

Annual Council Meeting

MILBORNE PORT PARISH COUNCIL

Minutes of the Annual Council Meeting

held in the Downstairs Room of the Town Hall on:

Tuesday 10th May 2022 @ 7:00pm

Present:

Parish Councillors; Mr Tim Carty (Chairman), Mr Rob Lockey, Mr Ted Watts, Mrs Lyn Harrison, Mrs Anna Wagner & Mr Richard Warren

In attendance:

The Parish Clerk: Simon Pritchard

Members of the Public: Two

Public comment time:

A member of the public made some points about the planning application on the agenda (item 17) and more generally:

- Electric car charging points should be installed as standard.
- Solar panels should be installed as standard
- Air source heat pumps should be installed as standard
- There are still high levels of phosphates on the Somerset Levels, so no planning applications can be determined by the Planning Authority until this is addressed across the whole of Somerset.
- Concern over the loss of hedgerow this specific site
- Concern that environmental mitigation measures conducted off site may have a negative effect, so needs to be carefully considered.

The Chairman commented; that as there isn't a 5-year supply of housing land in the district the South Somerset District Council's Local Plan is in abeyance and national building rules apply. This means that the higher standards of environmental control in the SSDC Local Plan do not apply. But all large developments must have an Environment Plan, this is enforced by the Planning Authority.

It was also noted that on this particular site, nearly all environmental impact was to be mitigated on site, which is comparatively rare.

The Planning Agent suggested; that it is at the point of full planning permission, rather than the current outline permission, when the finer details should be hammered out.

The member of public commented that the wild verge trials taking place in the Village were suffering from being trimmed / cut. The Clerk confirmed that The Parish Ranger hasn't been asked to cut the areas and they were not a part of his limited normal round.

Agenda Number:	Agenda Item:
1 ACM	<u>Election of Parish Council Chairman for the Municipal Year 2021/22:</u> Cllr Lockey proposed Cllr Carty, seconded by Cllr Watts. There were no further nominations. It was therefore resolved unanimously to elect Cllr Carty as the Parish Council's Chairman for the municipal year.

Milborne Port Parish Council: 10th May 2022

Parish Clerk: Simon Pritchard PSLCC

Website: www.milborneportpc.org.uk

Email: clerk@milborneportpc.org.uk

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

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<p>2 ACM</p>	<p><u>Apologies for Absence:</u> Cllrs; Mr Robert Tizzard, Mr Tom Campbell & Mr Chris Phillips</p>
<p>3 ACM</p>	<p><u>Declarations of Interest & Dispensations to Participate:</u> Cllr Watts noted his connection with the Playing Fields Committee Cllr Lockey noted his connection with the Football Club</p>
<p>4 ACM</p>	<p><u>Adoption of Minutes:</u></p> <ul style="list-style-type: none"> ▪ Full Council Meeting – Tuesday 5th April 2022 <p>The Minutes had been previously circulated to Members by email and had already been posted onto the Council’s website. It was Proposed by the Chairman to adopt the minutes as a true record of the meeting, seconded by Cllr Harrison and resolved: 6 in favour – 1 abstention</p>
<p>5 ACM</p>	<p><u>Election of Vice-Chairman of the Parish Council:</u> Cllr Locky indicated he was happy to continue as vice-chair for the new Municipal Year. It was proposed by the Chairmen that the Council appoint Cllr Locky as the Vice-Chairman, seconded by Cllr Watts and resolved unanimously.</p>
<p>17 ACM</p>	<p>This Item was moved up the agenda by agreement of the Council, as the applicant’s agent had attended the meeting.</p> <p><u>Urgent Planning Applications:</u></p> <p>Application Number: 22/00180/OUT</p> <p>Proposal: Outline planning application for up to 58 dwellings, sustainable drainage infrastructure, new open space including allotments, parking area for neighbouring cemetery, landscaping and associated infrastructure with all matters reserved except access.</p> <p>Site Address: Land Adjoining Wheathill Lane, Milborne Port.</p> <p>This application had come back to the Parish Council as the original outline application has been changed, so South Somerset District Council are carrying out additional consultation. The agent addressed the Council, stating that he had taken on board the points of the last Full Council meeting (when the Council had Objected to the application) and in this updated application had addressed the concerns raised.</p> <ul style="list-style-type: none"> ○ Reduced the numbers to 58 dwellings ○ Added in an additional of-site pavement to the northern side of Wheathill Lane ○ Introduced further planting <p>The Chairman reported that he and Cllr Campbell had met with a senior SCC Highways Planning Engineer at the Wheathill Lane junction and following conversation it became apparent that you cannot put too much weight on highways objections as it is always expected that development will have a negative impact on the highways. Further there was a perceived wisdom that parking on the roads slows traffic. As such SCC Highways wouldn’t have objected to the original application. Garages, by policy do count towards parking spaces.</p>

