

Full Council

MILBORNE PORT PARISH COUNCIL

Minutes of the Full Council meeting
held via Zoom (Videoconferencing) on:

Tuesday 5th January 2021 @ 7:00pm

Present:

Parish Councillors; Mr Austin Fletcher (Charman), Mr Tim Carty, Mrs Elaine Stewart, Mr Tom Campbell, Mr Robert Tizzard, Mr Rob Lockey, Mr Philip Lock, Ms Anne Barr, Mr Ted Watts.

In attendance:

Parish Clerk & Responsible Finance Officer: Simon Pritchard

Deputy Parish Clerk: Nathalie Hetherington

2 Member of the public.

Public comment time:

A Member of the Public thanked the Members of the Parish Council for all their hard work throughout 2020 and offered her help with committee work in 2021 (researching, marking calls etc.) and wished everyone a happy new year.

Agenda Number:	Agenda Item:
1	<u>Apologies for Absence:</u> Ms Deborah Barsby – Unwell. Ms Lucy MacArthur – Personal Commitment.
2	<u>Declarations of Interest:</u> <ul style="list-style-type: none">○ Councillor Lockey declared a Other Interest in agenda item 8 - as a volunteer for the Foodshare○ Cllr Barr declared a Other Interest in agenda item 8 – as a founding member of the Foodshare.
3	<u>Adoption of Minutes:</u> <ul style="list-style-type: none">▪ Full Council Meeting – Tuesday 3rd November 2020 <p>The Minutes had been previously circulated to Members by email. The minutes of Tuesday 3rd November were unanimously agreed as a true record of the meeting and adopted.</p>
4	<u>Reports from County Councillor William Wallace & District Councillor Sarah Dyke:</u> South Somerset District Council (SSDC): Councillor Dyke: Not at meeting, no report received.

	<p>Somerset County Council (SCC): Councillor Wallace: Not at meeting, no report received.</p>
5	<p><u>Parish Council Accounts:</u></p> <p>A. <u>Payments:</u></p> <p>The Clerk reported that the payments schedule was yet to be completed, as he had been unable to attend the office before the meeting as he had no transport. The bulk of the payments due were ones that the council is contractually obliged to make, but that there was one that he wanted the council to resolve on now:</p> <ul style="list-style-type: none"> • Invoice for Electricity the Library - £1,323.54 <p><i>Cllr Carty joined the meeting at this point</i></p> <p>It was noted that the council had a budget of £1,000 to cover this sort of expense from the Library. The Clerk reported that the income from the two charging points in the East Street car park had been around £10 over the same year and a half time period, so the hope that this income would offset the Library use was unfounded.</p> <p>It was agreed that Cllr Tizzard would approach the Friends of Milborne Port Library to make them aware of the size of the invoice and to see if anything can be done to bring down the cost.</p> <p style="text-align: right;">Action – Cllr Tizzard</p> <p>It was proposed by the Chairman to make the payment of £1,32.54, seconded by Cllr Stewart and resolved unanimously.</p> <p>B. <u>Bank Reconciliation:</u></p> <p>As per agenda item 5A, the Clerk had been unable to meet up with the Chairman, this is due to happen in the next few days and the bank reconciliation will be checked then.</p> <p>C. <u>External Audit Result 2019/20:</u></p> <p>This had been received at the end of November and posted onto the Parish Council website. The certificate had nothing to report and no further action is required.</p>
6	<p><u>Motion to the Council:</u></p> <p>Badger Culling on Parish Council Land</p> <p>Motion: That this council sets as its policy to always refuse permission to cull badgers on land that the Parish Council owns.</p> <p>Proposed by Cllr Lockey, Seconded by Cllr Stewart. For: 8 – Against: 2</p>
7	<p><u>Appointment of New Member to Council’s Committees / Roles:</u></p> <p>It was proposed by the Chairman to appoint Cllr Barr as a Member of the P&E Committee and as the Councils’ second rep to the Village Hall Committee, seconded by Cllr Campbell and resolved unanimously.</p>
8	<p><u>Awarding of Community Grants:</u></p> <p><i>At this point Cllr Lockey & Cllr Barr left the meeting (19:22)</i></p> <p>The forming Milborne Port Foodshare group requires a fridge/ freezer and a pay-as-you-go phone, but the group has no formal status or bank accounts to make a grant award to.</p>

