

Annual Full Council

MILBORNE PORT PARISH COUNCIL

Minutes of the Annual Council Meeting

held in The Council Chamber, The Town Hall, Milborne Port.

Tuesday 7th May 2024 @ 7:00pm

Present:

Parish Councillors: Tim Carty (Chairman)
 Glenn Coombs
 Ted Watts
 Richard Warren
 Chris Phillips
 Robert Tizzard
 Margaret Capon

In Attendance:

The Parish Clerk: Simon Pritchard
 Deputy Parish Clerk: Nathalie Hetherington
 One member of the public attended from the start, a second arrived at 7.45pm

Reports from Somerset Council:

Cllr. Nicola Clark sent her apologies. The monthly report had been circulated; the Clerk reported that not all areas of Somerset receive such a report.

Public Statements and Comments:

- ❖ Cllr. Watts requested an update on progress with the change of the management at the Village Hall; Cllr. Carty outlined some of the challenges that have presented themselves and explained what steps have been taken to resolve them and seek clarification where required.
- ❖ A member of the public has spoken to Cllr. Capon about the possibility of having cycle racks installed on the Weighbridge. Cllrs. Capon and Warren agreed to look into this; Weighbridge ownership will need to be clarified.

Agenda Number:	Agenda Item:
1	<u>Election of Parish Council Chairperson or the Municipal Year 2024/2025:</u> Cllr. Phillips proposed that Cllr. Carty be elected Chairperson for the municipal year; seconded by Cllr. Warren and resolved 6 in favour, with 1 abstention.
2	<u>Apologies for Absence:</u> Cllrs. David Grant, Rob Lockey, John Price; Somerset Councillor Nicola Clark. It was noted that the Proper Officer has now received written notice of Tom Campbell's resignation and Somerset Council has now been informed.
3	<u>Declarations of Interest & Applications for Dispensations to Participate:</u> A: Declarations of Interests from Members: None B: Applications submitted to the Proper Officer for a dispensation to participate: None.

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4	<p><u>Adoption of Full Council Minutes:</u> The minutes had been circulated to members before the meeting. Cllr. Carty proposed that the minutes of the Full Council meeting of 9th April 2024 be adopted; seconded by Cllr. Watts and resolved unanimously.</p>
5	<p><u>Election of Vice-Chairman of the Parish Council</u> Cllr. Lockey was the vice-chair for 2023/24, he had sent his apologies for the meeting and had previously indicated that he would not like to put himself forward for Vice-chair this year. There were no nominations. It was agreed that if a Vice-chair was required to chair a Full Council meeting in Cllr. Carty's absence, one of the Chairs of the Committees would step in.</p>
6	<p><u>PARISH COUNCIL ACCOUNTS:</u></p> <p>A. <u>Monthly Payments:</u> Payment numbers 16 to 40 for May 2024 had been circulated totaling £14,052.44 and are attached to the minutes as well as being on the Council's website. Cllr. Carty proposed that the payments for May 2024 be approved; seconded by Cllr. Capon and resolved unanimously.</p> <p>B. <u>Full Council Accounts & Bank Reconciliation:</u> April accounts had been circulated. The RFO noted that they were not up to date due to him not having had the time to go over the accounts, so some income may be missing. The bank reconciliation for March 2024 had been circulated, there was no reconciliation for April, the RFO noted he had not received the bank statements.</p> <ul style="list-style-type: none"> • Reserve Account £ 275,699.16 • Current Account £ 6,702.00
7	<p><u>East Street Car Park Wall Repair:</u> This item was deferred to a future Full Council meeting so that Cllr. Price can guide councillors through the different quotations.</p> <p>Cllr. Carty raised the issue of access across the car park; this might be a good opportunity to research rights of access so that appropriate consultation can be made. Cllr. Watts believes that those who owned property gave land to the Parish Council so that they could have access & a parking space. Cllr. Tizzard offered support with a Land Registry check if required.</p>
8	<p><u>Repair of Railings at St John's Churchyard</u> Cllrs. Phillips summarised what he had written in the report and explained the quotations for the proposed works and gave his recommendation, which included starting to source quotations for the painting of the railings as soon as the work has been completed, as there will be new metal work that will need to be primed and painted. Cllr. Watts proposed that Blackmore Vale Forge be contracted at a cost of £5,246; seconded by Cllr. Warren and resolved unanimously.</p>