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	<p>It was proposed by Cllr Watts that taking into consideration the charges to this application that the Parish Council change its response to 'recommend approval' subject to all the concerns that have already been expressed, seconded by Cllr Harrison and resolved: 4 in favour - 1 against – 1 Abstention</p>
<p style="text-align: center;">6 ACM</p>	<p><u>PARISH COUNCIL ACCOUNTS:</u></p> <p>A. <u>Monthly Payments:</u> Full listing is on the Council website. http://milborneportpc.org.uk/finance/ It was proposed by the Chairman to approve the payments, seconded by Cllr Locky and resolved unanimously</p> <p>B. <u>Full Council Accounts & Bank Balances:</u> The current Full Council accounts had been circulated. The Chairman expressed concern that the end of year balance and the current balance were almost £40,000 different. He will work with the Clerk to ensure this is correct. Action – The Clerk & Chairman</p> <p>C. <u>Budget Overspend:</u> The library has a £1,000 budget for annual electricity costs, but it has run up a bill of over £1,800 in the first quarter already. Members asked the Clerk to investigate. Action – The Clerk</p>
<p style="text-align: center;">7 ACM</p>	<p><u>CO-OPTION OF NEW COUNCIL MEMBERS:</u> The Council has four vacant seats after the May election. A few Residents had shown an interest in becoming a member, but no one had formally put themselves forward.</p> <p>A. <u>Interview of Candidates:</u> There were no candidates</p> <p>B. <u>Nominations and Voting:</u> Not required</p> <p>C. <u>Declarations of Acceptance of Office:</u> Not required</p>
<p style="text-align: center;">8 ACM</p>	<p><u>ADOPTION OF CORE POLICIES:</u> To adopt / readopt the councils core policies</p> <p>A. <u>Standing Orders:</u> B. <u>Financial Regulations:</u> C. <u>Code of Conduct (Somerset Modal):</u></p> <p>The Clerk explained that the Code of Conduct was a new modal being promoted across Somerset. The Council's current one is the NALC modal code; this was withdrawn a year ago. The new one is the LGA modal code that has been adapted for Town / Parish Councils use by Somerset's five Monitoring Officer and is being promoted by them and SALC to move all councils, at all levels, on to the same code. The Chairman noted that the LGA code has less to say about interests that were not pecuniary interests.</p>

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	<p>It was proposed by the Chairman to adopt / re-adopt all the core policies, seconded by Cllr seconded by Cllr Lockey and resolved unanimously.</p>
<p>9 ACM</p>	<p><u>Appointments to Committees:</u> The Chairman and Vice-Chairman are automatically ordinary members of all committees.</p> <p>Planning & Environment Committee: Membership agreed as: Cllrs; Tizzard, Carty, Campbell, Lockey, Watts, Phillips & Wagner</p> <p>The Management Committee: Membership agreed as: Cllrs; Lockey, Campbell, Watts, Tizzard, Phillips, Harrison & Warren.</p> <p>HR Committee: Membership agreed as: Cllrs; Carty, Watts, Lockey & Harrison</p>
<p>10 ACM</p>	<p><u>Full Council Meetings Times, Days & Dates:</u> To confirm the time, day and dates of the Full Council meetings. Currently:</p> <ul style="list-style-type: none"> ○ When: The first Tuesday of the month, every month except September and December ○ Where: The Council Chamber, The Town Hall. ○ Time: 7:00pm <p>It was agreed to add an extra meeting in December, but otherwise keep with the same day and start time. The meeting location will be put on the June Agenda, with the WI room as well as the Village Hall being possible alternative locations.</p>
<p>11 ACM</p>	<p><u>Appointment of Parish Council Representatives for 2022/23:</u></p> <ul style="list-style-type: none"> ● Playing Fields Committee: Cllrs; Carty & Harrison ● Village Hall Committee: Cllrs; Harrison & Campbell ● Sherborne Transport Action Group: Cllrs; Warren & Wagner ● Police Liaison: Cllr Harrison ● Youth Liaison: Cllrs; Lockey & Wagner ● SSDC Market Town Initiative: Cllrs; Carty & Watts. ● Health & Wellbeing Champion: Cllr Lockey & possible associate of Cllr Harrison (she will ask and report back) ● Environment Champion: Cllr Warren
<p>12 ACM</p>	<p><u>Financial Risk Assessment 2022/23:</u> This had been circulated to Members ahead of the meeting. Members went over the financial risk assessment line by line and made a few adjustments to the risk levels. It is likely that this will be the last year that the specific Covid risk is assessed.</p> <p>It was proposed by Cllr Lockey to adopt the Financial Risk Assessment for 2022/23, seconded by Cllr Harrison and resolved unanimously.</p>

