

MILBORNE PORT PARISH COUNCIL

Minutes of the Full Parish Council Meeting held on Tuesday 5th June 2018 at 7pm at the Town Hall

Present: Mr J Oldham (Chair), Mr M Ritchie, Mr M Lancaster, Mrs M Lock, Mr P Lock, Mr R Douglas, Mr J Edmonds and Mr G Crudgington

Also Present: Emma Curtis – Parish Clerk

Public Question and Comment Time

There were five members of the public in attendance.

A gentleman commented he wish to read a statement regarding the shelter on the High Street. He confirmed that the comments were his own and made without consultation and that he hoped this would be the only time he would talk on the subject. The gentleman then read his statement.

Another man stated that he endorsed the gentleman's statement about the shelter and that three longstanding members of the Council had resigned due to this situation.

A further man asked whether the Post Office were planning on installing a new post box along the High Street to replace the decommissioned one at the old post office. Mr Oldham responded that the post box had been closed at the request of the owner but that the Post Office did not abide by their own procedures by advertising the closure and stating the nearest post boxes. The Clerk commented that the Post Office had confirmed they would not be installing another post box as there were two others within a half a mile radius.

A gentleman spoke on behalf of Radio Ninesprings and agenda item 9. He provided information on the radio station, its funding efforts and status confirming the station possesses a community broadcast license which covers South Somerset. He appealed to the Parish Council to support the station and consider providing a grant towards the purchase of equipment. He confirmed that so far 30 Parish Council's had provided funding towards the project with only one refusal and that a positive response irrespective of the amount would help with their request for a grant from SSDC.

At this point Mr Oldham informed those present that a member of the public was recording the meeting.

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

County Councillor William Wallace – In Councillor Wallace's absence Mr Oldham read an update to the Parish Council regarding the status of the Small Improvement Scheme road crossing application which confirmed that the application had proceeded to the next stage for consideration and a feasibility report.

District Councillor Sarah Dyke – No report received

- 1. Apologies for Absence:** Received from Mr T Campbell, Mr I Stewart, Mr R Tizzard, Mrs A Flynn, Mr C Laughton, County Councillor William Wallace and District Councillor Sarah Dyke. Reasons for absence were approved.

2. **Declarations of Interest:** Received from Mr Douglas, agenda item 9, *brother in law worked at Yeovil College in the Media department.*
3. **Minutes of the Full Parish Council meeting held on Tuesday 1st May 2018** were approved and signed as an accurate record of the meeting following proposal for approval from Mr Ritchie, which was seconded by Mr Lancaster with unanimous approval. Mr Oldham noted the letter from a resident regarding the accuracy of the minutes and stated he was happy with the minutes as they stood. No further comments were raised by Councillors.
4. **Circulation of draft Planning, Finance and HR Committee minutes dated Tuesday 15th May 2018** was noted.
5. **Planning**
- 5.1 The following **Planning Applications** were considered:
 - 18/01253/LBC** The installation of 6 No. replacement windows and both front and rear doors.
31 Newtown
No Objection
 - 18/01456/REM** Reserved matters application for the erection of a dwelling house and garage following outline 17/00570/OUT
112 Combe Hill
No Objection
 - 18/01423/FUL** The erection of a porch on front elevation
2 Bauntons Orchard
No Objection
6. **Review and update Action Plan:** The Action Plan was reviewed and updated accordingly and can be found in Appendix A.
7. **GDPR**
- 7.1 **Update on GDPR training:** The Clerk and Mr Oldham provided an update on the training courses they had attended regarding GDPR and local councils. The Clerk confirmed she would share the PowerPoint presentation used during her training session and this would be used as a basis for a training session for all Parish Councillors soon. The Clerk confirmed she would confirm a date for the training session. The Clerk stated she was happy with the progress the Parish Council had made regarding GDPR requirements and Mr Oldham updated Council on progress made regarding the community website and email newsletter, which although editorially independent of the Parish Council, were funded by the PC.
- 7.2 **Consider if the Parish Council requires a Data Protection Officer:** The Clerk confirmed that Parish Councils were exempt by law from having to appoint a Data Protection Officer although it was advisable if the Council handled a high volume of personal data, which Milborne Port Parish Council does not. It was noted that appointing a DPO may become best practice in the future. It was resolved to hold off appointing a DPO for the time being.
- 7.3 **Approve and adopt Data Protection Policy, Privacy Policy and Information Privacy Notice:** Mr Oldham proposed that the policies distributed prior to the

