

**MONKTON COMBE PARISH COUNCIL**

**Minutes of the Annual Parish Council Meeting  
Held in the Village Hall on 16<sup>th</sup> May 2016 at 7.30pm**

		<b>Parish Council Members Present:</b> Cllr Lyn Alvis, Cllr Gavin Douglas, Cllr Des Wighton, Cllr Ross Buchanan, Cllr Ann Stewart, Cllr Simon Call, Cllr. Mike Wareham, Mr. Geoff Davis - Clerk
1	610	<b>Election of Officers – Chairman and Vice Chairman</b> Des Wighton indicated his willingness to stand as Chairman for the next year. He was proposed by Ann Stewart, seconded by Ross Buchanan, and duly elected unanimously. Gavin Douglas indicated his willingness to stand as Vice Chairman for the next year. He was proposed by Des Wighton, seconded by Simon Call, and duly elected unanimously.
2	611	<b>Declaration of Acceptance of Office</b> – The Chairman and clerk signed the Chairman’s Declaration of acceptance of office. The Vice Chairman and clerk signed the Vice Chairman’s Declaration of acceptance of office.
3	612	<b>To receive apologies for absence</b> – Ward Councillor Neil Butters
4	613	<b>Declarations of interest and dispensations</b> – None.
5	614	<b>Confidential Matters</b> - None
6	615	<b>Minutes of council meeting held on 14<sup>th</sup> March 2016</b> were approved and signed by the Chairman.
7	616	<b>Minutes of Annual Parish meeting held 18<sup>th</sup> April 2016</b> were approved and signed by the Chairman.
8	617	<b>Annual Return</b> <b>Accounts for year ending 31<sup>st</sup> March 2016</b> – The council approved the accounting statements for the year ending 31 <sup>st</sup> March 2016. These were signed by the Chairman and Clerk.
	618	<b>Review and Adoption of Standing Orders, Risk assessment, Asset Register</b> – The Standing Orders as reviewed and adopted previously in the year were confirmed as unchanged. The Risk Assessment was identified as needing correction in respect of the Playground inspections. The revised document will be adopted at the next parish Council meeting. The Asset Register as reviewed and amended during the previous year was adopted and signed by the Chairman. The Financial Regulations as adopted earlier in the year were confirmed as unchanged.
	619	<b>Auditors Report</b> – The council reviewed and accepted the Internal Auditors report and noted each of the comments made. It was agreed to implement both the recommendation to amend the website regarding the appointment of the Internal Auditor, and to give responsibility for finance to a Councillor in order that they will check and verify the Bank Reconciliation for each meeting. Councillor Simon Call agreed to take responsibility for Finance. The Council thanks the auditor for her thorough and valuable contribution to the Council and approved payment of her invoice.
	620	<b>Annual Return</b> – The Chairman read the Annual governance statements and the council approved each one. The Chairman and the Clerk then signed the Annual Return accordingly.
9	621	<b>Bank Accounts – Bank Account with HSBC, Mandates</b> The clerk will review the current status of the bank mandate at the Branch and make any necessary arrangements to make it current.
10	622	<b>Register of Members Interests – Review, Amendment and Signing</b> - All Councillors reviewed their declarations pecuniary of interests. Cllr. Mike Wareham provided an amended declaration. All other councillors confirmed that theirs was unchanged.
11	623	<b>General Power of Competence</b> – It was proposed by Cllr. Des Wighton and seconded by Cllr. Ann Stewart that the Parish Council resolves from 16 <sup>th</sup> May 2016, until the next relevant Annual Meeting of the Council, that having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence)(Prescribed Conditions) Order 2012, to adopt the General Power of Competence. This was carried unanimously by the Parish Council.
12	624	<b>Financial Matters</b> <b>Section 137 Subscriptions</b> The following subscriptions were approved to be paid by the Council under S137 provision.
		Valley Parishes Alliance £100.00
		Council for Protection of Rural England £40.00
	625	<b>RFO Report and Payments for Approval</b> - The RFO Report was received and noted.