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<p>13 ACM</p>	<p><u>The Asset Register 2022/23:</u></p> <p>This had been circulated to Members ahead of the meeting. The Clerk asked members to resolved what to do with the old laptop that had been used by the deputy Clerk but had now been replaced.</p> <p>It was proposed by the Chairman to donate the laptop to a local recycling scheme, seconded by Cllr Harrison and resolved unanimously.</p> <p>It was proposed by Cllr Warren to adopt the asset register, seconded by Cllr Wagner and resolved unanimously.</p>
<p>14 ACM</p>	<p><u>Insurance Renewal 2022/23:</u></p> <p>The insurance policy had been circulated to Members ahead of the meeting, the Council is in the second year of a three-year fixed price deal.</p> <p>Cllr Lockey noted three things that should be checked 1) policy says the population is 5,000 when its more like 3,000 2) the boxes to indicate both a skate park and Zip-wire are not ticked 3) the box to say that all the council's business is based in the UK isn't ticked.</p> <p>The Clerk will seek confirmation on these points</p> <p style="text-align: right;">Action – The Clerk</p> <p>It was proposed that subject to the confirmation of the points raised, that the Council approve the insurance schedule, seconded by Cllr Lockey and resolved unanimously.</p>
<p>15 ACM</p>	<p><u>Appointment of Bank Account Signatories 2021/22:</u></p> <p>Agreed as being Cllrs; Lockey, Carty, Wagner & Harrison</p>
<p>16 ACM</p>	<p><u>END OF YEAR AUDIT 2021/22:</u></p> <p>A. <u>Internal Audit report for 2021/22:</u></p> <p>The Internal Auditor had raised a few matters, some that had already be resolved on by the Council.</p> <ul style="list-style-type: none"> ▪ The Council should switch to online payments: this is in progress and once the new signatories are in place they will be encouraged to register for online banking. ▪ The Council should consider getting its own Visa card, so the Clerk doesn't have to use his: this had already been reported to the Council. There is no risk to the council and the Clerk is content to use his card. The frequency that the Clerk will need to use his card will be reduced once the council is able to make online payments. ▪ Some sets on minutes not signed and dated: The Clerk will check all sets of minutes <p style="text-align: right;">Action - The Clerk</p> <ul style="list-style-type: none"> ▪ The Council should consider moving the assets register onto the Scribe accounting software: the Council had already considered this and it had been agreed not to do this as the new spreadsheets are satisfactory and moving all the information over onto the accounting software would tie the Council into that software. ▪ The Council should make use of its website and social media to advertise projects that it is seeking tenders for: agreed that this was a good idea and that Facebook would be the most effective.

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- **As the Council is likely to turnover at least £200,000 this year the Council should switch its account system from Receipts & Payments to Income & Expenditure** – This had been given its own agenda item.
- **Grant to Milborne Port First School is classed as double taxation:** The grants that have been made to the school have been for non-core activities that are not covered from the normal education budget. Advice was sought before the payment was made directly to the school as to way grants are normally made via the PTA only to then be passed onto the school and NALC advised that this was to get around giving to Church Schools. No legal references have been provided by the Internal Auditor to reference the concern . The SALC CEO has commented that the grant seemed very worthwhile.
- **The Council should carry out a skills audit and identify skills gaps and look to recruit people into the council to fill those gaps:** this had already been reported to the council, it was noted that given the council hasn't been up to full strength for a few years, the council would just be pleased to hear from anyone who was willing to give some of their time to help.

1. Internal Audit Report 2021/22 Recommendation:

The recommendation was that the Council move over to the Income & Expenditure accounting basis from 2022/23 onwards

Members agreed that the Council should move onto this accounting basis for the 2022/23 financial year onwards.

B. Annual Governance Statement 2021/22:

Noting that the Internal Audit was a positive outcome the Clerk recommended that the council could respond yes to all statements.

It was proposed by Cllr Wagner that the Council answer “yes” to all statements on the Annual Governance Statement, seconded by Cllr. Carty and resolved unanimously.

C. Annual Accounting Statement 2021/22:

The annual accounting statement had been tabled. It was noted that the large change in council assets value was due to the fact that the assets used to be wrongly valued at insurance replacement cost rather than purchase cost.

It was proposed by the Chairman to approve the annual accounting statement, seconded by Cllr Harrison and resolved unanimously.

D. Confirmation of Public Rights Period:

The dates for the public rights period are confirmed as: Monday 13th June to Friday 22nd July 2022.