

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

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

Also present: County Councillor Mrs P Colthorpe until Minute No. 10.2
Mrs S Squire, Parish Clerk

1. Election of Chairman

Councillor Conway proposed Councillor Wilson. Seconded by Councillor Mrs Shipperley.

Councillor Mrs Reed proposed Councillor Wescott. There was no seconder.

**Vote: In favour of Councillor Wilson – 5. Carried.
In favour of Councillor Wescott – 1.
1 abstention.**

Councillor Wilson thanked Councillor Wescott for his time as Parish Council Chairman over the years.

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

Proposed by Councillor Conway, seconded by Councillor Mrs Shaw and unanimously agreed.

2.2 The Chairman read the Acceptance of Office.

3. Annual Agreements

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

Proposed by Councillor Conway, seconded by Councillor Mrs Shipperley and unanimously agreed.

3.2 Councillors remuneration:

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

Proposed by Councillor Conway, seconded by Councillor Mrs Shaw and unanimously agreed.

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

Proposed by Councillor Mrs Reed, seconded by Councillor Mrs Shipperley and unanimously agreed.

4. Apologies.

District Councillors A Moore and R Stanley.

5. Declarations of Interest. None.

6. Dispensation to Councillors. None.

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

Agreed as a correct record after it was noted that Councillor Conway was present.

Councillor Conway advised that under Minute No. 115 – the repair work to the Water Board inspection chamber had been done well.
Item 8.2 on the Agenda was not relevant.

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

Action: Councillor Wilson to:

1. Get an additional 2 quotes for the bench

2. Get an additional 2 quotes for the concrete plinth

3. Search ownership on the land registry (fee thought to be about £3)

4. Feed back the responses to the Clerk

8.2 Metal framework of inspection chamber has sunk outside the property 'Slipend'. This activity has already been successfully completed.

8.3 New HGV Traffic Sign and post. Councillor Conway confirmed that the sign had been delivered.

Action: Geoff Payne has agreed to site them on his land and Councillor Conway is arranging for it to be erected as no permissions are needed. A query was raised as to what happens if the property was sold and the conclusion was reached that we will deal with that if it becomes an issue.

8.4 Webpage on MDDC website. A new Web Page contact is now in post.

Action: The Clerk to contact them within the next month regarding updating our website.

8.5 Councillor Mrs Shipperley – dog fouling in the village.

Following complaints regarding dog fouling in the village, a dozen signs were provided and posted up. This appears to have been effective with no more dog mess being reported.

8.6 Councillor Mrs Shipperley - Improvement to heather patch near the Village Hall.

As we unexpectedly received funding for the bus shelter, the money originally designated was able to be reassigned to refurbishing the heather bed (new wooden surround).

Councillor Mrs Shipperley and the contractor did the work and have received great feedback.

8.7 Snow Warden. The Clerk had 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. MDDC has been carrying out unnecessary grass cutting as we have let the contract elsewhere. Hgiways are already doing the main part of the work and MDDC are expensive for what they do. It was agreed at the previous meeting that we did not require MDDC to do this work.

Action: The Clerk to confirm with MDDC that we do not require or wish them to do the grass cutting.

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

9. Open Forum: New residents have put in water and amenities that should have had planning consent.

Action: Councillor Wilson to speak to the owners and mention that concerns have been raised and get a feeling about their plans which will determine whether more formal action should be considered.

10. Reports.

10.1 County Councillor Mrs Colthorpe.

She welcomed the Chairman to his new role and thanked Councillors for being so friendly over the years she had been a County Councillor.

Although she was not standing as a County Councillor in the forthcoming election, she continued to be the District Councillor for Way Ward.

Councillor Mrs Colthorpe was thanked for her support of the Parish over the years.

10.2 District Councillors Moore and Stanley. Apologies given.

11. Planning. The following Planning Applications were considered:

- **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.

Reply: No change to the original response.

- **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.

Reply: No objection.

- **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.

Reply: No objection.

The following Application was received after the Agenda was published:

- **21/00813/HOUSE – Erection of extension to garage at Chilpark Lodge, Morebath.**

Reply: No objection.

11.2 Planning Correspondence: The following MDDC Decision Notice was noted: 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:

NatWest Current Account as at 27 April 2021: £23,66.59
NatWest Business Savings Account as at 17 April 2021: £20,412.72

Reserves had been circulated to Councillors.

12.2 The following payments were approved and authorised:

	Ch.No.	
• Mrs S Squire Salary and Expenses	588	£253.32
• HMRC	589	£ 51.60
• JAG Signs Courier expenses	590	£ 4.80
• DALC 2021/22 Subscription	591	£ 79.06

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

Proposed by Councillor Conway, seconded by Councillor Mrs Reed and unanimously agreed.

12.4 2020/21 Audit

12.4.1 To approve the signature of the Certificate of Exemption

Proposed by Councillor Mrs Shipperley, seconded by Councillor Mrs Reed and unanimously agreed.

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

Proposed by Councillor Mrs Shaw, seconded by Councillor Conway and unanimously agreed to approve and to note on Section 1 – