

MONKTON COMBE PARISH COUNCIL
Draft Minutes of the Annual Parish Council Meeting
Held in the Village Hall on 15th May 2023 at 7.30pm

		Parish Council Members Present: Cllr Lyn Alvis, Cllr. James Bradby, Cllr. Adelle Brenner, Cllr. Charles Carr, Cllr. Penny Tranter, Cllr. Mike Wareham, Cllr Des Wighton, Mr. Geoff Davis – Clerk.
1	965	Declaration of Acceptance of Office – All Councillors signed their Declaration of Acceptance of Office and these were then duly signed by the Clerk.
2	966	Elections of Chair and Vice Chair: Cllr. Penny Tranter proposed Des Wighton as Chair, this was seconded by Cllr. Charles Carr, and carried unanimously. Elections of Chair and Vice Chair: Cllr Des Wighton proposed Mike Wareham as Vice Chair, this was seconded by Cllr. Penny Tranter, and carried unanimously. Both Cllr. Des Wighton and Cllr. Mike Wareham indicated their willingness to stand in their respective roles, and they and the clerk signed their Declarations of Acceptance of Office.
3	967	To receive apologies for absence – None
4	968	Declarations of interest and dispensations – None.
5	969	Confidential Matters - Item 19 on the agenda - EA/2022/0254; Monkton Combe Parish Council vs Information Commissioner.
6	970	Minutes of Parish Council meeting held on 21st March 2023. Approved and signed by the Chairman.
7	971	Minutes of Annual Parish meeting held 18th April 2023 were approved and signed by the Chairman.
8	972	Annual Return Accounts for year ending 31st March 2023 –The council approved the accounting statements for the year ending 31 st March 2023. These were signed by Cllr. Des Wighton and the Clerk. It was noted that the costs for the Website Upgrade had been recorded as Parish Works rather than E-mail and Website Services.
	973	Auditors Report – The Internal Auditor has completed the Annual Internal Audit Report, and provided a letter of comment saying he was satisfied that the council was compliant on all matters, but highlighting some minor issues and recommended changes to Standing Orders, Financial Regulations, Asset Register and Risk Assessment. These documents have been revised for approval below. The Parish Council will address the issues during the coming year.
	974	The Council thanks the auditor for his thorough and valuable contribution to the Council and approved payment of her invoice.
	975	Review and Adoption of Standing Orders, Risk assessment, Asset Register, and Financial Regulations. The Standing Orders, Financial Regulations, Risk Assessment, and Asset Register were revised in line with the Internal Auditors recommendations, and reviewed by Council. All were approved and adopted and signed by the Chair.
	976	Parish Council Insurance – It was agreed that the BHIB/Aviva Quotation at a premium of £428.40, provided the most appropriate cover, as it provided cover for the Lockup and Walls, Gates and Fences in addition to all the standard items previously insured. The Clerk was instructed to arrange cover.
	977	Certificate of Exemption – The Parish Council confirms that the Total Gross Annual Income and Total Gross Annual Expenditure do not exceed £25,000 and confirms all the statements required for Exemption apply. The Chairman and the Clerk then signed the Certificate of Exemption accordingly.
	978	Annual Return – Annual Governance Statement - The Chairman read the Annual governance statements and the council approved each one. The Chairman and the Clerk then signed the Annual Governance Statement accordingly.
9.	979	Annual Return – Accounting Statements - The Parish Council approved the Accounting Statements for 2022/23. The Chairman and the Clerk then signed the Annual Return - Accounting Statement accordingly.
	980	General Power of Competence – The Parish Council resolves unanimously that from 15 th May 2023, 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.

