

# MILBORNE ST ANDREW PARISH COUNCIL - MEETING MINUTES



Held on: 15/06/2011

at: 19:30

Location: Milborne St Andrew Village Hall

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

In attendance: Joyce Holman (Parish Clerk)

24 **Apologies** Cllr P Morgan (Vice-Chairman)  
Cllr Mrs H Cox (County Councillor)

25 **Declarations of Interest**

None

26 **Minutes of Parish Council Meeting on 11 May 2011**

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

27 **County & District Councillors' Reports**

Cllr Somper provided the Parish Council with a copy of guide in plain language to the Localism Bill – see Appendix A to these Minutes.

Cllr Somper added that she would be part of the Service Review Committee and they would be looking at the services provided by the District Council and whether they were receiving value for money.

28 **Parish Council Representatives' Reports**

DAPTC - Cllr Hopper reported that Cllr Balcon, Cllr Hamilton and himself had attended a DAPTC training course on 14 June 2011 and that the course had been well planned and they all found it very interesting.

Flood Wardens – Cllr Hopper asked for the names of the Flood Wardens to be placed on the website, so that the public knew who to contact.

29 **Planning Application**

<u>No.</u>	<u>Location</u>	<u>Decision</u>
2/2011/0559/PLNG	12 Huntley Down	No Objection

30 **Action Plan (Min.17 – 11.05.11)**

The Clerk submitted a report and an Action Plan a copy of which appears as Appendix B in the Minute Book.

The report included details of the first phase of an Action Plan, which it was envisaged would be added to as project and ideas were put into action by the Parish Council.

Cllr Allen reported that she had made a review of the seats and street furniture in the



village, Cllr Hamilton added that he had made a review of the trees in the village and Cllr Smith informed the Council that he had approached Londis for a sign regarding parking. They would make written reports to the Parish Council and the Action Plan would then be updated.

Councillors felt that a lot of the work for the Action Plan would come from the Parish Plan. The current Parish Plan Working Party should continue to review Parish Plan and move forward the issues and it was felt that another meeting of the Working Party should take place in September. They would also be interested to receive ideas from parishioners and The Reporter agreed to make this part of their Parish Council report.

**RESOLVED** that the Action Plan submitted be adopted by the Parish Council.

**31**                    **CPEND Broadband Project**

The Clerk submitted for information a report on the current progress of this project a copy of which appears as Appendix C in the Minute Book.

**32**                    **Allotments (Min.131 – 07.04.11)**

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

The report reminded Members that for the last 6 months the Parish Council had been trying to get started an Allotment Society to work with them to achieve allotments in the village. There had been some interest and articles had appeared in The Reporter, but the project had not moved forward.

Cllr Hopper offered to take the lead and work with the people that had shown an interest in the Allotment Society. He would report back on the progress in October 2011. If an Allotment Society had not been formed by then, the Parish Council would have to look at an alternative use for the land at the Sports Field.

**33**                    **Land Adjoining Milborne Sports Ground**

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

The report gave details of an approach made by Camelco to purchase the land adjacent to the Sports Field that had been earmarked for allotments. The report only required a decision in principal regarding the selling of the land.

**RESOLVED** that Camelco be informed that the land adjacent to Milborne Sports Ground is not for sale at the present time.

**34**                    **Parish Plan Map**

The Clerk submitted an email from Mr a Dyer a copy of which appears as Appendix F in the Minute Book.

The email asked the Council to consider the purchase a frame for the map obtained for the Parish Plan. The framed map would be put up in the Committee Room at the Village Hall.

**RESOLVED** that the purchase of a frame for the Parish Plan map for £65 be approved and the cost be met from the Parish Plan Fund.

**35**                    **Minerals Core Strategy Consultation**

The Clerk submitted for information a letter dated 18 May 2011 a copy of which



appears as Appendix G in the Minute Book.

The letter asked the Parish Council to bring to the attention of the public a county survey which would start in July 2011.

36

## **DAPTC AGM**

The Clerk submitted a circular from the Chief Executive of the DAPTC a copy of which appears as Appendix H in the Minute Book.

The circular asked Councils to consider items for the Agenda of the AGM, which were required by 29 July 2011. Cllr Hopper confirmed that he would attend the AGM as representative of the Parish Council and report back.

There were no suggestions for Agenda items.

37

## **Grant Application – Village Hall Trustees**

The Clerk submitted the Grant Application Form from the Village Hall Trustees.

**RESOLVED** that a grant of £960 be made to the Village Hall Trustees.

38

## **Internal Audit**

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

The report gave details of a number of issues that needed to be addressed. The report had been answered by the Clerk indicating the action being taken by the Parish Council.

**RESOLVED** that the report of the Internal Auditor be noted and the suggestions be put in place during the 2011/12 financial year.

39

## **Final Accounts 2010/11**

The Clerk submitted the final account for the year ending March 2011 a copy of which appears as Appendix J in the Minute Book.

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

40

## **Annual Return**

The Clerk submitted the Accounting Statement and Annual Governance Statement part of the Annual Return a copy of which appears as Appendix K in the Minute Book.

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

41

## **Cheque Schedule**

The Cheque Schedule for June was circulated - see Appendix L to these Minutes.

**RESOLVED** that the Cheques Schedule for June totalling £6,558.89 be approved and the cheques signed.

42

## **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.



**Clerk's Terms and Conditions (Min.23 – 11.05.11)**

Cllr. Hopper reported details of the draft new Contract of Employment that he had produced with the knowledge of the Clerk. There were four separate decisions to be made following Cllr Hopper's recommendations.

**RESOLVED**

- a) that the Terms and Conditions of Employment provided are accepted by the Parish Council and the Clerk and are to come into effect from 15 June 2011: on condition that resolution c is adopted;  
(Proposer : Cllr Hopper    Seconded : Cllr Harris)
- b) that the annual increment award be backdated to 1 April 2011;  
(Proposer : Cllr Hopper    Seconded : Cllr Allen)
- c) that the Parish Council join the Local Government Pension Scheme administered by Dorset County Council and that this is benefit is included in all future Terms and Conditions of Employment in compliance with the Pension Act 2008, providing the conditions on employment are met;  
(Proposer : Cllr Hopper    Seconded : Cllr Hamilton)
- d) that on achieving SCP20 any further progression in the SCP scale would require a decision of the Parish Council and would be made considering performance or obtaining professional qualifications.  
(Proposer : Cllr Hopper    Seconded : Cllr Balcon)

The meeting closed at 22:15

Signed :

Chairman of the Council

Dated :

*PUBLIC SESSION NOTES*

*Cars parking inconsiderately. Take registration numbers and report to Police.*

*BB guns being used in the village*

*Homewatch Week – Police will be at Village Hall on Saturday 25 June*

*Septic tank registration*

*Painting of container at Sports Club*

*Action*

*Report Police*

*Clerk to investigate  
Cllr Balcon*