	<p>It was proposed by the Chairman that the Parish Council buy a fridge/ freezer up to the value of £350 and a pay-as-you-go phone up to the value of £50 and lend them to the Foodshare group, meaning that the Parish Council maintain ownership of the items, seconded by Cllr Campbell and resolved unanimously.</p> <p><i>At this point Cllr Lockey & Cllr Barr rejoined the meeting.</i></p>
9	<p><u>Appointment of Internal Auditor 2020/21:</u></p> <p>Questions were raised over how the council was checking that value for many was being achieved and if other tenders were obtained. The Clerk reported that the Internal Auditor market was varied and small and it would be a tricky task to obtain comparable quotes, but if that is what the council wanted to do then he could go away and try. The recommendation was that the Council re-appoint Lightatouch this year as the stability of dealing with an experienced, qualified professional in what is proving to be a very tricky year with all the Covid issues, would be welcome. The council could then look around for next year, this work would be done just after May.</p> <p>It was proposed by the Chairman that Lightatouch be re-appointed to carry out an immediate interim audit and the end of year audit in May at a cost of £725 seconded by Cllr Campbell and resolved unanimously.</p> <p>It was noted that for next year the Clerk would obtain tenders from a few other people / companies that carry out this service, for the council to consider.</p>
10	<p><u>Updated Financial Regulations:</u></p> <p>The Clerk confirmed that the model document was based on the latest available from NALC. It was also confirmed that there is a requirement for the RFO to bring regular financial reports to the committees / Council to keep members informed of the money spent to date and any potential unbudgeted risks.</p> <p>The Chairman proposed that the Council adopt the new regulations, seconded by Cllr Stewart and resolved unanimously.</p>
11	<p><u>Updated Asset Register:</u></p> <p>Members had been circulated with the first draft of the new register; it has been built from scratch as the only document the council has does not list most of the assets it owns. Feedback from Members:</p> <ul style="list-style-type: none"> ▪ The skatepark value does not look correct at £3,000 ▪ The insurance for all the buildings and other infrastructure at Springfield was questioned – need to establish what the Council need to insure. <p>The Officers will carry out more work on the register and bring it back to the March meeting for adoption.</p> <p><i>Councillor Watts left the meeting.</i></p>
12	<p><u>Parish Council Precept 2021/22:</u></p> <p>The Responsible Finance Officer presented a PowerPoint talking members through the services that the Council provides, the process that has been followed in setting the budget and the final budget recommendation.</p> <p>It was proposed by the Chairman to set the precept at £116,255.00 for 2021/22, seconded by Cllr Campbell and resolved unanimously.</p> <p>It was Confirmed that the PowerPoint would be made available to on the Parish Council's website.</p>

<p>13</p>	<p><u>Verbal Reports:</u></p> <p>A. Chairman's report:</p> <ul style="list-style-type: none"> ▪ The Chairman reported that due to a change in his employment, he would not be standing again as Chairman at the Annual Meeting in May. He looks forward to serving the Council as Chairman until then, but some thought needs to go into who will succeed him. <p>B. Clerk's report:</p> <ul style="list-style-type: none"> ▪ The Clerk asked for Members help in resolving the leak in the Town Hall roof. Councilors Barr & Lock offered to assist in getting the problem assessed. <p>C. Reports from Outside Organizations:</p> <ul style="list-style-type: none"> ▪ As Chairman of the Governors at Milborne Port Primary School, Cllr Lockey thanked the Parish Council for the grant to the school to pay for the purchase of some laptops. <p>D. Reports from Parish Council Committees: (None)</p>
<p>14</p>	<p><u>Confidential Session:</u></p> <p>Due to the confidential nature of the matter to be debated it its necessary to ask the Press and Public to leave the meeting.</p> <p>It was proposed by the Chairman that the Council pass a resolution to exclude the press and public from agenda item 15, seconded by Cllr Stewart and resolved unanimously.</p>
<p>15</p>	<p><u>Legal Matter:</u></p> <p>Members received a verbal update from the Chairman and resolved on the matter.</p>

End of formal meeting 21:12

Signed: _____ Date: _____