

Full Council

MILBORNE PORT PARISH COUNCIL

Minutes of the Annual Council meeting
held in via Zoom video conferencing on:
Tuesday 2nd June 2020 @ 7:00pm

Present:

Councillors: Mr Austin Fletcher (Chairman), Mr Tim Carty, Ms Lucy MacArthur, Mr Philip Lock, Mrs Elaine Stewart, Mr Robert Tizzard, Mr Ted Watts, Mr Rob Locket, Ms Debbie Barsby.

In attendance:

Parish Clerk & Responsible Finance Officer: Simon Pritchard
Deputy Parish Clerk: Nathalie Hetherington
2 Members of the public.

Public comment time:

- A member of the public commented that the meeting could have been publicised via the Milborne Port Facebook pages and asked that the volunteers who mow the grass in the churchyard leave some areas for the grass to grow long. Cllr Lock requested that the office contact Robert Hall with regards the grass cutting. NB: This will be a Management Committee agenda item.

Agenda Number:	Agenda Item:
1	<u>Election of Parish Council Chairman for the Municipal Year 2020/21:</u> Cllr Stewart proposed that Cllr Fletcher be elected as the Chairman, this was seconded by Cllr Carty. There were no other nominations. It was therefore unanimously resolved to elect Cllr Fletcher as the council's Chairman for the municipal year 2020/21.
2	<u>Apologies for Absence:</u> Received from Richard Douglas. It was noted that Cllr Campbell has stated that he does not wish to take part in remote meetings.
3	<u>Declarations of Interests:</u> Cllr Carty noted that he owns property near Meadow House if that were to come up under agenda item 17D
4	<u>Adoption of Minutes:</u> - Full Council Meeting: Tuesday 3rd March 2020 - Extraordinary Council Meeting: Tuesday 24th March 2020 Members resolved to adopt both sets of minutes.

5	<u>Election of Vice-Chairman of the Parish Council:</u> Members resolved to appoint Cllr Tim Carty.
6	<u>Appointments to Committees:</u> Members considered making any additions to the current membership of the committees. It was resolved that Cllr MacArthur would join the Planning & Environment Committee and Cllr Watts would join the Management Committee. The Clerk outlined the plan for the HR committee to co-opt members onto it when required according to area of expertise.
7	<u>Appointment to the Grants Working Group:</u> Members resolved to retain the current members of the group, Councillors Stewart & Lock. There were no further nominations. The Chairman suggested that he and the Clerk work offline to try and find some more member of the group. Action: The Clerk & Chairman
8	<u>Appointment of Parish Council representatives for 2020/21:</u> • Playing Fields Committee: Cllrs Watts Lockey reported that they were already members of the committee not as council reps. Members resolved to appoint Cllrs Tizzard and Barsby as the council's reps. • Village Hall Committee: Members resolved to appoint Cllr Campbell & the Clerk. Cllr Carty also volunteered to lend support if required. • Prankerds Trust: It was reported by the Chairman that Vicar Sarah Godfrey oversees the work of the trust and he will contact her to find out whether a council representative is still required. Action: The Chairman • Sherborne Transport Action Group: Cllr. MacArthur was retained and it was suggested that there be co-ordination between this group and the Milborne Port Nature and Environment Group on the cycle path issue. • Police Liaison: no one appointed • Youth Liaison: It was resolved to appoint Cllr. Lockey. • Market Towns Investment Group (addition to agenda): Members resolved to appoint Cllrs. Carty & Watts to this group.
9	<u>Parish Council End of Year Accounts 2019/20:</u> A. End of Year: Budget 2019/20: Documentation had been circulated before the meeting for members to examine. The Clerk was pleased to report to Members that the final outturn was that the difference between the councils spend within the year and the council's income was £47.83 credit. Cllr. Carty expressed concern about the way in which this information is presented; the Clerk explained that as the council's accounts are not like those of a business, they are

