

The members of Morebath Parish Council are summoned to the Annual Parish Council Meeting of

Morebath Parish Council
to be held by Zoom on Monday, 3 May 2021 on the rising of the Annual Parish Meeting

Join Zoom Meeting
<https://zoom.us/j/98185451201?pwd=MGx1VE9DT2g4U0ZuNnhrdGd4aVI6QT09>

Meeting ID: 981 8545 1201
Passcode: 517871

Or dial by your location: 0330 088 5830

MEMBERS: Councillors J Wescott (Chairman), T Conway, Mrs P Reed, Miss L Hagenbrock, Mrs S Shaw, Mrs S Shipperley, A Wilson.

Clerk: Sue Squire

Invited

Cllr Polly Colthorpe - County Council Representative
Cllr Ray Stanley - District Council Representative
Cllr Andrew Moore - District Council Representative

Members of the public are also invited to attend and have the opportunity to speak in Item 9 only.

AGENDA

1. Election of Chairman

2. Declaration of Acceptance of Office

2.1 Councillors to agree that the Chairman will sign the Acceptance of Office at the first physical meeting of the Parish Council

2.2 The Chairman to read the Acceptance of Office

3. Annual Agreements

3.1 Personnel. It is proposed that all matters are dealt with by full Council

3.2 Councillors remuneration:

3.2.1 It is proposed that Councillors should claim reasonable expenses for attending training but not for attending meetings

3.2.2 it is proposed that Councillors receive no expenses for carrying out their duties

4. Apologies.

5. Declarations of Interest

6. Dispensation to Councillors

7. Minutes of the Parish Council Meeting held on 16 March 2021

To be agreed as a correct record.

8. Actions Arising / Updates:

8.1 Picnic Bench and Seat. The S106 Application submitted to MDDC could not be validated and further information is required.

Three quotations for the bench is required

Three quotations for the concrete plinth is required

Evidence of ownership by the landowner is required

8.2 Metal framework of inspection chamber has sunk outside the property 'Slipend'. To note that the Clerk has requested South West Water to raise the frame.

8.3 New HGV Traffic Sign. Councillor Conway will confirm that the sign has been delivered.

To consider fixing it into position.

8.4 Webpage on MDDC website. The Clerk continues to be in correspondence with MDDC regarding the updating of the webpage and further details will be given.

8.5 Councillor Mrs Shipperley – dog fouling in the village. To receive a further update.

8.6 Councillor Mrs Shipperley - Improvement to heather patch near the Village Hall. To receive an update.

8.7 Snow Warden. The Clerk has made arrangements for the Neighbourhood Highway Manager to contact Councillor Wilson and the training will be carried out when Covid restrictions have been eased.

8.8 Grass Cutting. The Clerk will give further details as a result of communicating with MDDC.

8.9 Doing What Matters – 3 areas identified for work. The three priority items identified at the last meeting have been passed to the Neighbourhood Highway Manager for attention.

9. Open Forum: Members of the public are limited to three minutes per item.

10. Reports. **Written Reports are requested for circulating to Councillors ahead of the meeting.**

10.1 County Councillor (PC)

10.2 District Councillors (RS) (AM)

11. Planning. To consider the following Planning Applications:

- **20/01806/FULL – Partial demolition and conversion of barn to dwelling and associated works at Higher Westwoods Farm, Shillingford. *Revised drawings.***
The deadline date for a response has been extended from 29 April to allow the Application to be considered at this meeting.
- **21/00671/HOUSE – Erection of orangery at Velthams Court, Morebath.** The deadline date for a response has been extended from 29 April to allow the Application to be considered at this meeting.
- **21/00570/FULL – Change of use of granny annexe to holiday let at South Combe Farm, Shillingford.** The deadline date for a response has been extended from 15 April to allow the Application to be considered at this meeting.

11.2 Planning Correspondence: To note the following MDDC Decision Notice:
APPROVAL for Application 20/01908/FULL – erection of field shelter and 3 movable bird enclosures, formation of track and hardstanding, entrance gates and creation of pond at Firdown House, Morebath.

12. Finance.

12.1 Balances to be tabled.

Reserves will be circulated to Councillors.

12.2 Payments to approve:

- | | |
|------------------------------------|---------|
| • Mrs S Squire Salary and Expenses | £TBA* |
| • HMRC | £TBA* |
| • JAG Signs Courier expenses | £ 4.80 |
| • DALC 2021/22 Subscription | £ 79.06 |

* Pay documents awaited

12.3 To approve the accounts for the year ended 31 March 2021

12.4 2020/21 Audit

12.4.1 To approve the signature of the Certificate of Exemption

12.4.2 To approve Section 1 of the Annual Governance and Accounting Return

12.4.3 To approve Section 2 of the Annual Governance and Accounting Return

12.4.4 To approve the 2020 Statement of Internal Control

12.5 Bank Account. NatWest have sent a form for completion to register for internet banking.

12.6 2021/22 Precept. To note that the sum of £6,100.00 has been credited to the current account by MDDC.

13. Review and Adoption of compliance documents and Policies.

The following have been sent to Councillors throughout April to read with a view to approving en bloc at this point in the meeting:

- ◆ Standing Orders
- ◆ Financial Regulations
- ◆ General Risk Assessment
- ◆ Freedom of Information Publication Scheme
- ◆ Equal Opportunity Policy
- ◆ Complaints Procedure
- ◆ Grant Giving Policy
- ◆ Filming & Recording Protocol
- ◆ Safeguarding Policy
- ◆ Data Protection Policy
- ◆ Data Privacy Policy
- ◆ Disciplinary Policy
- ◆ Dignity at Work: Bullying / Harassment Policy
- ◆ Subject Access Requests Policy
- ◆ Lone Working Policy
- ◆ Retention of Documents Policy

- ◆ Internal Control Policy
- ◆ Grievance Policy
- ◆ Anti Fraud & Corruption Policy
- ◆ Health & Safety Policy
- ◆ Fixed Asset Policy

14. Correspondence.

14.1 DCC Definitive Map Review. Letter from the Definitive Map Review Officer confirming that Bridleway No. 14 will not be upgraded to a Restricted Byway or to a Byway Open to All Traffic and that no public bridleway will be added through the woods as a continuation of the recorded bridleway in Skilgate Parish.

15. Items raised by Councillors: No items have been raised.

16. Item raised by the Clerk – Scheme of Delegation

Councillors have been forwarded this document for studying in the event that it requires adoption.

Government legislation states that remote meetings cannot be held after 6 May 2021.

This was challenged in the High Court but the case was dismissed, meaning that after 6 May 2021, physical meetings have to be held.

To consider adopting the Scheme of Delegation for decisions to be made by email / written agreement until such time as it is considered safe for in person meetings to take place.

17. Next meeting: Subject to Item 16 above.

Sue Squire (Clerk) Dated: 28 April 2021