

MILBORNE PORT PARISH COUNCIL

Minutes of the Full Council Annual Meeting

held in The Town Hall on

TUESDAY 14TH MAY 2019 @ 7.00pm.

Present:

Mr Oldham (For item 1 only) Councillors; Mrs D Barsby, Mr T Campbell, Mr R Douglas, Mr A Fletcher, Mr J Howes, Ms L MacArthur, Mr P Lock, Mrs E Stewart, Mr R Tizzard, Mr T Watts

1. Election of Chairman for the year 2019/20.

The retiring Chairman, Mr Oldham, presided over the process to elect a new Chairman. He commenced by inviting all Councillors to briefly describe what they hoped to contribute to the Council.

Mr Douglas volunteered as a candidate. He was supported by Mr Tizzard and Mr Campbell. No other members volunteered their services therefore Mr Douglas was elected Chairman for the year 2019-20.

Public Question Time.

Several members of the Public were present.

A lady raised the importance of the Council considering the overarching importance of Climate Change in all its decision making. She went on to question why neither the Bus Shelter nor the status of the Clerk were on the Agenda. These points were echoed by Mr Watts, who had obtained advice from Yeovil Town Council which was at odds with the advice received from SSDC's HR department. Finally, she questioned the wisdom of including Solar Farm Grant decisions when new Councillors had probably not had sufficient time to assimilate details of each application.

The Chairman explained that whilst neither the Bus Shelter nor the Status of the Clerk were on the agenda in both cases there was ongoing action, and he hoped to be able to update Councillors shortly. With respect to the Clerk, the Chairman was personally constrained by the need to maintain Confidentiality and under current GDPR legislation, any infringement might lead to a large fine, which would impact adversely on precept payers. The Chairman undertook to place the Bus Shelter and Status of the Clerk on the agenda for the next full Council meeting.

A gentleman questioned whether the Town Hall Clock could be repaired. The Chairman explained that specialists had already been consulted and were considering how a repair might be effected.

Mr Watts also aired his view that the last Council had operated a cabinet style council. The Chairman felt this was not the case, and agreed with Mr Watts that only the Council had the power to make decisions.

A gentleman noted that a Playing field grant was not on the list of payments to be approved. The Chairman explained that the list consisted of ad hoc payments requiring approval to be paid but that a Grant for the Playing Fields Committee had already been approved by the previous Council.

Report from District Councillor Sarah Dyke.

Councillor Dyke reported the District Council election results and explained that with the significant difference in Council Composition her party would be able to implement some of the innovative and creative ideas they championed. She congratulated those elected to the Parish Council, commiserated with those who stood but weren't elected and reflected on the benefit to local democracy of actually having a ballot. She looked forward to working with the Parish Council over the next four years.

2. Apologies for Absence

Apologies were received from Mrs Gough, Mr Laughton and Mr Carty. All reasons for absence were accepted as valid.

3. Confirm and sign the minutes of the last Full Council Meeting held on **Tuesday 2nd April 2019**.

The minutes were confirmed as an accurate record of the meeting and signed.

4. Declarations of Interest

Declarations of Interest were registered by Mr Fletcher and Ms MacArthur – both members of an independent planning working group

5. Election of Vice Chairman for the year 2019/20

Mr Fletcher and Mr Watts stood for election to the post of Vice Chairman, Mr Fletcher received the most votes and was elected Vice Chairman of the Council.

6. Election of Committees for the year 2019/20

Councillors were elected onto the Planning, Finance, Open Spaces & Footpaths and HR committees as shown below:

Planning: Mr Tizzard, Mr Campbell, Mr Carty, Mr Douglas, Mrs Gough, Mr Howes, Mr Laughton & Mr Watts

Finance: Mr Lock, Mr Campbell, Mr Douglas, Mrs Gough, Mr Laughton & Mrs Stewart

Open Spaces & Footpaths: Mr Lock, Mrs Barsby, Mr Campbell, Mr Douglas, Mrs Gough, Mr Howes, Mr Laughton & Mr Tizzard.

HR: Mrs Stewart, Mr Douglas, Mr Fletcher, Mr Lock & Mrs Watts

To ensure business continuity, pending formal election at the first meeting of each committee, the first named individual on each list will act as Committee Chair

7. Election of Parish Council representatives for the year 2019/20

Councillors were elected as Parish Council representative as shown below:

- Playing Fields Committee: Mr Tizzard & Mr Watts
- Village Hall Committee: Mr Campbell & Mr Douglas
- Prankerds Trust: Mr Lock
- Parish Plan Action Forum: Mr Carty
- Sherborne Transport Action Group; Ms MacArthur
- Police and Youth Liaison: Mr Howes
- Parish Paths Liaison Officer: Mrs Barsby
- Parish Council newsletter: Mrs Stewart

9. Appointment of temporary Proper Officer

In the absence of the Proper Officer, the Council must appoint a temporary Proper Officer. This can be a Councillor or a suitably qualified individual. MPPC relies heavily on its Proper Officer to provide administrative, legal and procedural advice to ensure it complies with all relevant laws, rules, guidance and policies. Despite extensive searches it has not yet recruited a "locum" Clerk until now. However, Mr S Pritchard, from the Somerset Area of Local Councils (SALC) has

offered his services to provide support for Council Meetings and to undertake some of the Clerk's duties at a rate of £15 per hour worked (estimating that each meeting will require 10 hours effort (before during and after the meeting)).

