

The Annual Council Meeting

MILBORNE PORT PARISH COUNCIL

Minutes of the Annual Full Council meeting
held in The Council Chamber, Milborne Port Town Hall

Tuesday 2nd May 2023 @ 7:00pm

Present:

Parish Councillors: Mr Tim Carty (Chairman)
Mr Rob Lockey Mrs Lyn Harrison
Mr David Grant Mr Ted Watts
Mr Chris Phillips Mrs Anna Wagner
Mr Tom Campbell Mr Robert Tizzard

In Attendance: Cllr Nicola Clerk – Somerset Council
The Parish Clerk: Mr Simon Pritchard

❖ **Public Statements:**

There were no public statements.

❖ **Reports from Somerset Council:**

Cllr Clark introduced herself as this was the first Full Council meeting that she had attended. Cllr Sarah Dyke, who is also the Somerset Councillor for Milborne Port, had been attending until now; attendance will now be shared.

Somerset Council is still taking shape; the top three tiers of management are now in place but there is still a massive amount of work to be done to integrate all the work forces across the former five councils.

It was noted that the A30 Crackmore Crossing looked like it was finally going ahead.

Agenda Number:	Agenda Item:
1	<u>Election of Parish Council Chairman for the Municipal Year 2023/24:</u> It was proposed by Cllr Lockey that Cllr Carty be elected as Council Chairman for the next municipal year, seconded by Cllr Harrison. There were no other nominations. It was therefore resolved unanimously to elect Cllr Carty as the Parish Council's Chairman for the municipal year.
2	<u>Apologies for Absence:</u> Cllrs. Richard Warren – Away.
3	<u>Declarations of Interest & Applications for Dispensations to Participate:</u> None.

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4	<p><u>Adoption of Full Council Minutes:</u></p> <ul style="list-style-type: none">▪ Tuesday 4th April 2023 <p>Cllr. Watts proposed that the minutes of the Full Council meeting of 7th March 2023 be adopted, seconded by Cllr. Lockey and resolved unanimously.</p>
5	<p><u>Election of Vice-Chairman of the Parish Council:</u></p> <p>Cllr Carty proposed that Cllr Lockey be elected as the Vice-Chairman, seconded by Cllr Tizzard.</p> <p>There were no other nominations.</p> <p>It was therefore resolved unanimously to elect Cllr Lockey as the Parish Council's Vice-Chairman for the municipal year.</p>
6	<p><u>PARISH COUNCIL ACCOUNTS:</u></p> <p><u>A. Monthly Payments:</u></p> <p>The payments list had been circulated - 21 payments totaling £6,171.76 – Full listing is attached to these minutes and is available on the parish council website.</p> <p>Cllr. Carty proposed that the payments for May 2023 be approved; seconded by Cllr. Grant and resolved unanimously.</p> <p><u>B. Full Council Accounts and Balances:</u></p> <p>The accounts had been circulated and were received.</p> <p>Accounts balances:</p> <ul style="list-style-type: none">• 31/03/2023 – Reserve Account - £167,605.31• 31/03/2023 – Current Account - £1,500.00 <p>A question was raised over why the end of the year account balance didn't match the AGAR Accounting Statement. Advice will be sought.</p> <p><u>C. CIL Money from Wheathill Lane:</u></p> <p>Noted that the Council will shortly receive £8,018.24 in CIL money from the Wheathill Lane development. The Chairman noted that this would have been more if the Council had an adopted Neighborhood Plan in place.</p>
7	<p><u>Hanging Baskets on the High Street:</u></p> <p>It was noted that the money spent on the hanging baskets could in the future be used to create more permanent displays around the village but that there was support for having the hanging baskets this year if Somerset Council will water them.</p> <p>There was no update on the watering situation.</p>
8	<p><u>Community Litter Pick:</u></p> <p>Cllr Grant outlined the arrangements that had been made.</p> <ul style="list-style-type: none">○ Cllr Warren had been in contact with the Somerset Waste Partnership and had a litter picking kit on order (gloves, litter pickers, black bin bags)○ Cllrs Warren and Grant and the Parish Clerk had completed a risk assessment that people will be asked to read and sign to say they have done so.

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- A list of Do's and Don'ts would also be handed out.
- The Parish Clerk will remain in the Town Hall with a First Aid kit and be on call in case of any problems.
- Maps have been printed out and people would be allocated an area if they wanted, but likely people will want to do area their area.
- The WI will be providing coffee and cakes in the Town Hall from about 11am to anyone who has taken part.

It was proposed by Cllr Lockey that the council was satisfied with the arrangements put in place, seconded by Cllr Harrison and resolved unanimously.

9 Full Council Meetings Times, Days & Dates:

It was agreed to continue to hold Full Council meetings on the first Tuesday of each month. However, it was agreed to hold the January Full Council meeting on the second week of the month (Tuesday 9th) and to pencil in the third week (Tuesday 16th) for a Full Council meeting as well in case this is required to agree the precept.

Much debate was had around how the council can better advertise the fact that meetings can be moved from the council chamber upstairs to the community room downstairs – a permanent notice in the Village Magazine was suggested. Many members voiced the view that the Village Hall is a more inclusive venue and that the Full Council meetings should be held there. It was further noted that the Community Room was probably too small to host a full council meeting now since the library had moved in and taken up much of the space.

