

MONKTON COMBE PARISH COUNCIL

Minutes of the Annual Parish Council Meeting

**Held in the Village Hall on 8th May 2013 at 9.00pm following
the Annual Assembly of Electors (Annual Parish Meeting) held at 7.00pm**

Parish Council Members Present: Cllr Gavin Douglas (GD), Cllr Lyn Alvis (LA), Cllr Des Wighton (DW), Cllr Ross Buchanan (RB), Cllr Peter Bossom (PB)

Others Present: Mr Ian Russell (Clerk), District Cllr Neil Butters

1

Election of Chairman and Vice Chairman of MCPC

- a. Cllr Gavin Douglas was elected as Chairman unopposed.
- b. Cllr Lyn Alvis was elected as Vice-Chairman unopposed.
- c. Both signed their Declarations of acceptance of office.

2

Declarations of interest and dispensations

- a. To receive declarations of interest from councillors on items on the agenda: **None**
- b. To receive written requests for dispensations for disclosable pecuniary interests (if any):
Peter Bossom requested a dispensation for Item 8.c. - St Michael's Church Hospitality Suite.
- c. To grant any requests for dispensation as appropriate: **PB was granted dispensation to stay in the room, participate in discussion and to vote, as this was deemed to be in the interests of persons living in the council's area.**

3

MINUTES:

- a. Minutes of Ordinary Council meeting held on 18 March 2013 were approved and then signed by Chairman of Council.

4

To receive apologies for absence - NONE

5

Approve changes to Standing Orders – these moved for adoption DW Second RB; carried

6

Approve changes to MCPC Financial Regulations – these moved for adoption DW Second RB; carried

7

Appointment of any committees of MCPC - none

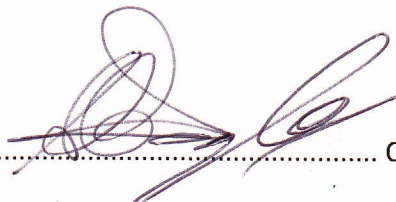
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Bills and Accounts

a. **Payments:**

02/04/2013	862a	Ian Croker	Village cleaning	243.82
02/05/2013	862b	Ian Croker	Village cleaning	243.82
08/05/2013	862	Church of St Michael & All Angels	Churchyard gate light 2012-2013	25.00
08/05/2013	863	Ian Russell	Clerk's expenses	28.22
08/05/2013	864	Zurich Municipal	Local Council Insurance Policy	600.58
08/05/2013	865	Ian Russell	Salary April 2013	86.73
28/05/2013	866	Ian Russell	Salary May 2013	86.73
08/05/2013	867	Lyn Alvis	Mileage claim for meetings: 21 miles at 45p per mile (HMRC rate)	9.45
08/05/2013	868	Jeff Avis	Miss Davies Garden etc	75.00

Approved and signed Monday 10th June 2013



Chairman

b.

Receipts:

02/04/2013	268	B&NES	Parish Precept (£1745) & grant (£55)	1800.00
13/04/2013	269	B&NES	Village Cleaning	248.69
11/04/2013	270	HMRC	VAT Refund	169.68
03/05/2013	271	B&NES	Village Cleaning	248.69

c.

Bank Balances as at 28.04.2013

Current £100.00
Reserve (MCPC) £15,439.66 inc. £5,102.33 from Barclays Bond account now closed
Reserve (Miss Davis) £12,305.79 inc. £8705.54 from Barclays Davies Bond now closed

d.

Financial Statement 2012-2013 – REVISED 09/05/13 - A revised and corrected Financial Statement is attached to these minutes for approval at the June meeting.

e.

Section 137 expenditure request from St Michael's Church towards new Hospitality Suite - (Deferred to June meeting)

Note: a maximum of £6.98x267=£1863.66 is permitted for use (as of 01/02/2013)

f.

Clerk

New Parish Notice-board – it was agreed that a new board be purchased with a gable header and carved lettering saying 'Village Notices'

ACTION: Clerk to place order. (Completed)

g.

Clerk

Savings bond accounts: The Clerk reported that he has been investigating possible bond accounts for reinvesting the Reserves. So far he has been unable to find something suitable. No banks or building societies that he has approached have such an account for local authority funds.

