

MILBORNE PORT PARISH COUNCIL

Minutes of the **Full Council** meeting

held in The Town Hall on:

TUESDAY 4th June 2019 @ 7:00pm

Present:

Councillors; Mr R. Douglas (Chairman & Responsible Finance Officer), Mr C. Laughton, Ms K. Gough, Mr R. Tizzard, Mr J. Howes, Mr T. Watts. Mrs E. Stewart. Mr A. Fletcher, Ms L Macarthur.

In attendance:

Cllr Sarah Dyke – District Councillor - Mr S Pritchard - Locum Clerk – 7 Members of the public.

County & District Councillors Reports:

South Somerset District Council (SSDC) have declared a climate emergency. Will now be looking at a strategy to reduce the Council environmental impact. Cllr Dyke is a lead member.

SSDC have a new website, residents should be made aware of the new website and the services it offers.

Agenda Number:	Agenda Item:
1	<u>Apologies for Absence:</u> Cllr T. Carty – Illness, Cllr P. Lock – Holiday, Cllr T. Campbell – Family Bereavement.
2	<u>Declarations of Interest:</u> Cllr Douglas – Village Hall Committee Cllr Laughton – School Governor Cllr Tizzard & Howes – Playing Fields Committee
3	<u>Adoption of previous minutes:</u> Tuesday 14th May 2019 Cllr Watts felt that there was missing information from the minutes and that his request for three agenda items had been ignored. Reports about the Clerk's absence the bus shelter and cabinet style governance had been requested, the Council should have an open debate. The Chairman respond that the requests made at the last meeting were recorded in the minutes and today's agenda had an update on staffing matters and the bus shelter, cabinet style governance could be on a future agenda, not every item that had been requested for this meeting had made the agenda as it was already a long meeting. It was suggested that the HR committee look at the future workload of the council and what the staffing level should be to be able to accommodate it. <u>Action – The HR Committee</u> A few hand corrections were made to the minutes and they were approved for adoption.
4	<u>Action List:</u> The Chairman reported that all the action had been carried out with the exception of the

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	top six items that were ongoing.
5	<u>Canadian Solar Grant:</u> Members had been sent the list of proposals and the scoring of the same by the former council. The Chairman went through the list stating the merits and disadvantages of each project as he saw it. Members agreed to pursue several options: • Springfield Car Park • Defibrillators • Water Fountains • Swift Boxes
6	<u>Internal Audit 2018/19:</u> Members had been circulated the Internal Audit report. A few points had been highlighted and were already being addressed; Some of the council's suppliers needed to issue more detailed invoices, HMRC PAYE needed to be paid monthly and the budget information needed to be improved. Members resolved to accept the Internal Audit Report.
7	<u>Annual Governance Statement 2018/19:</u> The Chairman reported to the Council that it was the internal auditor's opinion that the Council can justifiably tick yes in boxes one to eight. Members unanimously approved the statement.
8	<u>Annual Accounting Statement 2018/19:</u> The Chairman noted that the box 9 figure is reinstated and talked members through the variance report. Members unanimously approved the annual accounting statement; this was duly signed by the Responsible Finance Officer.
9	<u>Period of Exercise of Public Rights:</u> Members agreed that this would start Monday 17th June and run until Friday 26th July.
10	<u>Council Finance:</u> The list of payments to be made had been issued within the agenda, the Chairman went through the payments individually and then sought Members consent to add a few urgent payments to the list. • KM Dike - £1,151.57 (May 2019) • Elite Playground Inspections - £870.00 • Came & Co Insurance - £2,815.90 • Grant payment: Commonality - £1,000.00 Members approved all the payments. Members noted the income of £115 for the sale of mugs and requested that a letter of thanks be sent to the shop. <u>Action - ?</u>

11	<u>Planning Applications:</u> 19/01413/R3D – Cllr Tizzard talked through the application. Outline application, so just looking at the principle. Members agreed that the Council has no objection to the principle but wanted affordable homes to be considered for the site. A copy of this response will also be sent to SSDC property services <u>Action – The Clerk</u>
12	<u>Allotments Coordinator:</u> Cllr Macarthur volunteered to take on this role.
13	<u>Committee Membership:</u> Members agreed to the appointments of Councilors Campbell & Gough to the Finance Committee.
14	<u>Playing Fields Additional Football Pitch Request:</u> The cost of converting the old rugby would be in the region of £5,000. Looking encouraging that the Council can use S106 money with an officer at SSDC saying that the project appears to qualify. The Council's financial regulations mean that three quotes are required. Gartell & Son plus one other to be asked to quote to go alongside quotes already obtained. Action - ? Members agreed to adopt the project and apply for S106 money to fund it. Work needs to start soon. SSDC needs to be consulted as to how to go about applying for the S106 money. The District Councilor should be asked for support. Action - ?
15	<u>Newsletter & Communications:</u> News items agreed as: Town Gateways - S.I.D. – Canadian Solar Project Money – South West in Bloom Judging Day – Exercise of Public Rights Dates.
16	<u>Confidential Session:</u> At this point it was noted that the meeting had gone on longer than 2 hours, so members consent was sought to continue the meeting and fall into confidential session. Not all members were happy with the suggestion of falling into confidential session, the majority agreed it was necessary. The Chairman then asked members of the public to leave the room. The Public left
17	<u>Bus Shelter (Arbor) Up-date:</u> Members were informed that nothing had changed since the last update on this matter.
18	<u>Staffing Matter:</u> Members received a verbal, confidential report relating to a staffing matter.

End of formal meeting 22:00

Signed: _____ Date: _____

DRAFT

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