It was proposed by Cllr Carty that the council hold the Full Council meetings in the Council Chamber, in the |Town hall, seconded by Cllr Tizzard and resolved: 5 for – 4 Against

10 Appointments to Council Committees:

Agreed as:

P&E	Management	HR
Council Chairman	Council Chairman	Council Chairman
Council Vice-Chairman	Council Vice-Chairman	Council Vice-Chairman
Cllr Capon	Cllr Harrison	Cllr Watts
Cllr Phillips	Cllr Campbell	Cllr Harrison
Cllr Tizzard	Cllr Watts	
Cllr Wagner	Cllr Tizzard	
Cllr Campbell	Cllr Warren	
Cllr Watts	Cllr Phillips	
	Cllr Grant	
	Cllr Capon	

11 Appointment of Parish Council Representatives for 2023/24:

To resolve on appointments.

- **The Playing Fields Committee – Cllrs: Carty & Harrison**
- **Village Hall Committee – Cllr Harrison**

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	<ul style="list-style-type: none">• Sherborne Transport Action Group - Cllr Warren• Police Liaison (x1) – Cllr Harrison• Youth Liaison – Cllrs: Lockey & Wagner• Health & Wellbeing Champion – Cllr Lockey• Flood Warden – Cllr Capon (if willing)• Environment Champion - Cllr Warren
12	<p><u>Financial Risk Assessment:</u> It was noted that the lack of staff cover across all areas is a risk that hasn't been addressed.. It was proposed by Cllr Lockey to adopt the risk assessment, seconded by Cllr Carty and resolved unanimously.</p>
13	<p><u>Assets Register 2023:</u> This had been previously circulated to members. It was proposed by Cllr Carty to adopt the assets register, seconded by Cllr Lockey and resolved unanimously.</p>
14	<p><u>Insurance Renewal 2023/24:</u> The documents had been circulated to members ahead of the meeting. It was noted that the premium had increased significantly. It was agreed to ask the Parish Clerk to go back to the current provider and ask if that is their best price and further to try and seek an alternative quotation and bring back to council.</p>
15	<p><u>Appointment of Bank Account Signatories 2023/24:</u> Agreed to keep the current signatories: Cllrs Harrison, Wagner, Lockey & Carty.</p>
16	<p><u>END OF YEAR AUDIT 2022/23:</u></p> <p>A. <u>End of Year Outturn</u> The spend against budget outturn for 2022/23 was received.</p> <p>B. <u>Internal Audit Report for 2022/23:</u> The internal audit report was received. The matters picked up on where small adjustments that the Office could make, it was left to the Parish Clerk to make the appropriate adjustments.</p> <p>C. <u>Annual Governance Statement 2022/23:</u> The Council considered the annual governance statement. It was agreed that a yes response could be given to all statements.</p> <p>D. <u>Annual Accounting Statement 2022/23:</u> It was noted that last year's restatement figures appeared to make no sense. This year the council, on the advice of the Internal Auditor, has moved from Receipts & Payments accounting to Income and Expenditure accounting. The RFO admitted that he is still struggling to understand how the accounts / software works with this</p>

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new method. The figures on the Accounts Statement had been provide to him by the Internal Auditor.
It was agreed that the RFO would check again with the Internal Auditor that the figures were correct before submitting the accounting statement.

E. Confirmation of Public Rights Period:

The dates were confirmed as Monday 5 June – Friday 14 July 2023

It was proposed by Cllr Carty that the council was happy with all the actions agreed under agenda item 16 and to adopt the AGAR, seconded by Cllr Lockey and resolved unanimously.

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Verbal Reports:

a) Council Chairman's report

- A meeting is due to take place tomorrow morning with regards to the tennis courts project. It has been confirmed that S106 money can be used.
- Went to the last LCN meeting; this was the last one until Somerset Council start to organize them.
- Have become aware of a plan that the Parish Council can commission called an LCWIP; this would set out an integrated transport plan and would then sit in the wings ready for an occasion that any grant funding come online.
- It is possible that the area has a Community Health Champion but they are not known to the council; will continue to explore.

b) Parish Clerk's report

- After some investigation and with help from a very friendly officer at Somerset Council, it has become apparent that the Parish Council shouldn't be paying non-domestic rates on the cemetery chapel as it isn't occupied by the Parish Council but leased out to the History & Heritage Group. This has now been switched over to being in the H&H group's name and they should, as a registered charity, be able to claim full exemption from any charges. This then just leaves the Town Hall in the Parish Council name for non-domestic rate and at this point the Parish Council should be able to claim full exemption. This will save the Parish Council about £3,000 per year.

c) Members' Reports from outside organisations

- A letter had been received by the Chairman from the Spirit of Milborne Port asking for a grant of £640. An extra meeting will be called for two weeks' time to consider the application.
- Further communication had been received from a resident of Springfield threatening to report the Parish Council to the Planning Authority (Somerset Council) over the erection of a fence at Springfield. As a result, the Parish Clerk has deferred the matter formally to Somerset Council by formally applying for planning advice from Somerset Council, this will reveal if planning permission is required.

d) S106 Project Updates:

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| | <ul style="list-style-type: none">• Works at Springfield Play Park will finally be starting next Tuesday (9th May) to install the new equipment. <p>e) Reports from Working Groups:</p> <ul style="list-style-type: none">• Cllr Lockley informed members about the Dementia Awareness event taking place in the Tippling Philosopher the next day (3rd May) between 12 – 1am |
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End of formal meeting – 8:19pm