

Full Council

MILBORNE PORT PARISH COUNCIL

Minutes of the Full Council meeting

held in Milborne Port Village Hall:

Tuesday 2nd November @ 7:00pm

Present:

Parish Councillors: Mr Tim Carty (Chairman), Mr Rob Lockey (Vice-chair), Mrs. Debbie Barsby, Mr Philip Lock, Mrs Anna Wagner, Mr Ted Watts

In Attendance:

Parish Clerk & Responsible Finance Officer: Simon Pritchard
Deputy Parish Clerk: Nathalie Hetherington

❖ Public Comment Time:

No members of the public attended.

Cllr. Carty asked about the Wheathill Lane road closure. Members believe that this is due to work by Jurassic Fibreoptics. Deputy Clerk will investigate and report back.

❖ Reports from Somerset County Council & South Somerset District Council:

No reports received.

The Clerk reported that there will be news imminently about the local government restructure.

❖ Reports from Somerset Constabulary:

No reports received.

| Agenda Number: | Agenda Item: |
|-----------------------|---|
| 1 | <u>Apologies for Absence:</u> Cllr. L Harrison (family commitments), Cllr. T Campbell, Cllr. R Tizzard (family commitments). |
| 2 | <u>Declarations of Interest & Applications for Dispensations to Participate:</u> None. |
| 3 | <u>Adoption of Full Council Minutes:</u> ▪ Tuesday 5th October 2021 The minutes of the Full Council meeting of 5 th October 2021 had been circulated to Members ahead of the meeting. Cllr. Lockey noted that under 7C, that if the Parish Council install the football stop nets then planning permission isn't required. |

Milborne Port Parish Council: Tuesday 2nd November 2021

Parish Clerk: Simon Pritchard

Website: www.milborneportpc.org.uk

Email: clerk@milborneportpc.org.uk

Signed:.....Date:.....

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| | <p>Cllr Lockey proposed that the minutes of 5th October 2021 were adopted, seconded by Cllr. Barsby and resolved unanimously.</p> |
| 4 | <p><u>PARISH COUNCIL ACCOUNTS:</u></p> <p><u>A. Monthly Payments:</u> The November payments list had been circulated to Members ahead of the meeting. The full listing is on the Council website. www.milborneportpc.org.uk/finance/</p> <p>Cllr. Lock proposed that the monthly payments were accepted, seconded by Cllr. Barsby and resolved unanimously.</p> <p><u>B. Full Council Accounts, Bank Reconciliation & Balances:</u> Th information had been circulated head of the meeting.</p> <ul style="list-style-type: none">▪ Reserve Account 30/09/2021 £166,269.87▪ Current Account 30/09/2021 £3,206.10 <p><u>C. Assets De Minimis:</u> Following the creation of an asset list this year, the Council needed to set the policy for a minimum value for an item to be consider as an asset.</p> <p>It was proposed by Cllr. Lock that the value be set at £200, seconded by Cllr. Carty and resolved unanimously.</p> |
| 5 | <p><u>Co-Option of New Council Members:</u> There were no applications to consider this month.</p> |
| 6 | <p><u>Review and Re-Adopt Council Policies</u></p> <ul style="list-style-type: none">• Standing Orders• Financial Regulations <p>Cllr. Carty explained that these policies are informed by templates which can be easily adapted. Regarding Standing Orders, he also reported that he had been in discussions with the Clerk regarding the writing of agenda; members can suggest items for an agenda, but the Clerk has the ultimate power to refuse a request for an item agenda.</p> <p>Cllr. Watts proposed to have a system established whereby if two members request an agenda item with which the Clerk disagrees, it be allowed. Members agreed to review this issue next May; the Clerk will take advice. The Clerk reminded members that the Clerk has legal responsibility for agenda items. A minimum of two members can call a meeting and they would then be legally responsible for it and for any actions/decisions arising therefrom. It was decided to revisit this issue in May.</p> |

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| | <p>Cllr. Lock proposed that the two policies be re-adopted; seconded by Cllr. Barsby and resolved unanimously.</p> |
| 7 | <p><u>Interim Internal Audit Report 2021/22:</u> The Clerk would like time to be able to put together an action plan in response to the report and bring this back to the next Full Council meeting.</p> <p>Cllr. Barsby thanked the Clerk and the Deputy Clerk for their work over the last two years to improve the organisation of MPPC.</p> <p>Cllr. Lock commented on the advice in the report that members take turns in rotation to check the accounts and bank reconciliation; the Clerk explained that this is a point that has already been actioned.</p> <p>Cllr. Carty proposed that the report be received, and that the Clerk bring a report to the next Full Council as to the recommended actions, seconded by Cllr. Lockey and resolved unanimously.</p> |
| 8 | <p><u>Advancement of Neighbourhood Plan:</u> Cllr. Carty summarised the recent discussions over the requirement for more staffing resources for the advancement of the Neighbourhood Plan and other projects, including the laying of a proper hard-core trackway at the allotments and cycle route feasibility study; he added that future projects that could be funded by grants under the new local management structure.</p> <p>Cllr. Carty and the Clerk will put together a report outlining the needs of the council in terms of staffing resources. In the meantime, Cllr Carty recommended that the Clerk can ask the Deputy Clerk to work for up to an extra 3 hours a week, with flexibility on when and where that work takes place.</p> <p>There was further discussion about the value/influence of a Neighbourhood Plan given the state of flux with the local government restructuring, phosphates and the 5 Year Land Supply figures/Local Plan. There was an agreement around the need for a sense of urgency regarding the Neighbourhood Plan and the need to employ an extra member of staff to work on projects, as current staffing does not have the capacity. To this end, the idea of a December meeting was mooted by Cllr. Carty.</p> <p>Cllr. Carty proposed temporary extension of hours for the Deputy Clerk be accepted and that an extra Full Council meeting be held in December to agree on new staffing resource; seconded by Cllr. Lockey and resolved unanimously.</p> |

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Verbal Reports:

a) Council Chairman's report

Cllr. Carty has discussed Finances with the Clerk; the current accounting system can be misleading/difficult to interpret so he explained to members the current state of play in terms of income and expenditure and what appear to be anomalies. Finances are in a reasonable state so spending can be made to move some projects forward with funding that is available in our reserves. Cllr. Carty also explained how much S106 funding is available, including for the Springfield pavilion; Cllr. Lockey reported to members that there has been some progress recently with the initial designs for the pavilion project. The Chairman advised that there were substantial S106 monies as yet unspent, and we were trying to confirm the exact detail with SSDC

b) Parish Clerk's report

The Village Hall management team is experimenting with the car park lights, which will now be on in the week from dusk to 10.30pm and on Saturdays from dusk to 1am; the idea is to see whether this reduces anti-social behaviour.

c) Members' Reports from outside organisations

South West In Bloom: Cllr. Lock reported that the Bus Shelter received 3rd prize for the best street art and that the Primary School received a special mention for its rewinding project in the field on Wheathill Lane.

d) Chairmen's Reports from the Parish Council Committees

The last Management Meeting was not quorate but those members that were present had an informal discussion around the agenda items and some progress can be made until another meeting will need to be called in late November in order to deal formally with the agenda items.

End of formal meeting – 8:20pm

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