

# MILBORNE ST ANDREW PARISH COUNCIL - ANNUAL COUNCIL MEETING MINUTES



Held on: 15/05/2013

at: 19:30

Location: Milborne St Andrew Village Hall

Present: Cllr Paul Morgan (Vice Chairman)  
Cllr Sue Cherry  
Cllr Sarah Fox  
Cllr Michael Hopper  
Cllr Philip Smith  
Cllr Simon Thompson

In attendance: Colin Hampton (Parish Clerk)

In the absence of the Chairman the Vice Chairman took the meeting

## 013 Election of Chairman 2013/14

There being no other nominations Cllr J Balcon continues as Chairman of the Council for the 2013/14 municipal year.

## 014 Election of Vice-Chairman 2013/14

There being no other nominations Cllr P Morgan continues as Vice-Chairman of the Council for the 2013/14 municipal year.

015 Apologies Cllr J Balcon (Chairman)  
Cllr Emma Parker (District Councillor)  
Cllr Jane Somper (District Councillor)

## 016 Declarations of Interest

None

## 017 Minutes of the Extraordinary Parish Council Meeting on the 17th April 2013

**RESOLVED** that the Minutes of the meeting be confirmed and signed as a correct record.

## 018 County & District Councillors' Reports

The Clerk reported that no written reports had been received.

## 019 Parish Council Representatives' Reports

Cllr Hopper reported on the DAPTC meeting he attended on the 13<sup>th</sup> May 2013 and gave a verbal summary of the Flooding meeting held on the 9<sup>th</sup> May 2013, a full report of which will be presented at the June meeting.

## 020 Appointment of Specific Posts 2012/13

**RESOLVED** that the Parish Council's holders of Specific Posts for 2013/14 will be as follows:

Footpath Officer	Mr D Hamilton
Tree Warden	Mrs J Hamilton
Ancient Monuments Liaison Officer	Cllr M Hopper
Flood Warden	Mr S Lord

## 021 Appointment to Outside Organisations & Representatives

**RESOLVED** that the Parish Council's Representatives for 2013/14 will be as follows:

Village Hall	Cllr S Cherry
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Milborne Allotment Society  
Milborne St Andrew First School

Cllr M Hopper  
Cllr S Fox

It was decided to leave the DAPTC, DT11 and Sports Club posts vacant whilst the Clerk sought more information.

## 022 Planning Application

<u>No.</u>	<u>Location</u>	<u>Decision</u>
2/2013/0463/PLNG	24 St Andrew's View	No Objection

## 023 Appointment and Review of Internal Auditor 2013/14

The Clerk submitted a copy of the Internal Audit programme and terms of engagement from Accounts and Audit Services Ltd and Fair Account, copies of which appear as Appendix A in the Minute Book.

**RESOLVED** that Fair Account be appointed as the Internal Auditor for the 2013/14 financial year.

## 024 Review of Parish Council's Statutory Documents

The Clerk submitted a report, a copy of which appears as Appendix B in the Minute Book.

Copies of all the statutory documents were circulated to Councillors for review and comment. The report stated that Cllr Hopper advised amending the FOI document to reflect the fact that since the Standards For England was abolished in 2012, codes of conduct were introduced under the new Localism Act.

**RESOLVED** that the Parish Council's Statutory Documents have been reviewed for 2013/14 and the FOI document should be amended by the Clerk for approval at the next Parish Council Meeting.

## 025 Review of Parish Council's Assets

The Clerk submitted a copy of the Parish Council's assets, which appears as Appendix C in the Minute Book.

The Clerk pointed out that the Memorial Stone and land at March Bridge and the Parish Pit land had still not been registered as Parish Council land by the Land Registry, which was ongoing with the solicitors. A previous internal audit report had suggested a peppercorn valuation of £1 each instead of the current £5000. Cllr Smith suggested the Clerk investigate the possibility of taking out an indemnity insurance on the land. Clerk to raise with solicitors.

Cllr Hopper suggested that the bench seat at Homefield should be added to the asset register at a nil value. This was agreed.

**RESOLVED** that the Parish Council's Asset Register has been reviewed for 2013/14.

## 026 Review of Insurance

The Clerk submitted a copy of the Parish Council Insurance Scheme Quotation from brokers Came & Company dated the 26<sup>th</sup> April 2013, of copy of which appears as Appendix D in the Minute Book.

The document included a précis of the core sections of the insurance cover and details of a long term agreement discount. The Clerk recommended that the Council should renew its insurance under the terms of the LTA.

**RESOLVED** that the Parish Council's insurance has been reviewed for 2013/14 and should be renewed as recommended.



**027**                    **Review of Membership of other bodies**

The Clerk reported that the Parish Council are currently members of the DAPTC and requested confirmation that the Parish Council wished to continue with this membership.

**RESOLVED** that the Parish Council has reviewed its membership of other bodies and will remain a member of the DAPTC for 2013/14.

**028**                    **Action Plan & Sub-Committees**

The Clerk submitted a report, a copy of which appears as Appendix E in the Minute Book.

