

**MINUTES OF THE ANNUAL MEETING OF MILTON ABBOT GROUPED PARISH COUNCIL
HELD ON WEDNESDAY 18TH MAY 2016, 7.40PM AT MILTON ABBOT VILLAGE HALL**
(also available at www.magpc.co.uk)

PRESENT: Cllrs P Hough (MA) (Chair), A Westcott (C), H Asbridge (C), C Beighton (C),
M Pahlsson (C), R Brewer (C), A Cox (MA), R Tucker (MA)

Cllr C Edmonds (WDBC), Cllr B Baldwin (*from 8pm*) and Mrs E James (Clerk)

01:16/17 APOLOGIES FOR ABSENCE

None

02:16/17 CONFIRMATION OF MINUTES OF THE ANNUAL MEETING HELD ON 14TH MAY 2015

The minutes of the Annual meeting held on 14th May 2015 were approved and signed by the Chairman.

03:16/17 CHAIRMAN'S REPORT

Cllr Hough, Chairman, welcomed everyone and reported on the activities of the Parish Council over the last year. Cllr Asbridge was thanked for his input and help in bringing the Council up to date by continuing to review processes and implementing good practice. The rest of the Councillors were also thanked for their hard work and Cllr Hough stood down.

04:16/17 ELECTION OF CHAIRPERSON FOR 2016/17

The Clerk invited nominations for the post of Chair. Cllr Hough, was proposed and seconded. This was **agreed** unanimously.

05:16/17 ELECTION OF VICE-CHAIR FOR 2016/17

The Clerk invited nominations for the post of Vice-Chair. Cllr Tucker was proposed and seconded. This was **agreed** unanimously.

06:16/17 DECLARATIONS OF INTEREST AND ANNUAL REVIEW OF REGISTER OF INTERESTS

No declarations of interest were made and no amendments were required.

07:16/17 PARISH COUNCIL VACANCY

Following the election of parish councillors on 7th May 2014 there was still one vacancy for Dunterton. Cllr Pahlsson advised that he was contacting residents of Dunterton informing them of the vacancy and the Council's need to co-opt another Councillor.

08:16/17 ANNUAL REVIEW OF DELEGATION ARRANGEMENTS

In accordance with Standing Order 5j(v) the Council reviewed its delegation arrangements and **agreed** that;

1. The Planning Advisory Panels covering Milton Abbot, Chillaton and Bradstone/Dunterton would remain in place until the end of the trial period when they would be disbanded if they were no longer required. The membership of each Planning Advisory Panel would be the Councillors for the villages concerned, except in the case of Bradstone/Dunterton where the

Planning Committee would consist of the Councillors for each of those parishes and the Chair or Vice-Chair of the Parish Council.

2. All Planning Advisory Panels would have the following terms of reference:
 - a. To determine the views of the Parish Council on applications for planning permission for development within the area, having regard to local circumstances, existing policies and/or previous relevant decisions, and advise the Clerk accordingly, within an agreed timescale.
 - b. All Planning Advisory Panel decisions are to be reported to the next meeting of the Parish Council, so that they are placed on record.
 - c. If any planning application is so significant or contentious, or would be a departure from existing policies, or constitute development outside agreed settlement boundaries, or the public are likely to want to be present at its consideration, the Clerk must be informed and will then call an extraordinary meeting of the Parish Council, with whatever notice is appropriate, to determine the Council's views.
3. That no further powers or duties be delegated to committees or sub-committees, at the present time.

09:16/17 REPRESENTATION ON EXTERNAL BODIES

It was agreed that the Council would continue to be represented on the following external bodies;

Southern Area Link Meetings: Following the resignation of Cllr Asbridge from this role, it was **agreed** that Cllr Brewer would remain the sole nominated Cllr. It was further agreed that the other Cllrs would attend as and when they were able. Cllr Westcott to attend the Link Meeting on 9th June alongside Cllr Brewer.

MACKPlan Team: Cllrs Asbridge (Chair), Hough, Pahlsson and Beighton

10:16/17 LAND OF LIGHT FESTIVAL, MILTON ABBOT – 3RD AND 4TH JUNE

A motion to bring forward this item from the Parish Council meeting scheduled to follow immediately after this meeting was proposed, seconded and **agreed**.