meeting for Councillors perusal were adopted. This was seconded by Mr Lock and all voted in favour of adopting the policies. It was therefore resolved to adopt the new policies.

- 8. Consider grant request from the Playing Fields Management Committee:** The letter from the Playing Fields Management Committee distributed prior to the meeting was considered by Council. The Clerk commented that she had sent an email requesting further information about the grant application but had not received a response. Mr Oldham commented that as there is a grants application procedure in place and application form that this should be completed with full supporting documentation submitted, otherwise the grant awarding system may appear unfair. Mr Douglas concurred and stated that although he would not reject the grant request out of hand there is a proper process to follow. It was resolved to request the Playing Fields Management Committee complete the correct application form and to reapply for the grant. The Clerk reminded Councillors that the grant budget for 2018/19 had already been exceeded and that this should be kept in mind.

Action – Clerk to request the Playing Fields Management Committee submit the correct application and supporting documentation and reapply for the grant.
- 9. Consider grant request from Radio Ninesprings:** It was noted by Council that the applicant had completed the relevant documentation including application form and had provided all supplementary documentation as necessary. The grant request was considered in detail with Mr Lock requesting further information from the applicant. To conclude, Mr Lock proposed that the grant application was supported in principle but as the grant allocation for the current year had already been met the actual grant amount be decided by the Finance Committee at their meeting in August. This was seconded by Mr Oldham and the motion was carried to defer the grant amount to be decided at the next Finance Committee meeting. Mr Douglas abstained from the vote.

Action – Finance Committee to agree the grant amount
- 10. Consider quotations for Parish Council Office improvements:** The paper distributed by the Clerk prior to the meeting was considered detailing the need and quotations for a fire proof safe, filing cabinets and air conditioning and heating unit. Mr Ritchie proposed that the cheapest quotation for each item was adopted. This was seconded by Mr Lock and all voted unanimously to accept the cheapest quotes. It was therefore resolved to commence ordering the required equipment.

Action – Clerk to order equipment for the office
- 11. Approve and adopt amended Risk Assessment:** The Clerk confirmed she had amended the Parish Council Risk Assessment to include GDPR and Data Protection. The amended Risk Assessment had been distributed prior to the meeting. Mr Lancaster proposed the amended Risk Assessment was adopted. This was seconded by Mr Oldham and all voted unanimously to adopt the document.
- 12. Update on possible funding from Canadian Solar:** Mr Oldham reminded the Council that Canadian Solar had sold most of their UK assets but had kept the Milborne Port solar farm but the management of this had been outsourced. He stated that the company was revoking its initial offer of community funding by nearly a third of the initial figure and that the Parish Council had been asked to put a request in for another lesser amount. Mr Lock commented it may be worth speaking to a solicitor to see if there was a case. Mr Oldham agreed and said it may be beneficial to speak with the Parish Council insurer. It was resolved that prior to providing a

figure to Canadian Solar that the Council speak with the insurance company.

Action – Council to discuss situation with insurance company

13. Finance

13.1 Receive and adopt the Annual Statement of Accounts for the year ended 31st

March 2018: It was resolved to adopt the Annual Statement of Accounts for the year ended 31st March 2018.