Approved and signed Monday 11<sup>th</sup> July 2016 ..... Chairman

		<b>Bank Balances as at 01.05.2015</b>	
		<b>Current</b>	<b>£8,140.29</b>
		<b>Bath Building Society</b>	<b>£3,120.06</b>
		<b>Bath Building Society (Miss Davis)</b>	<b>£12,597.37</b>
		<b>Receipts since meeting on 14th March 2016.</b>	
	18	B&NES Council Agency Services March 2016	£258.74
	19	Bath Building Society Interest - MCPC	£26.16
	20	Bath Building Society Interest - Miss Davies	£105.63
	1a	B&NES Council Precept	£3,225.00
	1b	B&NES Council Local Council Support Grant	£45.00
	2	B&NES Council Agency Services April 2016	£261.33
		<b>Payments approved as standing payments or at meeting on 14th March 2016 which have now been made.</b>	
	12:41:52	ALCA Membership Subscription	53.23
	12:43:45	Mr. G. Davis Parish Clerk 28/02 - 26/03/2016	169.48
	DD576	Information Commissioner Data Protection Registration 2016-17	35.00
	12:45:26	HMRC PAYE Qtr 4 Payment	137.60
	SO-APR	Ian Croker Village Cleaning	253.67
	10:27:48	Mr. G. Davis Parish Clerk 27/3 - 30/4/2016	211.80
	10:36:59	Jeff Avis Car Park and Miss Davies Garden	75.00
	10:41:31	Mr. G. Davis Expenses-Paper & refreshments	17.40
	10:33:50	HMRC Month 1 PAYE	52.80
	10:47:17	Came & Company Insurance Renewal 2016-17	273.75
		<b>Approvals requested for expenditure before next meeting.</b>	
		Valley Parishes Alliance Annual membership 2016-17	£100.00
		Society of Local Council Clerks Membership Renewal 2016-17 MCPC Contribution	£48.00
13	626	<b>The Parish Council resolved to make the following Payments by Direct Debit:-</b>	
		• CPRE – Annual Membership	£36.00
		• Information Commissioner - Data Protection Registration	£35.00
	627	<b>Parish Matters and Works</b>	
		<b>Parish Councillors' Individual Responsibilities</b> – Cllr. Simon Call agreed to take responsibility for Finance and Cllr. Lyn Alvis and Cllr. Des Wighton agreed to be the ALCA voting representatives. There were no other changes.	
		<b>Matters Arising from Annual Parish Meeting</b> - The following matters were reported from the Annual Parish meeting and will be taken forward as appropriate:-	
	628	<b>Availability of Reports</b> – The Parish Council will ensure that plenty of notice of the next Annual Parish meeting is given.	
	629	<b>E-mail list of residents</b> – The Chairman has placed a notice in the next edition of the newsletter inviting residents to join a list.	
	630	<b>Cyclists riding through Tucking Mill and Village</b> – Cllr. Ann Stewart will take the matter up with Sustrans.	
	631	<b>School Liaison</b> – The school has responded:- <i>Please can you reassure the community via the Parish Council that: Monkton Combe School appreciates the concern raised on the links between the community and the school and will try to ensure that events, where possible, are opened and published to the local community. To note, the recent opera at St. Michael's Church was a huge success and a springboard to further connections being made. The lack of the annual Carol Service in 2015 in our Chapel is noted and the School hopes to ensure that a timely invitation to the village is sent out this year.</i> A meeting with the principal is also arranged and items for discussion were agreed by the council.	
	632	<b>Finger Post to Tucking Mill</b> – B&NES Highways have indicated that they are likely to be able to repair the finger-post, but they are not able to re-paint it.	
	633	<b>The Island – Ownership, Maintenance and future use.</b> – It was considered unlikely that it would be for sale, and so any improvements are unable to move forward.	
	634	<b>Broadband Improvements for Monkton Combe</b> – Cllr. Lyn Alvis reported on the presentation given at the recent BathAvon forum. It indicated that there is unlikely to be any improvement within the current programme.	
	635	<b>Neighbourhood Watch</b> – The PCSO continue their monthly visit at the Wheelwrights Pub.	

