

MILBORNE PORT PARISH COUNCIL

NOTICE OF MEETING

The next Full Parish Council Meeting will be held on **Tuesday 5th June 2018** at 7.00pm at the Town Hall.

All Members are summoned to attend the above meeting.

Emma J. Curtis

Emma Curtis – Clerk to Milborne Port Parish Council

AGENDA

Public Question and Comment Time – Max time allowed 30 minutes (Please note this is the only time throughout the meeting the public are permitted to speak)

Receive any reports from County Councillor William Wallace, District Councillor Sarah Dyke and Parish Councillors

1. Apologies for Absence
2. Declarations of Interest
3. Confirm and approve minutes of the Full Parish Council meeting held on **Tuesday 1st May 2018.**
4. Note circulation of draft **Planning, Finance and HR Committee minutes dated Tuesday 15th May 2018.**
5. **Planning**
 - 5.1 Consider the following **Planning Applications:**

18/01253/LBC The installation of 6 No. replacement windows and both front and rear doors.
31 Newtown

18/01456/REM Reserved matters application for the erection of a dwelling house and garage following outline 17/00570/OUT
112 Combe Hill

18/01423/FUL The erection of a porch on front elevation
2 Bauntons Orchard
6. Review and update Action
7. **GDPR**
 - 7.1 Update on GDPR training (Mr Oldham and Clerk)
 - 7.2 Consider if the Parish Council requires a Data Protection Officer
 - 7.3 Approve and adopt Data Protection Policy, Privacy Policy and Information Privacy Notice (Attached)
8. Consider grant request from the Playing Fields Management Committee (Information Attached)
9. Consider grant request from Radio Ninesprings (Information Attached)
10. Consider quotations for Parish Council Office improvements (Papers attached)

11. Approve and adopt amended Risk Assessment (Attached)
12. Update on possible funding from Canadian Solar
13. **Finance**
 - 13.1 Receive and adopt the **Annual Statement of Accounts for the year ended 31st March 2018**
 - 13.2 Confirm circulation of the Internal Audit Report and consider suggestions made
 - 13.3 Approve and sign Section 1 of the Annual Governance and Accountability Return Year Ended 31st March 2018 – Annual Governance Statement (Attached)
 - 13.4 Approve and sign Section 2 of the Annual Governance and Accountability Return Year Ended 31st March 2018 – Accounting Statements (Attached)
 - 13.5 Confirm receipt of current **Financial Statement dated 30th April 2018**
 - 13.6 Approve the following **Payments:**

Spirit of Milborne Port – Donation towards this year's fete	£500
Mrs E Francis – Temporary Town Hall Cleaner May 2018	£100
SSE – Town Hall Electricity	£102.97
HMRC – PAYE and NI	£358.35
SSDC – Dog bin emptying Inv: 06000036403	£254.40
Lightatouch – Internal Audit Inv: 180510a	£475.00
Battle VA – Joomla Support Inv: 764	£240.00
Central Convenience – Mower Fuel Inv: 71	£33.00
Emma Curtis – Back pay due to NJC pay scales April 2018	£31.94
Came & Company – Insurance Inv: 762/0795	£2,314.89
SALC – Affiliation Fees Inv: 18/234	£774.60
South Somerset Playdays	£280.00
HAGS – Gainsborough Play Area Maintenance Inv: 057835	£1,546.80
HAGS – Climbing foot hold rock Inv: 056082	£24.00
K M Dike – Grounds Maintenance Inv: 316	£1,128.98
 - 13.7 Note the following **Direct Debits:**

BT – Mobile Phone	£18.16
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 - 13.8 Note the following **Income:**

HMRC – VAT repayment	£3243.50
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 - 13.9 Approve and sign letter to Barclays Bank amending Standing Order to the Clerk due to NJC salary change, commencing 30th June 2018.
14. **Correspondence**
 - 14.1 Consider the following **Correspondence:**
 - Letter from resident entitled "The Shelter Opposite the Town Hall"
 - Letter from Mediation Dorset
 - 14.2 Note the following **Correspondence:**
 - Letter from the Commonalty Charity Lands
 - Letter from resident regarding accuracy of minutes
 - Email from SCC regarding Community Library Partnership Information
 - Complaint letter regarding Parish Councillor from a member of the public

- Email from SCC regarding Decision Timetable for Libraries Consultation

15. Newsletter and Communications

16. Confirm the date of the next **Full Parish Council Meeting** as **Tuesday 3rd July 2018.**