MILBORNE PORT PARISH COUNCIL

NOTICE OF MEETING

The next Full Parish Council Meeting will be held on **Tuesday 6th June 2017** at 7.00pm at the Town Hall.

All Members are summoned to attend the above meeting.

Emma J. Curtis

Emma Curtis – Clerk to Milborne Port Parish Council

AGENDA

Public Question and Comment Time – Max time allowed 30 minutes (Please note this is the only time throughout the meeting the public are permitted to speak)

Receive any reports from County Councillor William Wallace, District Councillor Sarah Dyke, PCSO Thelma Mead, and Parish Councillors

1. Apologies for Absence

2. Declarations of Interest

3. Confirm and sign of the minutes of the Full Parish Council Meeting held on **Tuesday 2nd May 2017.**

4. Note circulation of draft minutes of the **Planning and Finance Committees dated 16th May 2017.**

5. Update and review Action List (Attached)

6. Consider request from resident at 55 London Road to obtain larger access on piece of land in East Street Car Park

7. Consider, amend if necessary and approve ST1, FR1 application form for Adverse Possession of land along the High Street and consider letter received from SSDC Planning Department regarding an enforcement case (Attached)

8. Consider using volunteers from The Gryphon School to refurbish the bus shelter at Crackmore Garage (Mrs Lock)

9. Consider A30 entrance approval (Mr Lock)

10. Discuss proposals for next year's budget and action plan

11. Consider financial sum to put towards Springfield Road Car Park improvements (Mr Oldham)

12. Finance

12.1 Receive and adopt the **Annual Statement of Accounts for the year ended 31st March 2017**

12.2 Approve and sign Section 1 of the Annual Return Year Ended 31st March 2017 – Annual Governance Statement (Attached)

If any person who wishes to attend the meeting has mobility issues, please let the Clerk know prior to the meeting and we will endeavour to relocate to a more suitable meeting space.

Emma Curtis, Parish Clerk: Tel: 01963 251268 Email: clerk@milborneportpc.org.uk

12.3 Approve and sign Section 2 of the Annual Return Year Ended 31st March 2017 – Accounting Statements (Attached)

12.4 Confirm receipt of current **Financial Statement dated 30th April 2017**

12.5 Approve the following **Payments:**

Pet Waste Solutions – Dog bin emptying Inv: 1354	£212.33
KM Dike Nurseries – Grounds maintenance Inv: 142	£1,026.95
Spirit of Milborne Port – Grant	£500.00
SSE – Town Hall Electricity Inv: 0009	£103.98
SSE – Cemetery Chapel Electricity Inv: 0004	£25.11
Came and Company – Insurance renewal (3 year fixed)	£2,225.87
Safelincs – Anti arson mailbox Inv: SL424892	£140.39
Land Registry – Adverse Possession fee	£40.00
Martin Freeman – Internal audit Inv: 0517	£375.00

12.6 Note the following **Direct Debit:**

BT – Mobile Phone	£18.00

12.7 Note the following **Income:**

HMRC – VAT Reclaim	£4005.17

13. Consider the following **Correspondence:**

- Consider request for erection of a shed on allotment plot 38
- Email from PCSO Thelma Mead
- Email complimenting the bus shelter
- Email regarding relocating the bus shelter
- Email from Milborne Port Primary School regarding the purchase of a printer
- Email from resident regarding use of the Town Hall for not-for-profit exhibitions

14. Newsletter and Communications

15. Exclusion of Public and Press (Public Bodies Admission to Meetings Act 1960) to exclude the public and press for this agenda items due to their confidential nature (Cleaners contract and Clerk's Pension, HR matters)

16. Confirm the date of the next Full Council Meeting as **Tuesday 4th July 2017.**