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9	<p><u>Council Committees Terms of Reference:</u></p> <p>a) There was some discussion about whether the Planning and Environment Committee should be renamed so that its title better describes its remit (i.e. planning, built environment, highways); the title of 'Planning Committee' was decided upon and to clarify its remit on each agenda and on the website. Rights of way/footpaths will be included in its Terms of Reference.</p> <p>b) There was some discussion about whether the Management Committee should be renamed so that its title better describes its remit (i.e. open spaces, amenities/facilities); it was agreed to retain its title but to clarify its remit on each agenda and on the website.</p> <p>Cllr. Carty proposed that the terms of reference and changes be adopted; seconded by Cllr. Phillips and resolved unanimously.</p>
10	<p><u>Appointments to Council Committees Terms of Reference:</u></p> <p>a) The Planning Committee Cllrs. Lockey, Carty, Capon, Phillips, Price, Tizzard, Watts.</p> <p>b) The Management Committee Cllrs. Lockey, Carty, Capon, Coombes, Grant, Phillips, Price, Tizzard, Warren, Watts.</p>
11	<p><u>Appointments of Parish Council Representatives:</u> The following appointments were agreed:</p> <p>a) <u>The Playing Fields Committee:</u> Cllrs. Carty and Lockey</p> <p>b) <u>The Village Hall Committee:</u> It was noted that the following councillors have been co-opted onto the Village Hall Committee – Cllrs. Carty, Coombes, Capon, Lockey, Phillips, Watts.</p> <p>c) <u>Somerset Council's LCN:</u> Cllrs. Carty and Capon. (covers Highways, Footpaths, Floods/Emergency Planning)</p> <p>d) <u>SoMP Rep:</u> - no rep. appointed, MPPC will assist if/when approached.</p> <p>e) <u>Sherborne Transport Action Group:</u> Cllr. Warren.</p> <p>f) <u>Police Liaison:</u> There was some discussion about whether liaison with the police is now possible/likely given the lack of a forum or communication from the Wincanton team or the PSCO. It was agreed to consider this more of an Emergency Plan/Flood/Neighbourhood Watch representative, working/liasing with other groups/organisations, amongst which would be the police and 'Somerset Prepared'. Cllr. Capon will take on this role as she is already involved with much of it. To be called Resilience Planning</p> <p>g) <u>Youth Liaison:</u> Cllrs. Carty and Lockey; there is a commitment to meet formally 4 times a year with councillors from the partnering councils for the youth club/ worker provision.</p> <p>h) <u>Health & Wellbeing Champion:</u> Cllr. Lockey.</p> <p>i) <u>Environment Champion:</u> Cllr. Warren; <u>Flood Warden:</u> Cllr Capon</p>

