

# Annual Full Council

## MILBORNE PORT PARISH COUNCIL

Minutes of the Annual Council Meeting  
held via Zoom (Videoconferencing) on:

**Tuesday 4<sup>th</sup> May 2021 @ 7:00pm**

### **Present:**

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

### **In attendance:**

Parish Clerk & Responsible Finance Officer: Simon Pritchard

Deputy Parish Clerk: Nathalie Hetherington

Members of the Public: None

### **Public comment time:**

(None)

<b>Agenda Number:</b>	<b>Agenda Item:</b>
<b>1</b>	<p><b><u>Election of Parish Council Chairman for the Municipal Year 2021/22:</u></b></p> <p>The incumbent Chairman, Cllr Fletcher had already served notice to the Council that he would be resigning from the Council after meeting. Cllr. Carty said that personal circumstances dose not not allow him to take on the role, this could change in the future.</p> <p>Members discussed whether it was possible for the Parish Council to function without a Chairman elected for the entire year, i.e. a chair elected at each meeting of the full council only to preside over that meeting. The Clerk commented that there are Councils in Somerset that operate in this way, but it is not best practice. Further the Clerk felt that the committee structure now in place was working well and alleviated much of the pressure that had been placed on previous Parish Council Chairs.</p> <p><b>Cllr. Carty proposed that Cllr Austin Fletcher <i>serve as Chairman for the duration of the Annual Council Meeting only</i>. Cllr. Fletcher agreed to this proposal, Cllr. MacArthur seconded and all members were in favour.</b></p> <p>It was agreed that the first agenda item on each subsequent Full Council agenda would be to elect a Chairman for that meeting.</p>
<b>2</b>	<p><b><u>Apologies for Absence:</u></b></p> <p>Cllrs. Ms D Barsby and Campbell</p>
<b>3</b>	<p><b><u>Declarations of Interest &amp; Dispensations to Participate:</u></b></p> <p>Cllrs. Lockey and Watts declared an interest in Agenda item 16 "Springfield Rugby Pitch conversion" Both are members of the Playing Fields Committee, Cllr. Lockey is</p>

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	<p>Secretary of the football club and has been in discussion with Queen Thorne. Cllr Watts is also a Trustee of the Playing Fields Charity.</p> <p><b>It was Proposed by Cllr. Fletcher that, "Cllrs. Lockey and Watts are given dispensation to participate in the discussion of Agenda item 16, but not to take part in a vote". Seconded by Cllr. Carty and all in favour.</b></p>
<b>4</b>	<p><b><u>Adoption of Minutes:</u></b></p> <ul style="list-style-type: none"><li>▪ <b>Full Council Meeting – Tuesday 27<sup>th</sup> April 2021</b></li></ul> <p>The Minutes had been previously circulated to Members by email and had already been posted onto the Council's website.</p> <p>It was noted that the wrong date was published in the agenda: The correct date of the last full council meeting was 27 April 2021.</p> <p><b>It was Proposed by Cllr. Fletcher to adopt the minutes as a true record of the meeting. Seconded by Cllr. Lockey and all in favour.</b></p>
<b>5</b>	<p><b><u>Election of Vice-Chairman of the Parish Council:</u></b></p> <p>Cllr. Carty indicated he was happy to continue as Vice-Chair for the Municipal Year 2021-2022.</p> <p><b>It was proposed by Cllr. Fletcher to elect Cllr Carty as the vice-chair. Seconded by Cllr. Tizzard and all in favour.</b></p>
<b>6</b>	<p><b><u>Appointments to Committees:</u></b></p> <p>The Chairman and Vice-Chairman are automatically ordinary members of all committees.</p> <p><b>Planning &amp; Environment Committee: The current members will be re-adopted and joined by Cllr. Watts. Proposed by Cllr. Fletcher, seconded by Cllr. Tizzard, and all in favour</b> <i>(Committee members: Cllrs. Tizzard, Carty, Campbell, Lockey, Barr, MacArthur, Watts)</i></p> <p><b>Management Committee: The current members will be re-adopted, with the exception of Cllr. Mrs Stewart. Proposed by Cllr. Fletcher, seconded by Cllr. MacArthur, and all in favour.</b> <i>(Committee members: Cllrs. Lock, Lockey, Barsby, Campbell, MacArthur &amp; Watts)</i></p> <p><b>HR Committee: The current members will be re-adopted, joined by Cllr. Mrs Barr.</b> <b>Proposed by Cllr. Fletcher, seconded by Cllr. Stewart, and all in favour.</b> <i>(Committee members: Cllrs. Stewart, Lock, Barr, Carty &amp; Watts)</i></p>
<b>7</b>	<p><b><u>Appointment to the Grants Working Group:</u></b></p>