RESOLUTION. It was resolved to accept Mr Pritchard's offer.

10. Appointment of temporary Responsible Financial Officer (RFO)

The council needs to appoint a temporary RFO to take charge of the financial side of Council business and, in particular, to sign the Council's 2018-19 AGAR submission. Mr Douglas advised the Council that he was prepared to act as the RFO because he had:

- previously being the Chair of the Finance Committee,
- assumed responsibility for updating the Council's accounting records,
- assisted the previous Council Chairman to pass the internal Audit and
- prepared the AGAR for Council approval

RESOLUTION. The Council resolved to appoint Mr Douglas to be the temporary Responsible Financial Officer

11. Planning.

11.1 Consider the following planning applications

19/00620/HOU Alterations to form vehicular access/hardstanding
Gauntlet cottage 13 Sherborne Road

The Council had significant safety concerns over the above application. After much discussion the caveated response included below within the resolution was agreed.

RESOLUTION. The Council resolved to advise the Planning Authority that, whilst it could not support the application in its current form it would be in favour of an application limited to single car occupancy, providing that the Highways Authority revised its position and considered the application safe.

19/01086/S73A application to vary planning condition of 14/03590/FUL
Land to the rear of Springfield Road

RESOLUTION. The Council resolved that it had no objection to the above application.

19/016063/HOU Rear Extension and Alterations
1 Waterloo Crescent DT9 4NG

RESOLUTION. The Council resolved that it had no objection to the above application.

11.2 Consider planning appeal

APP/R3325/W/18/3217769 Demolition of existing building and erection of new dwelling
Former Easons Office, High Street

The Council's earlier representation over the original application will have been forwarded as part of the appeal process. Therefore, no action is necessary. The planning appeal was noted.

11.3 Consider breach of planning condition

18/3292/FUL Installation of air conditioning system
Town Hall, High Street

The Planning Authority had received a complaint that the new Town Hall air conditioning had not been fitted as authorised. A site visit confirmed the equipment was in the correct place but found a plastic overflow pipe that apparently had not figured in the plans submitted. Following discussions with the Planning Authority it was agreed that the pipe would be painted to match the wall behind it (which is due to be repainted). The Council was granted a year to do so.

RESOLUTION: The Council resolved to incorporate painting the pipe into wider Town Hall maintenance.

- 11.4 Note planning approval
SCC.3534/2018 Erection of new classroom
Milborne Port Primary School

The planning approval was noted.

12. Consider approval of Skate Jam

Mr Douglas outlined the request from Young Somerset, a reputable youth organisation, to hold a Skate Jam at the Gainsborough Skate Park in late August. Young Somerset holds appropriate Public Liability cover and will be responsible for set-up and post event clean up. The Council were keen to insure that the Village's skateboarders would have an opportunity to participate.

RESOLUTION. The Council resolved to approve the Skate Jam.

ACTION. Chairman to notify Young Somerset of approval for the Skate Jam.

13. Finalise use of Canadian Solar Funds

Several new Councillors felt that there had been insufficient time to brief themselves on the candidate proposals to support informed decision making.

RESOLUTION: The Council resolved to defer consideration of the Canadian Solar Grant applications to the Jun Full Council Meeting.

14. Consider appointment of new Commonality trustee

The Commonality had written to the council notifying it that one of its nominees had resigned and suggested a replacement. Whilst recognising the strong credentials of the proposed candidate the Council wishes to strengthen links with the Council, therefore felt it was more appropriate that at least one of its nominees to the Commonality be a serving Parish Councillor.

RESOLUTION. The Council resolved to appoint Mr Tizzard to be the new Parish Council Representative as a Commonality Trustee.

ACTION. Chairman to write to the Commonality to notify them of Mr Tizzard's nomination.

15. Consider request for planting at the Wheathill Lane cemetery

A letter had been received from the Commonality offering a donation to purchase some trees for the new section of the Cemetery.

RESOLUTION. The Council resolved to accept The Commonalities generous offer and send their thanks to the Commonality.

ACTION. Chairman to write to the Commonality to thank them for their generous offer and accept.

16. Neighbourhood Plan update

Mr Davis gave an interesting briefing on the Working group's progress towards developing a Neighbourhood plan. His speaking notes are at Annex.

