

# MILBORNE ST ANDREW PARISH COUNCIL - ANNUAL COUNCIL MEETING MINUTES



Held on: 16/05/2012

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

In attendance: Joyce Holman (Parish Clerk)

## 1 Election of Chairman 2012/13

Cllr J Allen was proposed and seconded.

**RESOLVED** that Cllr J Allen be elected Chairman of the Council for the 2012/13 municipal year.

## 2 Declaration of Acceptance of Office

Cllr Allen signed the Declaration of Acceptance of Office.

## 3 Election of Vice-Chairman 2012/13

Cllr P Morgan was proposed and seconded.

**RESOLVED** that Cllr P Morgan be elected Vice-Chairman of the Council for the 2012/13 municipal year.

## 4 Apologies Cllr Paul Morgan (Vice-Chairman) Cllr Mrs H Cox (County Councillor) Cllr Emma Parker (District Councillor) Cllr Jane Somper (District Councillor)

Cllr Allen made apologies and left the meeting.

## 5 Election of Chairman for the remainder of the Annual Parish Council Meeting

Cllr P Smith was proposed and seconded.

**RESOLVED** that Cllr P Smith be Chairman for the remainder of the Annual Parish Council Meeting.

Cllr P Smith in the Chair

## 6 Declarations of Interest

None

## 7 Minutes of Parish Council Meeting on 14 March 2012

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

## 8 County & District Councillors' Reports

The Clerk reported that no written reports had been received.



**9 Parish Council Representatives' Reports**

There were no reports from Councillors.

**10 Appointment of Specific Posts 2012/13**

**RESOLVED** that the Parish Council's holders of Specific Posts for 2012/13 will be as follows:

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

Councillors felt that it was not necessary to fill the vacant Ancient Monument Liaison Officer post and that issues that fell under this remit would be dealt with by the Parish Council as they arose.

**11 Appointment to Outside Organisations & Representatives**

**RESOLVED** that the Parish Council's Representatives for 2012/13 will be as follows:

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

Cllr Paul Morgan (Vice-Chairman) arrived at the meeting.

**12 Planning Application**

<u>No.</u>	<u>Location</u>	<u>Decision</u>
2/2012/0494/PLNG	Manor Farmhouse	No Objection

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The Parish Council noted the following decisions of North Dorset District Council.

<u>No.</u>	<u>Location</u>	<u>Decision</u>
2/2011/0862/PLNG	Land adjacent Bramble Cottage Chapel Street	Refused

**13 Appointment and Review of Internal Auditor 2012/13**

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

They had completed a very thorough audit last year and very experienced auditing a number of local towns, including Blandford.

**RESOLVED** that Accounts and Audit Services Ltd be appointed as the Internal Auditor for the 2012/13 financial year.

**14 Review of Parish Council's Statutory Documents**

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

The report informed Members that a complete review of the Parish Council's documents had taken place during the last municipal year and there was nothing further that needed to be done to bring them up to date.



A request had been received from Cllr Morgan and Cllr Smith to reconsider Standing Order Section 1, paragraph 't' regarding voting by ballot.

Cllr Hopper raised a point of order regarding Standing Order 32 paragraph 'b' which requires the written notice of 3 Councillors to revoke a Standing Order not mandatory by law and the request had only been made by 2 Councillors. Standing Order 11 paragraph 'a' also stated that a resolution of the Council could not be reversed within 6 months except by special written motion bearing the names of not less than 4 Councillors. As the motion adopting the Standing Order was taken in December 2011, the matter could not be considered until the next Parish Council Meeting.

Cllr Hamilton indicated that he would support the motion in writing to provide the necessary 3 Councillors.

**RESOLVED** that the Parish Council's Statutory Documents have been reviewed for 2012/13 and any amendment to the Standing Orders would be considered at the next Parish Council Meeting.

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#### **Review of Parish Council's Assets**

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

Cllr Harris asked why the value of the assets had not been depreciated. The Clerk explained that the External Auditor required that the only change to the Asset Register should be when an asset is purchased or disposed of and that the value given to assets should remain the same in the Council's books. The value given to the assets was historic and the seats at Hopsfield and the Parish Pit were donated to the Parish Council and in consideration of their age, had no value.