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12	<p><u>Financial Risk Assessment 2024/25</u></p> <p>The Clerk has updated last year's document; there were not many amendments made but any new risks need to be included:</p> <ul style="list-style-type: none"> • It was agreed that it is difficult to quantify any risk that comes with the Parish Council taking on the sole trusteeship of the Village Hall. But something around there being sufficient insurance in place should be included. • Cllr. Tizzard suggested that something around employing insolvent contractors should be included. • Also suggested that employment risks should be considered, around the risk of the council being sued for unfair dismissal. <p>The Clerk suggested that the document be updated and returned to a future meeting of the Council for adoption.</p>						
13	<p><u>Assets Register 2024</u></p> <p>The cast iron Milborne Port sign that will shortly be returning to the roadside opposite Ven House has been included as it was spotted that it wasn't on the register before. The questions of the ownership of the Ball Court wall and buttresses arose, Cllr. Tizzard can support with any Land Registry check that is required. It was agreed that the Office will carry out some research. Cllr. Watts believes that the wall belongs to the adjoining property but that the buttresses belong to the Parish Council</p> <p>Cllr. Carty proposed that the Asset Register be adopted subject to the comments made; seconded by Cllr. Capon and resolved unanimously.</p>						
14	<p><u>Insurance Renewal 2024/25</u></p> <p>The Parish Council is currently tied into a 3-year deal so there were no other options considered. The Clerk reminded members that this deal was £1,000 a year cheaper than the former insurance cover.</p> <p>Cllr. Carty proposed that this deal be continued; seconded by Cllr. Watts and resolved unanimously.</p>						
15	<p><u>Appointment of Bank Account Signatories 2024/25</u></p> <p>It was agreed that Cllrs. Carty, Lockey, Phillips will continue to be signatories for 2024/25 and Cllr Coombes will be added as a fourth person.</p>						
16	<p><u>END OF YEAR AUDIT 2023/24</u></p> <p style="padding-left: 40px;">a. <u>Internal Audit Report for 2023/24</u></p> <p>The Clerk took councillors through some aspects of the report and it was agreed to:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Test:</th> <th style="width: 55%;">Matter arising:</th> <th style="width: 30%;">Council response</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">A</td> <td>Recommendation that all councillors should become signatories</td> <td>Decline the advice that all councillors should be signed up but one more has been added (Cllr. Coombes).</td> </tr> </tbody> </table>	Test:	Matter arising:	Council response	A	Recommendation that all councillors should become signatories	Decline the advice that all councillors should be signed up but one more has been added (Cllr. Coombes).
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	B	The new model financial regulations to be adopted as soon as they are released by NALC	The new model document financial regulations will be adopted in due course
	E	The Council should consider moving some of it funds to earn more interest	The Council will be considering this in due course
	G	Officers should be paid on the last day of the moth, rather than the first day of the next month.	The HR Committee has already considered this matter and resolved to continue with this current pay days.
	G	Observed that the new officer's start date had not been confirmed in the Full Council minutes	It has now been confirmed in the HR Committee meeting minutes.
	H	The asset register was not up to date at the time of visit.	The asset register for the period being audited was up-to-date and adopted.
	I	There is a risk to the security of funds held by the Council as all the funds are held in a sweep account.	The Council will be considering saving accounts in due course, if one is opened this will remove the risk.
	J	The Village Hall Charity: The council should ensure that the charity complies with the Council's terms of support	Noted.
	J	Playing Fields Charity: This charity is not up to date with its legal obligations. No further grants should be made until this is rectified.	Noted.
	<p>The AGAR tests have been passed by Internal Auditor.</p> <p>b. <u>Annual Governance Statement 2023/24</u> Cllr. Carty proposed that the MPPC give a positive response to all statements; seconded by Cllr. Phillips and resolved unanimously.</p> <p>c. <u>Annual Accounting Statement 2023/24</u> Cllr. Carty proposed that the Annual Accounting Statement be approved; seconded by Cllr. Capon and resolved unanimously.</p> <p>d. <u>Confirmation of Public Rights Period</u> This was confirmed as 3rd June – 12th July.</p>		
17	<p><u>Guiding Principles for Environment, Climate and Nature Policy:</u> Cllr. Warren explained the work done so far to outline the Guiding Principles for a policy that is being devised on by a working group. Cllr. Tizzard considered some elements of the document inflexible/one-dimensional and that recognition of the need for balance/compromise is required, by using, for example, phrases like 'wherever possible' more often in this outline, rather than a word like 'protecting' which is too absolute/dogmatic.</p>		

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	<p>Councillors were generally in agreement with the policy outline; some amendments to semantics will be considered by the working group at its next meeting.</p> <p>Cllr. Carty referred also to a draft 'aide-memoire' document that is being devised by this working group for the Planning Committee.</p> <p>Action: The working group to discuss suggested amendments at their next meeting and bring back to Full Council.</p>
18	<p><u>Verbal Reports:</u></p> <p>a) Council Chairman's report:</p> <ul style="list-style-type: none"> • Village Hall already mentioned at the start of the meeting. • Community Plan: marketing material has been completed in draft; the steering group will be meeting next on 14th May. • The Annual Parish Meeting took place on 23rd April and was attended by a few group/organization reps; thanks to Officers, Councillors & Community Groups. • There has been further liaison with the resident who wanted to buy some land on Springfield Road. He is now offering to weld his gate shut in order to remove any access across public land from his property <i>if</i> the Parish Council removes the fence panel that is blocking access; it was informally agreed that the fence panel would be removed <i>only if</i> the wall were rebuilt and the property owner accept that public land cannot be used for access to the property at any point in the future. Cllr. Carty to report back to the resident. <p>b) Parish Clerk's report:</p> <ul style="list-style-type: none"> • Many thanks to Cllr. Coombes for redesigning the Parish Council logo. • The Deputy Clerk will be producing a report on the Annual Parish Meeting; perhaps this year it could be printed and distributed to contributors and others, possibly via the Village Magazine. Printing costs will be researched. • The Town Hall will be involved in History Day on 11th May; the Clerk will be in the council chamber and there will be a Powerpoint presentation about the history of the building. <p>c) Members' Reports from outside organisations: None.</p>

End of formal meeting at 20:37

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