ACTION: Clerk to email Cllr Neil Butters so that he can enquire of B&NES Finance Team. (Completed)

9

a.

PLANNING
13/00893/FUL

Ralph Allen School

Erection of replacement teaching block

RESPONSE SENT 10/04/2013:
The parish council supports the application, but is concerned by the apparent lack of staff car parking evidenced by the increased use of North Road as a car park which is restricting the road.'

b.

GD/
Clerk

(WCC) 201306243 Licensing Simon Wilsher, Waterhouse

Premises license

ACTION – GD to complete a response to reject fully on grounds of public nuisance and public safety. Clerk to send to WCC by post ASAP (Completed)

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- c. (WCC) W/13/00692/FUL & (WCC) W/13/00693/LBC Waterhouse
- Clerk
- A retrospective planning application for external works to the side car park (Your ref: W/09/03722/FUL and W/09/03723/LBC).
ACTION – Clerk to make submission to WCC that landscaping should be introduced to North side of car park (Completed)
- d. 13/01604/FUL Monkton Combe Junior School
- Erection of replacement Pre prep building; access works; associated landscaping; and a change of use of Glenburnie to a single dwelling.
No objection
- e. 13/01711/TCA The Old Farmhouse, Shaft Road
- Tree Works in Conservation Area: **No objection**

10 **MATTERS ARISING FROM MINUTES OF MEETING 18TH MARCH 2013**
Deferred to June meeting

11 **HIGHWAYS & FOOTPATHS** – nothing to report.

12 **ITEMS FOR DISCUSSION**

- a. Letter from Vernon Hitchman (08/03/2013) re increasing the number of councillors
Council resolved to seek to increase the number of councillors from five to seven.
Clerk **ACTION – Clerk to write to Vernon and ask if the council could increase number to seven (Completed)**

13 **REPORTS FROM CLUSTER/LIAISON/VPA /BATH PRESERVATION TRUST & OTHER MEETINGS**
Deferred to June meeting

14 **CORRESPONDENCE RECEIVED:**

- a. **B&NES notice of business rates for 2013-2014 (07/03/2013)** – Rates bill will again be zero for coming year.

15 **ANY OTHER BUSINESS matters for report:**

- a. **Cllr Neil Butters – Ward Councillor Initiative Fund Grant** – up to £3000 is available to MCPC for things that will benefit the community. Council asked Neil to grant the following sums:
1. £2000 towards YouTurnRound - Proposed and carried 4:1
2. £1000 go to St Michael’s Church Hospitality Suite – carried unanimously
- b. **Possible re-routing of the Sus-Trans cycleway down Mill Lane** – Council are of the view that such a change of route would be dangerous for cyclists, residents and other road users, including the MCS maintenance team.
Cllr NB **ACTION: Cllr NB will raise safety concerns about the possible use of Mill Lane at the next SusTrans meeting.**
- c. **Clerk’s resignation:** The Council has received the resignation of the current clerk, wef 31st May 2013. The clerk advised the council that he has been informed of the following by ALCA:
- that the new clerk will need to be given a contract under which s/he is ideally employed for between 6 and 8 hours per week

Approved and signed Monday 10th June 2013  Chairman

- that the council must set a salary scale for the post which is at least above the minimum wage. (There are national scales for this, with position on the scale being according to experience.)
- that the contract should make provision for holidays for part-timers which are pro-rata and based on a full-time post of 37 hours per week. (The legal minimum holiday allowance is 21 days plus all Public Holidays.)
- The clerk further advised that a possible way forward might be to appoint an experienced locum to give the council time to seek fuller advice from ALCA about the contract and adverts that will need to be put in place.

GD ACTION - GD to approach someone he knows with the experience to be a possible locum clerk

12

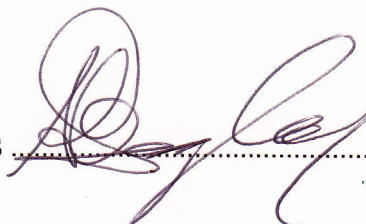
DATE OF NEXT MEETING:

a.

NEXT ORDINARY PARISH COUNCIL MEETING – Monday 10th June 2013 at 7.15pm in Village Hall

The Meeting closed at 22.25

Approved and signed Monday 10th June 2013



Chairman