The Parish Council noted the update.

17. Finance

17.1 Approve new toilet cleaner and setting up of standing order for payment

Mr Dungey having tendered his resignation, Mr Pullen had volunteered to assume the duties of Playing field toilet cleaner.

RESOLUTION. The Council resolved to appoint Mr Pullen, set up a Standing order in his favour.

17.2 Approve payments

The following invoices were approved for payment:

KM Dike grounds maintenance	£1775.57
Battle VA for annual website maintenance	£240.00
Elite Playground inspections – maintenance work	£270.00
Lightatouch internal audit fee	£350.00
SSDC for emptying dog bins	£254.00
SCC Footpath Diversion	£1811.20
Central Stores (Fuel)	£23.00
HMRC PAYE & NIC payment	£710.79
SALC membership fees	£774.01
DL Crease Upgrade of electrical safety in Town Hall	£2082.00
Town Hall Cleaner	£100.00

17.3 Note the following direct debit payments

The following Direct Debit/Standing Order payments were noted

Clerks Salary for April	£1087.80
N Dungey Springfield Road toilets	£130.00
Payment to BT for broadband and fixed line services	£270.46
Payment to BT for mobile services	£18.00

17.4 Request approval to set up variable direct debit in favour of HMRC

Currently, Council approves individual PAYE/NIC cheque payments to HMRC as they arise. This can cause a delay in payment which can extend beyond HMRCs payment deadlines. Setting up a variable direct debit will eliminate the risk of late payment.

RESOLUTION. The council resolved to set up a direct debit in favour of HMRC to cover PAYE and NIC contributions

17.5 Consider and Approve Potential Virements

Virements are the way that in-year budgets are refined to reflect changing circumstances. In earlier years this was done on an ad hoc basis (outside the Council's accounting software). However, with better understanding in the use of the software the Council can now move even closer to full financial transparency. Since the budget was set it has become apparent that

amendment is necessary to reflect enhanced salary costs. Approval is sought to amend the Salary budget to cover anticipated costs and make compensating reductions elsewhere.

RESOLUTION. The Council resolved to record the virements identified above within the Council's Accounting software.

- 17.6** Nominate Solar funds as earmarked reserves in line with whatever the council decides.

£30,000 currently sitting in the Council's General Reserve is in fact The Solar Grant funding earmarked for specific projects. Approval is sought to reflect this in the Council's accounts.

RESOLUTION. It was resolved to Earmark the £30,000 Solar Farm grant as earmarked reserves within the Council's accounting package.

- 17.7** Note the transfer of £30,000 to ensure current account does not go overdrawn.

The transfer from the reserve account to the deposit account was noted.

- 17.8.** Note the Accounts to end AP1, completion of AGAR and anticipated VAT refund.

The accounts to end of AP1 and completion of the draft AGAR were noted. Mr Douglas explained that in preparing for internal Audit a discrepancy caused by a software flaw had been identified. This had led to consistently under-claiming VAT refunds throughout FY 18-19. The unclaimed VAT from earlier quarters has now been reclaimed, and the software flaw corrected.

- 18.** Consider the following correspondence:

- 18.1 Letter from resident concerning street lighting near Gunville Gardens**

A letter from a resident highlighted an issue with a light by the stream near Gunville Gardens and also suggested that there was scope to switch off most streetlights in Milborne Port between midnight and 0600. It was thought the specific light was covered under ongoing Gunville Gardens maintenance (paid for by the residents). The Council sympathised with the resident.

RESOLUTION. It was resolved to forward the resident's letter to Somerset County for the consideration of the Highways department.

- 18.2 Letters from WI re WI Electrical capacity**

Following the recent Town hall electrical safety upgrade one of the new RCDs is persistently tripping. It has been determined that the potential load exceeds the capacity of the circuit. Preliminary discussions with the electrical contractor reveal that splitting the circuit into two would be a relatively simple task. Mr Douglas suggested that, in the interests of speedy resolution of a clear Health and Safety issue the contractor who had recently completed the safety upgrade should be approached to quote. **(Procedural Post-meeting note: Single source acquisition is permitted under Section 11 of the Council's Financial Regulations).**

RESOLUTION. It was resolved to seek a quote for the work as described above.

- 19. Agree content of news bulletin**

The following topics were considered worthy of inclusion on the website news page and in the Parish Magazine:

- List of new Councillors,

- Thanks for the service of retiring councillors,
- Way ahead for Solar Grant,
- Seeking Plastic-free accreditation for the village,
- Starting Neighbourhood Plan development, and
- Skeleton manning of the Council Offices.

20. Confirm the date of the next Full Council Meeting.

The date of the next meeting was confirmed as **Tuesday 4th June 2019**. The meeting was closed at approximately 2130.