Mr Robert Pratt was introduced and asked to appraise the Parish Council of the plans and arrangements in place for the forthcoming festival. Mr Pratt also answered questions from the Cllrs regarding their concerns which included traffic, security, the number of persons attending/tickets, noise, clean-up after the event and measures in place should there be any incidents.

Mr Pratt responded that a one way system for traffic had been agreed in principle with Highways, but a Traffic Order had not yet been applied for. There were 499 tickets in total, with 160 having been sold so far. Tickets could be purchased on-line and any remaining would be sold 'on entrance'. Staff would be provided in line with requirements and would include security guards, 20 stewards, St Johns Ambulance, and the site would be fully fenced to prevent unauthorised access. Mr Pratt advised that he had, as far as possible, organised the event enlisting local companies to undertake catering etc.

(Cllr Baldwin arrived at 8pm)

It was ascertained that, depending on several factors, the event could become an annual one.

11:16/17 ANNUAL GOVERNANCE STATEMENT

Before approving the Annual Governance Statement, the Council reviewed its systems of internal financial control and their effectiveness.

Management and Control: In the last financial year, the Council instituted quarterly reviews of its finances, including the reconciliation of its income and expenditure with its bank accounts, the new Clerk is now providing these on a bi-monthly basis at each ordinary meeting of the Council. Payments to the Council's creditors have to be authorised at a Council meeting when cheques are signed and the cheque stub initialled, unless otherwise approved under the Council's urgency procedure, in which case such action will be reported to the Council at its next meeting.

The Council had started to make payments on-line by way of BACS. However it was quickly realised that the authorisation settings were incorrect with payments being processed without the 2nd authorisation. It was **agreed** that payment by this method would cease until such times as the issue could be rectified.

In order to ensure proper management and control all BACS payments will be authorised at a meeting of the Council unless otherwise approved under the Council's urgency procedure, in which case such action will be reported to the Council at its next meeting.

In the case of the Clerk's salary, for which payroll services are undertaken by a local Accountant's, payment will be authorised as appropriate at the end of each month either by cheque or BACS by 2 authorised signatories. Such payments will be reported to the Council at its next meeting.

Financial Processes: All expenditure is authorised under the procedure referred to above. Most payments are currently made by cheque, however the Council has started making some payments by BACS. Cheques have to be signed by 2 authorised signatories, currently Councillors Brewer, Westcott, Beighton and Pahlsson. In the case of on-line banking 2 of the authorised signatories, namely Councillors Westcott and Beighton, will be required to log in and authorise the payment. The Clerk, who as Responsible Finance Officer [RFO], issues cheques and has 'view only' on-line access, has no authority to give instructions to the Council's bankers on any matter. There is therefore no opportunity for any single councillor, or the RFO to incur expenditure on the Council's behalf or otherwise divert the Council's financial assets.

It was **agreed** that in addition to Cllrs Beighton and Westcott two additional Cllrs, Cllrs Pahlsson and Hough, should sign up to on-line banking so that payments can continue to be processed in the event that a Cllr is unavailable to do so.

Annual Governance Statement: With the approval of the Council's internal auditor, the Clerk had produced an Annual Governance Statement by setting down the reasons why it is possible to give a satisfactory response to the questions asked in the annual return to the Council's external auditors.

It was **agreed** that;

1. the arrangements for management and control and the associated financial processes are effective
2. that Cllrs Westcott, Pahlsson, Beighton and Brewer remain authorised signatories for 2016/17 with the addition of Cllr Hough, and that Cllrs Westcott, Pahlsson, Beighton and Hough sign up to on-line banking
3. the Annual Governance Statement for submission to the Council's external auditors and for publication on-line was approved

The Governance Statement was **approved** and signed.

12:16/17 AUDIT OF 2015/16 ACCOUNTS – ANNUAL RETURN TO EXTERNAL AUDITORS

The notice of inspection of the accounts had been published, the inspection date being between 13th June and 22nd July, any requests made would be reported to the Council in due course.

The annual return was **approved** and signed, and it was **agreed** that the accounts and extracts from the accounting statements be submitted to the external auditor with the return for 2015/16.