The Clerk would circulate to Councillors a copy of the instructions from the External Auditor regarding the valuation of assets.

**RESOLVED** that the Parish Council's Asset Register has been reviewed for 2012/13.

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#### **Review of Insurance**

The Clerk submitted a copy of the Insurance Scheme Quotation dated 17 May 2011 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. Cllr Smith noted that the Sports Club pavilion was not covered under the Parish Council's insurance and expressed concern that the building was fully insured. Cllr Balcon confirmed that the insurance of the building was the responsibility of Milborne St Andrew Sport Club and Cllr Hamilton offered to check the insurance arrangement to ensure that the insurance in place was sufficient.

**RESOLVED** that the Parish Council's insurance has been reviewed for 2012/13.

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#### **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. There were other organisations that the Parish Council could join, such as the Society of Local Council Clerks, who offer training for Clerks working to obtain CiLCA.

**RESOLVED** that the Parish Council has reviewed its membership of other bodies and will remain a member of the DAPTC for 2012/13.



**18                    Action Plan (Min.30 – 15.06.11)**

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

The report gave details of the Action Plan drawn up by the Parish Council last year following the last Annual Parish Council. As a year had passed, the Action Plan needed to be reviewed, the achievements considered and what needed to be added.

It was suggested that an Informal Meeting be held to discuss the Action Plan and then it can be considered at the next Parish Council Meeting.

**RESOLVED** that an Informal Meeting of the Parish Council be held to review the Action Plan.

**19                    Olympic Torch (Min. 170 – 14.03.12)**

The Clerk submitted the Minutes of the Olympic Torch Working Party a copy of which appears as Appendix F in the Minute Book.

Cllr Balcon added that she had attended an Olympic Torch meeting at North Dorset District Council and would be going to a further meeting next week. These were concentrating on safety including completing risk assessments, insurance, traffic issues and the road closure. Notices would be put up 2 weeks before to warn the village that cars could not be left on the A354 or the pavement. Cllr Balcon felt that another meeting of the Olympic Torch Working party was required urgently.

The Parish Council expressed their support for the work being carried out by the Olympic Torch Working Party.

**RESOLVED** that the Olympic Torch Working Party Recommendations and Minutes be adopted by the Parish Council.

**20                    Parish Maintenance Units**

The Clerk submitted for information an email dated 13 April 2012 from the Head of Dorset Highway Operations a copy of which appears as Appendix G in the Minute Book.

The email gave details of the withdrawing of the Parish Maintenance Unit following a major review of Highways operations at Dorset County Council. The Parish Council were asked to report routine maintenance issues through either the Dorset for You website or the Dorset Direct telephone number.

**21                    Highways Grass Cutting 2012**

The Clerk submitted for information an email dated 30 April 2012 from the Group Manager Grounds Services a copy of which appears as Appendix H in the Minute Book.

The email gave details of the reduction in grass cutting to the minimum required by law. This would mean that rural road would only have the grass cut twice a year.

**22                    Internal Audit**

The Clerk reported that the Internal Audit had been completed and the Annual Return signed off, but a formal report had not been received from Accounts & Audit Services Ltd.

The timescale to get the accounts audited had been tight and the Clerk would bring the report to the next Parish Council Meeting.



**23** **Final Accounts 2011/12**

The Clerk submitted the final account for the year ending March 2012 a copy of which appears as Appendix I in the Minute Book.

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

**24** **Annual Return**

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

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

**25** **Cheque Schedule**

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

**RESOLVED** that the Cheques Schedule for May totalling £1,002.36 be approved and the cheques signed.

**26** **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.

**27** **Clerk's Annual Review**

The Council reviewed the Clerk's performance for the year. An inspection had been carried out by the Chairman of the Clerk's working conditions in accordance with Council's Health & Safety and Risk Assessment policies and the conditions were considered satisfactory.

**RESOLVED** that the Clerk can progress on the NJC scale in accordance with her Contract of Employment.

The meeting closed at 21:05

Signed :

Chairman of the Council

Dated :

**PUBLIC SESSION NOTES**

*Tree guards are available from June Maitland for the Jubilee trees.*

*Can the trees be purchased and the money be given to charity*

*Will the Parish Council erect a plaque at the trees*

**Action**

*Item for next*

*Agenda*