10	<p>Financial Matters</p> <p>981 Section 137 Subscriptions There are no Section 137 subscriptions approved. VPA has disbanded, & CPRE have increased their subscription to £60, and failed to maintain the Direct Debit. The Council did not consider that renewing represented value for the Electors.</p> <p>982 RFO Report and Payments for Approval - The RFO Report was received, noted and signed by the clerk and Cllr. Charles Carr. The Chair requested to see a copy of the latest Footpath Agreement.</p> <p>983 Bank Balances as at 01.05.2023</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Current Metro Bank</td> <td style="width: 15%; text-align: right;">£964.64</td> <td style="width: 30%;">Bath Building Society</td> <td style="width: 25%; text-align: right;">£9,366.34</td> </tr> <tr> <td style="padding-left: 20px;">Metro Bank Savings</td> <td style="text-align: right;">£6,510.61</td> <td style="padding-left: 20px;">Bath Building Society (Miss Davis)</td> <td style="text-align: right;">£11,795.35</td> </tr> </table> <p>984</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="4" style="text-align: left;">Receipts since meeting on 21st March 2023</th> </tr> </thead> <tbody> <tr> <td style="width: 5%; text-align: center;">1</td> <td style="width: 35%;">B&NES Council</td> <td style="width: 30%;">Precept April Payment</td> <td style="width: 30%; text-align: right;">£6,118.00</td> </tr> <tr> <td style="text-align: center;">2</td> <td>VPA</td> <td>Refund of Membership Subs</td> <td style="text-align: right;">£317.84</td> </tr> <tr> <td style="text-align: center;">3</td> <td>Metro Bank</td> <td>Interest</td> <td style="text-align: right;">£2.60</td> </tr> </tbody> </table> <p>985</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="4" style="text-align: left;">Payments approved as standing payments or at meeting on 21st March 2023 which have now been made.</th> </tr> </thead> <tbody> <tr> <td style="width: 25%;">DD-ICO</td> <td style="width: 20%;">Information Commissioner</td> <td style="width: 35%;">Data Protection renewal 2023-24</td> <td style="width: 20%; text-align: right;">35.00</td> </tr> <tr> <td>MCPCMar23</td> <td>Mr G Davis</td> <td>Parish Clerk 26/2/23 to 01/04/23</td> <td style="text-align: right;">319.90</td> </tr> <tr> <td>MCPCVlgeClnMar</td> <td>Ian Croker</td> <td>Village Cleaning Mar 2023</td> <td style="text-align: right;">351.65</td> </tr> <tr> <td>120PH002922852312</td> <td>HMRC</td> <td>Month 12 Paye</td> <td style="text-align: right;">79.80</td> </tr> <tr> <td>11753 G DAVIS</td> <td>SLCC</td> <td>Membership Renewal MCPC part</td> <td style="text-align: right;">62.94</td> </tr> <tr> <td>SUBS-2023-058</td> <td>ALCA</td> <td>Membership Renewal</td> <td style="text-align: right;">77.49</td> </tr> <tr> <td>MC PC 231014</td> <td>Village Hall</td> <td>Hall Hire 17-01-23</td> <td style="text-align: right;">25.00</td> </tr> <tr> <td>MCPCApril23</td> <td>Mr G Davis</td> <td>Parish Clerk 2/4/23 to 29/4/23</td> <td style="text-align: right;">255.96</td> </tr> <tr> <td>231030 MC PC</td> <td>Village Hall</td> <td>Hall Hire 21-03-23</td> <td style="text-align: right;">25.00</td> </tr> <tr> <td>5008 MCPC</td> <td>Jeff Avis</td> <td>Miss Davis Garden & Car Park Apr 23</td> <td style="text-align: right;">90.00</td> </tr> <tr> <td>MCPCVlgeClnApr</td> <td>Ian Croker</td> <td>Village Cleaning April 2023</td> <td style="text-align: right;">351.65</td> </tr> <tr> <td>120PH002922852401</td> <td>HMRC</td> <td>Month 1 Paye</td> <td style="text-align: right;">63.80</td> </tr> </tbody> </table> <p>986</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="4" style="text-align: left;">Payments for Approval at Meeting on 15th May 2023</th> </tr> </thead> <tbody> <tr> <td style="width: 5%;"></td> <td style="width: 45%;">Summer Lane Books Ltd. Mr. P Dawson</td> <td style="width: 30%;">Internal Audit - Fee</td> <td style="width: 20%; text-align: right;">125.00</td> </tr> </tbody> </table> <p>987 The Parish Council resolved to make the following Payments by Direct Debit:- Information Commissioner - Data Protection Registration £35.00</p>	Current Metro Bank	£964.64	Bath Building Society	£9,366.34	Metro Bank Savings	£6,510.61	Bath Building Society (Miss Davis)	£11,795.35	Receipts since meeting on 21st March 2023				1	B&NES Council	Precept April Payment	£6,118.00	2	VPA	Refund of Membership Subs	£317.84	3	Metro Bank	Interest	£2.60	Payments approved as standing payments or at meeting on 21st March 2023 which have now been made.				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11.	<p>Parish Council Matters</p> <p>988 Councillor Election Expenses – All Councillors completed their Election Expenses forms, making Nil Returns. The Clerk will send them to B&NES Electoral Services.</p> <p>12. 989 Register of Members Interests – All Councillors confirmed their entries were unchanged, save for a change of address for Cllr. Mike Wareham. Each signed an updated declaration for the new Council.</p> <p>Parish Council Equipment and Facilities – Checks by Councillors.</p> <p>990 Village Playground – We await the outcome of the RoSPA Annual Inspection which is due to take place in June. Neighbourhood Watch – Nothing to report. Lockup Repairs – Nothing to report.</p> <p>991 Miss Davis Garden – The Winter clearance has been done.</p> <p>992 Village Hall – The VHM is proceeding with the new windows, with a contract being signed soon. It is hoped to re-apply for Lottery Funding. There was a successful Coronation Day celebration.</p> <p>993 Website and IT Upgrades – The website has been upgraded and now covers most, if not all, of the Accessibility requirements. It was not thought necessary to make any further improvements. The website monkoncombe.com was highlighted as the Village Website, and it was considered an excellent Village Website. The Chair will contact them, as the Parish Council information is a little out of date, and links between the two websites would be the simplest way of keeping them both current.</p> <p>994 Village Newsletter – The Clerk will ask Peter Bossom to include a link to the Parish Council website and the date of the next parish Council meeting in the Newsletter.</p>																																																																																				