13:16/17 ANNUAL REVIEW OF THE COUNCIL'S ASSET INVENTORY

The Council's inventory was reviewed and **agreed** as being:

Parcel of land adjoining the Church and Churchyard in Milton Abbot leased from Bedford Estate in 1963 for a term of 999 years subsequently sub-let to the Village Hall Management Committee and the Community for a play area	£ 0
Two noticeboards, one in Chillaton and one in Milton Abbot	£ 0
Two vehicle activated signs in Chillaton	£ 4820
One Samsung Galaxy Tablet	£ 100
TOTAL	£ 4920

14:16/17 ANNUAL REVIEW OF THE COUNCIL'S INSURANCE

Following receipt of a renewal quote from Community First (Zurich) the Clerk had obtained an alternative from Came & Company (Hiscox). The quote from Zurich being £199.23 and Hiscox £164.25.

Following a discussion about the differences in the main items of cover and the excess it was **agreed** to accept the quotation from Hiscox, a saving of £34.98. However, it was further **agreed** that in the event any required declaration by a Cllr proved to increase the insurance cost over and above that of Zurich (£199.23), then insurance with Zurich would be renewed. Cllrs to advise the Clerk of any declaration by noon Friday 20th May 2016.

15:16/17 ANNUAL REPORT OF INTERNAL AUDITOR

The internal auditor reported that he was satisfied with the arrangements for financial management and control and with the financial processes. There were no matters that he wished to bring to the attention of the Council. Mr Rutherford was thanked for undertaking this role.

16:16/17 APPOINTMENT OF INTERNAL AUDITOR FOR 2016/17

Mr Jamie Rutherford had again agreed to act as internal auditor for 2016/17, which was **agreed** by the Council.

17:16/17 ANNUAL REVIEW OF POLICY AND PROCEDURE

It was **agreed** that the recently adopted policies and procedures would be reviewed at the next Annual meeting of the Parish Council.

18:16/17 REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS

The Council reviewed the Standing Orders and Financial Regulations. It was **agreed** to readopt both documents and the delegation of executive powers for urgent action by the Clerk for a further year as below;

The Clerk may, following consultation with the Chair and Vice-Chair of the Parish Council deal with urgent business. Any action involving expenditure will not be in conflict with agreed Parish Council

policy. All actions taken under executive powers must be reported to the next meeting of the Parish Council.

19:16/17 RISK ASSESSMENT – ANNUAL REVIEW

The risk assessment, which details the likelihood of harm, damage or loss occurring due to Council activities was reviewed. It was **agreed** that the Clerk would;

1. Make enquiries of all the operators of premises used by the Parish Council, to ensure that they comply with relevant health and safety legislation.
2. Ensure an annual inspection of all premises and equipment owned by the Parish Council is undertaken.
3. Carry out a review of the Council's record keeping and produce proposals for the safe and efficient use of computer systems for internal communication and archives, particularly in respect to electronic records.

20:16/17 ANNUAL PARISH MEETINGS

It was noted that no members of the public had attended either the Parish Meeting for Chillaton held on 4th May, or that for Milton Abbot, Dunterton and Bradstone immediately prior to this meeting.

21:16/17 DATES OF FUTURE MEETINGS

1 st June 2016*	Milton Abbot Village Hall
Wednesday 6 th July 2016	Milton Abbot Village Hall
3 rd August 2016*	Marystowe Church Hall
Wednesday 7 th September 2016	Marystowe Church Hall
5 th October 2016*	Milton Abbot Village Hall
Wednesday 2 nd November 2016	Milton Abbot Village Hall
7 th December 2016*	Marystowe Church Hall
4 th January 2017	Marystowe Church Hall
1 st February 2017*	Milton Abbot Village Hall
1 st March 2017	Milton Abbot Village Hall
5 th April 2017*	Marystowe Church Hall
3 rd May 2017	Annual Parish Meeting for Chillaton - Marystowe Church Hall
4 th May 2017 (Thursday)	Annual Parish Meeting for Milton Abbot, Dunterton and Bradstone in Milton Abbot Village Hall followed by the Parish Council Annual and Ordinary meetings

*Note: Meetings dates followed by * are additional meetings which may be cancelled if not required. All meetings are on Wednesdays at 7.30pm unless otherwise specified*

The meeting closed at 8.30pm

Signed:
Cllr Hough, Chairman

Date: