

MILBORNE ST ANDREW ANNUAL PARISH COUNCIL - MEETING MINUTES



<b>Held on: 16/05/2018 at: 19:30hrs</b>		<b>Location: Milborne St Andrew Village Hall</b>	
<b>Present:</b>		Cllr Joy Robinson (Chairman) Cllr Sarah Fox (Vice Chairman) Cllr Richard Macnair Cllr Philip Smith	
<b>In attendance:</b>		Mr Colin Hampton (Parish Clerk) DCC Cllr Hilary Cox NDDC Cllr Emma Parker NDDC Cllr Jane Somper 6 members of the public	
<b>001</b>	<b><u>Election of Chairman 2018-19</u></b>		
	Nominee – Cllr J Robinson Proposed – Cllr S Fox Seconded – Cllr P Smith		
	<b>RESOLVED</b> that Cllr J Robinson be re-elected as Chairman of the Council for the 2018-19 municipal year.		
<b>002</b>	<b><u>Election of Vice Chairman 2018-19</u></b>		
	Nominee – Cllr S Fox Proposed – Cllr J Robinson Seconded – Cllr R Macnair		
	<b>RESOLVED</b> that Cllr S Fox be re-elected as Vice Chairman of the Council for the 2018-19 municipal year.		
<b>003</b>	<b><u>Apologies</u></b>		
	Cllr S Cherry Cllr K Park Cllr R Stevens		
<b>004</b>	<b><u>Declarations of Interest</u></b>		
	None		
<b>005</b>	<b><u>Minutes of the Parish Council Meeting held 18<sup>th</sup> April 2018</u></b>		
	<b>RESOLVED</b> that the Minutes of the meeting be confirmed and signed as a correct record.		
<b>006</b>	<b><u>Matters Arising</u></b>		
	The Clerk reported that 100 x 30mph stickers had now been received from Charlton Marshall Parish Council at a cost of £10. A discussion ensued on how best to utilise and distribute the stickers. Cllr Fox agreed to store them until distribution had been completed.		
	The Chairman updated everyone on arrangements for holding a meeting to discuss forming a Community Speed Watch team in the village, to be held 9 <sup>th</sup> June 2018 in the Royal Oak skittle room. A copy of her report appears as Appendix A of the Minute Book.		



<b>007</b>	<p><b><u>County &amp; District Councillors' Reports</u></b></p> <p>Cllr Cox gave an update to her annual report which was read to the Annual Parish meeting in April. It consisted of current progress towards and timetable for constituting the new unitary authority, which for this area will be known as the Dorset County.</p> <p>Cllr Somper updated her annual report, a copy of which appears as Appendix B of the Minute Book.</p>								
<b>008</b>	<p><b><u>Parish Councillors' &amp; Representatives' Reports</u></b></p> <p>The developing situation regarding implementation of the rules on Data Protection under the new General Data Protection Regulations (GDPR) was outlined briefly by the Clerk. Councillors unanimously agreed that any data held by the Clerk relating to them, whether electronically or manually, had their consent for an interim period of 6 months from the date of the meeting. This is to give the Clerk time to carry out a full data audit and implement the requirements of GDPR, once the role of a Data Protection Officer (DPO) is clarified by Parliament.</p>								
<b>009</b>	<p><b><u>Correspondence</u></b></p> <p>A report by the Clerk, a copy of which appears as Appendix C of the Minute Book, was noted. The Chairman noted that in addition to the cycle events which had been notified to the PC, occurring 27<sup>th</sup> May and 1<sup>st</sup> July, a Cycle UK 100 miles route would be passing through the village 19<sup>th</sup> May, which has not been announced in advance.</p> <p>A letter from the secretary of the Neighbourhood Plan Group regarding the designation of local green spaces (LGS) in the village was discussed at length. The Clerk was instructed to reply that the PC was in agreement with the NPG designations and that the scope of the council's ownership of LGS9 should be amended.</p> <p>Councillor's responses to the local government reorganisation survey from DAPTC were reviewed and a council response was agreed for the Clerk to submit.</p>								
<b>010</b>	<p><b><u>Appointment of Specific Posts for 2018-19</u></b></p> <p><b>RESOLVED</b> that the Parish Council's holders of Specific Posts for 2018-19 will be as follows: -</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 40%;">Flood Wardens</td> <td>Mr Mark Johnson, Mr Stephen Bowman, Mr Mike Brown and Mr Steve Lord</td> </tr> <tr> <td>Rights of Way Liaison Officer</td> <td>Mr Wayne Lewin</td> </tr> <tr> <td>Homewatch Co-ordinator</td> <td>Cllr Joy Robinson</td> </tr> <tr> <td>Neighbourhood Plan Group</td> <td>Cllr Sue Cherry</td> </tr> </table>	Flood Wardens	Mr Mark Johnson, Mr Stephen Bowman, Mr Mike Brown and Mr Steve Lord	Rights of Way Liaison Officer	Mr Wayne Lewin	Homewatch Co-ordinator	Cllr Joy Robinson	Neighbourhood Plan Group	Cllr Sue Cherry
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<b>011</b>	<p><b><u>Appointment of Representatives to Outside Organisations for 2018-19</u></b></p> <p><b>RESOLVED</b> that the Parish Council's representatives for 2018-19 will be as follows: -</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 40%;">DAPTC</td> <td>Cllr Philip Smith</td> </tr> <tr> <td>DCCG Healthwatch</td> <td>Cllr Karen Park</td> </tr> </table>	DAPTC	Cllr Philip Smith	DCCG Healthwatch	Cllr Karen Park				
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<b>012</b>	<p><b><u>Planning Applications</u></b></p> <p>None received.</p>								



