Energy	Library Electricity	£ 51.30	£ 2.70	£ 54.00
Frogmary Green Farm	Office Broadband	£ 25.00	£ 5.00	£ 30.00
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	£ 15.52	£ 3.10	£ 18.62

NBC	Library telephone	£ 23.98	£ 4 .79	£ 28.77
OPUS Energy	MUGA Lights	£ 29.20	£ 1 .46	£ 30.66
HR Salaries	April 2024 salaries	£ 2,955.70	£ -	£ 2,955.70
Frogmary Green Farm	Office Broadband	£ 25.00	£ 5 .00	£ 30.00
		£ 4,409.27	£ 71.30	£ 4,480.57