	presented differently from what would be expected of a business, i.e. these are 'receipts and payments' accounts with no column for committed expenditure; Cllr. Lockey thanked the Clerk for his work in preparing these. Cllr Carty stated that he could not support the receiving of the document as he believes the accounts mispresent the council's true financial position. B. End of Year: Bank Reconciliation 2019/20: Documentation had been circulated before the meeting for members to examine. Cllr. Carty expressed a view that the way in which this is presented is not in a manner that is reasonable, for similar reasons as given above. Cllr. Fletcher suggested that these accounting matters be looked at in more detail.
10	<u>Financial Risk Assessment 2020/21:</u> Documentation had been provided before the meeting for members to examine. Members resolved to adopt the risk assessment.
11	<u>Council's Banking Arrangements:</u> A. Parish Council's bank account: The Clerk had issued all members with a report ahead of the meeting, the report revisited the council's decision six months ago to switching its banking from Barclays to the Unity Trust bank and recommended staying with Barclays. Cllr Lockey proposed to accept this recommendation, seconded by Cllr. Watts and resolved unanimously. B. Appointment of Bank Account Signatories 2020/21: Members resolved to appoint Cllrs. Barsby, McArthur, Lockey, Watts & Carty.
12	<u>2019/20 End of Year Audit:</u> A. Internal Audit report for 2019/20: The report had been provided before the meeting for members to examine. The Clerk reported that the internal auditor had paid an in-person visit to the Parish Office in January and that the last three months of the year had been looked at remotely. Everything has been given a clean bill of health and all statements on the audit have been ticked as 'yes'. There are no matters for the council attention B. Annual Governance Statement 2019/20: Documentation had been provided before the meeting for members to examine. The Clerk read out the statements in order. Cllr. Watts requested that another hard copy be provided for him. Cllrs. Tizzard & Lockey both said that they were satisfied to approve the statement because of the satisfaction of the Internal Auditor. Members voted to respond with a yes to every statement. 8 For – 1 against. C. Annual Accounting Statement 2019/20: Documentation had been provided before the meeting for members to examine. Cllr. Carty expressed a view that the statement does not for similar reasons as given above (9A). Members voted to approve the statement. 7 for – 2 against. D. Confirmation of Public Rights Period: The Clerk explained that the inspection period for the public to inspect the books will be Monday 15th June – Friday 24th July; as members of the public cannot have access to these documents in the office during the global pandemic, the Clerk will make copies of any documents required if requested by members of the public.

13	<u>Grants Policy – Commonalty:</u> A letter had been provided before the meeting for members to examine. The Clerk explained that the Commonalty have provided a copy of a letter from the council dated 7th December 2018 in which it is stated that the annual sum of £1,000 will not be considered under the grants applications process, but that it will just be awarded annually. The Clerk asked the council to resolve if this letter would be honoured or if the Commonalty would be required to comply with the council's new grants policy. The Chairman explained that the current council is not bound by this agreement and that in the interests of even-handedness, the Commonalty should be expected to comply with the requirement set out for all applicants. Cllr Tizzard agreed and proposed that the Commonalty must comply with the Councils Grants policy; seconded by Cllr. Fletcher. Members voted to support the motion. 8 For – 1 against.
14	<u>Urgent Planning Applications:</u> None received.
15	<u>Continuity Motion (to confirm):</u> Members were asked to confirm that the continuity motion of 24th March 2020 remain in place until a time when in-person meetings can be held safely. Cllr. Fletcher and the Clerk will remain in weekly contact to review this situation in relation to advice from SSDC, NHS England and the government. Meetings of the P&E committee are to continue monthly via Videoconferencing and remote meetings of Full Council, the HR Committee, and the Management Committee are to be called as and when required. Cllr Fletcher proposed that the council confirm the motion, Cllr MacArthur seconded. Members voted unanimously in favour of confirming the motion.
16	<u>Arbour Relocation Project – Appointment of Contractors:</u> Responses to a consultation letter received by residents living in the immediate area of the Arbor will be reviewed by Cllrs. Fletcher & Carty Cllr. Lockey asked for confirmation of where the Arbor will be moved to at the Cemetery; suggestions are near the parking area to serve as a shelter or over the Laughton family's bench; Cllr. Lockey requested that his family's memorial rose bush not be disturbed. Cllr. Watts expressed frustration that it has taken so long for the removal to be organised and requested a time limit of 4 weeks; the Clerk explained why this is unreasonable under the current circumstances of the global pandemic and could lead to greater expense to the council. Members voted unanimously in favour of giving delegated authority to the Clerk, in consultation with the Chairman and Vice-Chairman of the Council, to appoint the contractor, within the budget already set by the council. The tendering process for the arbour relocation has already started.
17	<u>Verbal reports:</u> A. Parish Council Chairman's report: Nothing to report. B. Parish Clerk's report: The Clerk had already circulated a report via e-mail earlier in the day, he will put together a news article for the website and e.newsletter C. Member's reports from outside organisations: Nothing to report. D. Reports from Parish Council Committees: Nothing to report

A Member of the public thanked members for their work on relocating the Arbor.

End of formal meeting 20:38

Annual Council Meeting – 2nd June 2020 - Milborne Port Parish Council

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Signed: _____ Date: _____