The report gave details of the existing action plan drawn up by the Parish Council, and the sub-committees which have been previously formed, suggesting these be reviewed.

Cllr Hopper presented a report suggesting the formation of a Planning Sub-Committee, a copy of which appears as Appendix F in the Minute Book. After discussion it was decided to defer this suggestion to the June meeting for further consideration, including the possibility of incorporating a remit to work on the production of a Neighbourhood Plan.

**RESOLVED** that a new action plan be drawn up based on the review carried out and that all existing sub committees be wound up, having completed their remit.

**029**                    **Dorset Heathlands**

The Clerk submitted a letter from NDDC dated the 17<sup>th</sup> April 2013 concerning the authorities planning policy towards the Dorset Heathlands, a copy of which appears as Appendix G of the Minute Book.

**030**                    **MSA Allotment Society (Min.183 – 13.02.13)**

The Clerk submitted a draft interim licence for granting to the MSA Allotment Society for one year as agreed at the February Council meeting, a copy of which appears as Appendix H in the Minute Book.

Cllr Hopper agreed to pass the licence to the MSAAS Chairman for signature and then counter signature by Cllr Balcon as Chairman of the Parish Council.

**031**                    **Winter Highways Maintenance**

The Clerk submitted an email from the CEO of DAPTC dated the 11<sup>th</sup> March 2013 regarding winter highways maintenance, a copy of which appears as Appendix I of the Minute Book, and a report from the Clerk regarding grit bins, a copy of which appears as Appendix J of the Minute Book.

**RESOLVED** that the Clerk order the refilling of the 4 community grit bins in the village at the Parish Council's expense.

**032**                    **Parish Pit (Min.181 – 13.02.13)**

The Clerk requested that the order should be placed for felling trees at the Parish Pit as identified in a previous report by the tree surgeon. The work has been budgeted for in the current financial year and sponsors of the trees being felled informed.

**RESOLVED** that the work should go ahead as previously quoted and agreed.

**033**                    **Memorial Stone at March Bridge (Min.182 – 13.02.13)**



The Clerk submitted a report, a copy of which appears as Appendix K, recommending the replacement of existing chain fence and posts in accordance with the quotation received from Spring Grove Forge of £500 to manufacture and install.

**RESOLVED** that the Clerk place an order for the work specified.

**034**                    **Public Open Session (Min.123 – 21.11.12)**

The Clerk reported that a trial period had been running since November 2012 which allowed for the reintroduction of a public session at the end of a Parish Council meeting. It was suggested that this should be reviewed.

**RESOLVED** that the public session at the end of a Council meeting be reintroduced permanently.

**035**                    **Temporary Closure of Milton Road**

The Clerk submitted a public notice from Dorset Highways informing of the closure dates and times for Milton Road maintenance, a copy of which appears as Appendix L of the Minute Book.

Cllr Smith informed the meeting that he had contacted the local MP regarding the disruption this work would entail.

Concern was expressed regarding the early start time, which coincided with heavy commuter and school run traffic. The Clerk was asked to contact Highways requesting the start time be delayed by one hour.

**N.B.** – the Clerk received an email response to this request on the 17<sup>th</sup> May affirming that the contractors have been instructed to commence work one hour later than notified.

**036**                    **Internal Audit 2012/13**

The Clerk submitted a report, a copy of which appears as Appendix M of the Minute Book. A number of items were identified by the Internal Auditor for action by the Clerk and these have been addressed. A final report has been received for inclusion with the Annual Return.

**037**                    **Final Accounts 2012/13**

The Clerk submitted the final accounts for the year ending March 2013, a copy of which appears as Appendix N of the Minute Book.

The Funds were reviewed and it was agreed that the Allotment and Jubilee funds should be incorporated into the General fund and the Localism fund be renamed Neighbourhood Plan fund.

**RESOLVED** that the accounts be approved and signed.

**038**                    **Annual Return 2012/13**

The Clerk submitted the Accounting Statement and Annual Governance Statement part of the Annual Return for signing, a copy of which appears as Appendix O of the Minute Book.

**RESOLVED** that the Annual Return be approved and signed for the External Audit.

**039**                    **Cheque Schedule**

The Cheque Schedule for May was circulated, a copy of which appears as Appendix P of the Minute Book.

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**RESOLVED** that the Cheques Schedule for May totalling £752.15 be approved and the cheques signed.

The meeting closed at 21:45

Signed :

Chairman of the Council

Dated :

## *PUBLIC SESSION NOTES*

*It was reported that the stream had narrowed at Stileham Bank between houses 1 and 8.*

*Action  
Clerk to inform EA*

*When considering planning applications the Council should be reflecting villager's views.*

*Noted*

*References to the War Memorial are not strictly correct. It is a Memorial Stone on land at March Bridge.*

*Noted*

*It was pointed out that the Parish Pit and March Bridge land have always been considered to be Parish Council land as long as could be remembered*

*Clerk to progress*

*Concern was expressed about the speeding traffic through the village and particularly along Milton Rd. What action could be taken?*

*Agenda item for June meeting*