013	<p><b><u>Review of Parish Council's Insurance Policy</u></b></p> <p><b>RESOLVED</b> to re-insure through Came &amp; Company with Ecclesiastical Insurers for the 3<sup>rd</sup> year of a 3-year plan.</p>
014	<p><b><u>Internal Audit 2017-18</u></b></p> <p>The conclusions of the audit completed by Darkin Miller Ltd, 23<sup>rd</sup> April 2018 were presented by the Clerk. There were two reports from the auditor for the council to note: -</p> <ol style="list-style-type: none"> <li>1. The Chairman to initial any unsigned pages of the Minutes.</li> <li>2. The annual risk assessment was not carried out in 2017-18 due to an administrative oversight.</li> </ol> <p>The Clerk accepted responsibility for both these lapses and ensured the council they would be implemented with immediate effect. A copy of the Internal Auditor's report appears as Appendix D of the Minute Book.</p> <p><b>RESOLVED</b> that the Internal Auditors report and final audited accounts for financial year 2017 - 2018 be approved and accepted.</p>
015	<p><b><u>Annual Governance and Accountability Return (AGAR) 2017-18</u></b></p> <p>The Clerk briefly explained the new external audit regime which, because the PC is below a £25000 threshold for gross income and expenditure in the year, means that only an Exemption Certificate needs to be signed and submitted to the auditors. The Internal Audit, Annual Governance and Accounting statements are kept on file to be presented to anyone who wishes to exercise their public rights to view the council's accounts. The period for the 'Exercise of Public Rights' will be 18<sup>th</sup> June to 27<sup>th</sup> July 2018. A notice to this effect will appear on the Parish noticeboards and council website nearer the time.</p> <p><b>RESOLVED</b> that the AGAR be approved and signed by the Chairman and Clerk.</p>
016	<p><b><u>Speed Indicator Devices (SIDs) Report</u></b></p> <p>A report on the meeting between Highways and 3 other villages, attended by the Clerk, was considered by members. The purpose of the meeting had been to explore the possibility of a SIDs device being shared between villages to help reduce the cost to each community. It was suggested that MSA was in a position to bear the cost on its own and this may be a useful addition to measures being considered to control the speed of traffic through the village.</p> <p>It was agreed to pursue this further after the Speed Watch meeting and for the Clerk to approach Calor to enquire if their community fund might support such a project.</p> <p>A copy of the SIDs report appears as Appendix E of the Minute Book.</p>
017	<p><b><u>Clerk's Salary</u></b></p> <p><b>RESOLVED</b> to approve a 3% increase with effect from 1<sup>st</sup> April 2018 in accordance with the NJC National Salary Award for 2018-19.</p>



<b>018</b>	<p><b><u>Cheque Schedule</u></b></p> <p>The Cheque Schedule for May was circulated, a copy of which appears as Appendix F of the Minute Book.</p> <p><b>RESOLVED</b> that the Cheque Schedule for May totalling £1314.88 be approved and the cheques signed.</p>
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	<p>The meeting closed at 21:00 hrs.</p> <p>Signed:</p> <p><b>SIGNED ON ORIGINAL</b></p> <p>Cllr Joy Robinson Chairman of the Council</p> <p style="text-align: right;">Dated: 20<sup>th</sup> June 2018</p>
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	<i>PUBLIC PARTICIPATION NOTES</i>	<i>Action</i>