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	<p>Members discussed whether this working group was still required. Both members of the working group (Cllrs. Lock &amp; Stewart) were of the opinion that it was not. The Parish Council now had a robust grants policy and application form. It was noted that very few grant applications had been submitted in the past year. All requests for grants are debated and decided upon at Full Council, it was therefore decided that this working group be wound up.</p>
<b>8</b>	<p><b><u>Appointment of Parish Council Representatives for 2021/22:</u></b></p> <ul style="list-style-type: none"><li>• <b>Playing Fields Committee:</b> Cllrs. Tizzard &amp; Barsby</li><li>• <b>Village Hall Committee:</b> Cllrs. Barr &amp; Campbell</li><li>• <b>Sherborne Transport Action Group:</b> Cllrs. MacArthur &amp; Carty</li><li>• <b>Police Liaison:</b> Not required. Any liaison generally done via the Clerk/Deputy Clerk. New PCSO now in post so it is hoped they will come to a future PC meeting.</li><li>• <b>Youth Liaison:</b> Cllr Lockey</li><li>• <b>SSDC Market Town Initiative:</b> Cllr Carty</li></ul>
<b>9</b>	<p><b><u>Financial Risk Assessment 2021/22:</u></b> <b>Cllr. Fletcher proposed adopting the Financial Risk Assessment for 2021/22, seconded by Cllr MacArthur and all in favour.</b></p>
<b>10</b>	<p><b><u>Asset Register 2021/22:</u></b></p> <p>The Chairman thanked the Clerk &amp; Deputy Clerk for their work on the Asset Register. It is work in progress. Members discussed insurance values of some items – the Clerk said they were under review, and he would be having an in-depth conversation with the insurers on this subject. Cllr. Tizzard offered his professional expertise to assist with this – he was concerned about insurance values if the PC had to reinstate an asset. It was confirmed that the company owning the electric vehicle charging points in the East Street car park were responsible for their insurance. Similarly, the Library bus had public liability insurance.</p> <p>The Clerk confirmed that the Parish Council has 3<sup>rd</sup> party liability insurance.</p> <p><b>Cllr Fletcher proposed the adoption of the Asset register 2021/22, Seconded by Cllr. Lockey and all in favour.</b></p>
<b>11</b>	<p><b><u>Insurance Renewal 2021/22:</u></b></p> <p>The insurance policy has been in place for a number of years. Cllr. Tizzard reiterated that he had a concern about reinstatement values and was uneasy about a number of insurance values, and again offered to help the Clerk.</p> <p>The Clerk commented that he believed members should accept this as is for now, but go through everything: He would like help from a couple of members to do this and it may well be that there will need to be an additional premium paid if it is deemed necessary.</p>

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	<p><b>It was proposed by Cllr. Fletcher to accept the insurance renewal for 2021/22, seconded by Cllr. Stewart and all in favour.</b></p>
<b>12</b>	<p><b><u>Appointment of Bank Account Signatories 2021/22:</u></b>  <b>Cllr. Fletcher proposed the bank account signatories be re-adopted, with the addition of Cllr. Carty – so Cllrs. MacArthur, Barsby, Lockey &amp; Carty, seconded by Cllr. Watts and all in favour.</b></p>
<b>13</b>	<p><b><u>End of Year Audit 2020/21:</u></b></p> <p><b>A: Internal Audit report for 2020/21</b>          The PC received a clean bill of health from the Internal Auditor, therefore there were no recommendations to resolve upon</p> <p><b>B: Annual Governance Statement 2020/21</b>          Noting that the Internal Audit gave the PC a clean bill of health, the Clerk recommended that members could answer “Yes” to all statements.  <b>It was proposed by Cllr. Fletcher that the PC answer “yes” to all statements on the Annual Governance Statement, seconded by Cllr. Carty, and all in favour.</b></p> <p><b>C: Annual Accounting Statement 2020/21</b>          The Clerk noted that the accounts were £1.00 out. This is because amounts are rounded up or down. The tolerance for this is £2.00 – the Clerk raised this with the Internal Auditor who confirmed the amount was within the tolerance allowed.  <b>It was proposed by Cllr. Fletcher to approve the annual accounting statement, seconded by Cllr. Watts and all in favour.</b></p> <p><b>D: Confirmation of Public Rights Period</b>          The dates for the public rights period are confirmed as: Monday 14<sup>th</sup> June to Friday 23 July 2021.</p>
<b>14</b>	<p><b><u>Parish Council Accounts:</u></b></p> <p><b>A: Monthly Payments</b>          Members received the payments for May 2021</p> <p><b>B: Accounts Reports</b>          Members received the current Full Council accounts reports</p>
<b>15</b>	<p><b><u>Urgent Planning Applications:</u></b>          None</p>

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**16**

**Springfield Rugby Pitch Conversion:**

Cllr.Tizzard noted that this project stems from S106 monies, it was agreed with all parties, but did not go ahead in 2019. In the interim, prices have gone up. Cllrs. felt it would be unwise to re-run the tendering process, mainly because there is only a small window of time in the year when this work can be done, and it should be started in June, otherwise it will be 2022 before the works begin.

**Cllr Fletcher proposed that Queen Thorne's proposal for the conversion work with an uplift in cost of 9.7% be accepted, seconded by Cllr. Carty and all in favour.**