

MILBORNE ST ANDREW PARISH COUNCIL - ANNUAL COUNCIL MEETING MINUTES



Held on: 11/05/2011

at: 19:30

Location: Milborne St Andrew Village Hall

Present: Cllr Michael Hopper (Chairman)
Cllr Janet Allen
Cllr Dean Hamilton
Cllr John Harris
Cllr Philip Smith
Cllr Emma Parker (District Councillor)

In attendance: Joyce Holman (Parish Clerk)

1 **Election of Chairman 2011/12**

Cllr J Allen was proposed and seconded.

RESOLVED that Cllr J Allen be elected Chairman of the Council for the 2011/12 municipal year.

2 **Declaration of Acceptance of Office**

Cllr Allen signed the Declaration of Acceptance of Office and took the Chair.

3 **Apologies** Cllr Mrs H Cox (County Councillor)
Cllr Jane Somper (District Councillor)

4 **Declarations of Interest**

None

5 **Co-option of Mr Paul Morgan**

RESOLVED that Mr P Morgan is co-opted to the Parish Council.

Cllr Morgan took his seat on the Parish Council.

6 **Co-option of Mrs Jennifer Balcon**

RESOLVED that Mrs J Balcon is co-opted to the Parish Council.

Cllr Balcon took her seat on the Parish Council.

7 **Minutes of Parish Council Meeting on 7 April 2011**

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

8 **County & District Councillors' Reports**

Cllr Emma Parker introduced herself as the newly elected District Councillor for Abbey Ward. She stated that she was looking forward to representing the village and that she planned to attend all Parish Council meetings in the future.

9 **Election of Vice-Chairman**

Cllr P Morgan was proposed and seconded.

RESOLVED that Cllr P Morgan be appointed Vice-Chairman of the Council for the 2011/12 municipal year.



10 Appointment of Specific Posts 2011/12

RESOLVED that the Parish Council's holders of Specific Posts for 2011/12 will be as follows:

Footpath Officer	Mr A Hodges
Tree Warden	Mrs J Hamilton
Ancient Monuments Liaison Officer	Cllr M Hopper
Flood Wardens	Cllr J Harris
	Cllr D Hamilton

11 Appointment to Outside Organisations & Representatives

RESOLVED that the Parish Council's Representatives for 2011/12 will be as follows:

DAPTC	Cllr M Hopper
Village Hall Trustee	Cllr J Harris
Milborne Sports Club	Cllr J Balcon
Milborne St Andrew First School	Cllr D Hamilton

12 Planning Application

<u>No.</u>	<u>Location</u>	<u>Decision</u>
2/2011/0479/PLNG	Barton Hill Cottage, Little England	No Objection

13 Appointment and Review of Internal Auditor

The Clerk reported that the Parish Council should review and appoint the Internal Auditor for the new financial year. The current auditor Accounts and Audit Services Ltd had started the audit for 2010/11 were being very thorough, with several of pages of comments for the Parish Council to consider.

RESOLVED that Accounts and Audit Services be appointed as the Internal Auditor for the 2011/12 financial year.

14 Review of Parish Council's Statutory Documents

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

The report informed Members that a review of the Parish Council's documents was required to bring them up to date. In view of the work involved, it was suggested to look at one document at a time and review all documents by the end of the municipal year.

RESOLVED that a review of the Parish Council's Statutory Documents is completed during the municipal year.

15 Review of Parish Council's Assets

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

Cllr Hopper added that the War Memorial stone and land and the Parish Pit should be added, with a value of £5,000 placed on each. Confirmation was established that the covered seat at the Village Hall was the property of the Parish Council.

RESOLVED that a review of the condition of Parish Council's assets be made and



reported back to the Parish Council.

16 **Grants Review**

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

The report asked Member to consider a change in grants procedure for this year and a new procedure for 2012/13. A Grant Application Form had been received from the PCC of Milborne for a grant to carry out graveyard maintenance and also a letter requesting a grant from North Dorset Citizens Advice Bureau.

RESOLVED

- a) that grants for 2011/12 be decided as they are received;
- b) that a grant of £800 be made to the PCC of Milborne;
- c) that the new procedure for 2012/13 as outlined in the reported be implemented.

17 **Action Plan**

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

The report suggested that the beginning of a new Council was a good time for the Parish Council to draw up an Action Plan.

RESOLVED that an Informal Meeting of the Parish Council be held to draw up an Action Plan.

18 **Medical Centre (Min.132 – 07.04.11)**

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

The report gave details of a paddock for sale to the east of Brooklands that could be a possible site for a new Medical Centre. Upon further investigation with the Planning Policy Officer at North Dorset District Council it was established that there would be access problems to the site.

RESOLVED that the contents of the reported be noted and no further action taken.

19 **Goulds Farm (Min. 133 – 07.04.11)**

The Clerk submitted for information a report a copy of which appears as Appendix F in the Minute Book.

The report gave details of the action being taken by North Dorset District Council with the owner to resolve the breach in Planning Control. The situation would continue to be monitored.

20 **Cheque Schedule**

The Cheque Schedule for May was circulated - see Appendix G to these Minutes.

RESOLVED that the Cheques Schedule for May totalling £416.46 be approved and the cheques signed.



21 **Councillors' Allowances**

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

The reported asked Members to consider whether they wished to pay allowances for the term of the Council to those elected Councillors.

RESOLVED that no allowances be paid for the term of this Council to May 2015.

22 **Exclusion of Press & Public**

RESOLVED that in view of the nature of the confidential nature of the business about to be transacted, the press and public be excluded from the remainder of the meeting.

23 **Clerk's Terms and Conditions**

The Clerk reported that her Contract of Employment was not specific about standard NJC National Agreements. Cllr Hopper had contacted the DAPTC for advice and felt that a new Contract of Employment should be drawn up using the NALC model.

RESOLVED that Cllr Hopper in conjunction with the Clerk draw up a new Contract of Employment for consideration at the next meeting.

The meeting closed at 21:18

Signed :

Chairman of the Council

Dated :

PUBLIC SESSION NOTES

Car outside garage dangerous for pedestrians

Overgrown footpaths and cut down vegetation left on footpaths

Crown Court to Stileham Bank & No11 at Little England

Dumpy bag for Parish Pit needed. Mr D Ballinger offered to provide one

Action

*Report Police
Clerk to report*

Appendices are available from the Clerk