13.2 Confirm circulation of the Internal Audit Report and consider suggestions

made: Circulation of the Internal Audit Report was confirmed, and the Clerk provided an overview of the internal audit process and the newly appointed internal auditor. It was resolved to review the recommendations raised in the report at the next Finance Committee Meeting in August.

13.3 Approve and sign Section 1 of the Annual Governance and Accountability

Return Year Ended 31st March 2018 – Annual Governance Statement: Mr Lock proposed Section 1 of the Annual Governance and Accountability Return Year Ended 31st March 2018 be approved and signed by the RFO and Chairman. This was seconded by Mr Oldham and all voted in favour of Section 1 being signed with Mr Crudgington abstaining. It was therefore resolved to approve and sign Section 1 and the Clerk (RFO) and Mr Oldham signed the relevant section.

13.4 Approve and sign Section 2 of the Annual Governance and Accountability

Return Year Ended 31st March 2018 – Accounting Statements: Mr Lock proposed Section 2 of the Annual Governance and Accountability Return Year Ended 31st March 2018 be approved and signed by the RFO and Chairman. This was seconded by Mr Oldham and all voted in favour of Section 2 being signed with Mr Crudgington abstaining. It was therefore resolved to approve and sign Section 2 and the Clerk (RFO) and Mr Oldham signed the relevant section.

13.5 Receipt of current **Financial Statement dated 30th April 2018** was confirmed.

13.6 The following **Payments** were approved:

Spirit of Milborne Port – Donation towards this year's fete	£500
Mrs E Francis – Temporary Town Hall Cleaner May 2018	£100
SSE – Town Hall Electricity	£102.97
HMRC – PAYE and NI	£358.35
SSDC – Dog bin emptying Inv: 06000036403	£254.40
Lightatouch – Internal Audit Inv: 180510a	£475.00
Battle VA – Joomla Support Inv: 764	£240.00
Central Convenience – Mower Fuel Inv: 71	£33.00
Emma Curtis – Back pay due to NJC pay scales April 2018	£31.94
Came & Company – Insurance Inv: 762/0795	£2,314.89
SALC – Affiliation Fees Inv: 18/234	£774.60
South Somerset Playdays	£280.00
HAGS – Gainsborough Play Area Maintenance Inv: 057835	£1,546.80
HAGS – Climbing foot hold rock Inv: 056082	£24.00
K M Dike – Grounds Maintenance Inv: 316	£1,128.98

13.7 The following **Direct Debits** were noted:

BT – Mobile Phone £18.16

13.8 The following **Income** was noted:

HMRC – VAT repayment £3243.50

13.9 A letter to Barclays Bank amending the Standing Order to the Clerk due to NJC salary change, commencing 30th June 2018 was approved and signed

14. Correspondence

14.1 The following **Correspondence** was considered:

- Letter from resident entitled “The Shelter Opposite the Town Hall” – The letter was considered by Council and in response the following points were raised - Land Ownership, Unlawful, Saying Sorry, Costs, Minutes and Resignation of Councillors.
- Letter from Mediation Dorset – This letter was considered and Council concluded to respond accepting the invitation to meet. Mr Oldham and Mr Douglas volunteered to attend this meeting. Mr Oldham confirmed he would arrange the meeting.

14.2 The following **Correspondence** was noted:

- Letter from the Commonalty Charity Lands (Clerk was requested to ask for a copy of their annual report)
- Letter from resident regarding accuracy of minutes
- Email from SCC regarding Community Library Partnership Information
- Complaint letter regarding Parish Councillor from a member of the public (the clerk stated that this have been referred to the monitoring officer)
- Email from SCC regarding Decision Timetable for Libraries Consultation

15. Newsletter and Communications: It was agreed to publicise the Parish Council response to the stand at the fete, the imminent Housing Needs Survey, link to the new GDPR policies and progress with the Small Improvement Scheme application.

16. The date of the next **Full Parish Council Meeting** was confirmed as **Tuesday 3rd July 2018.**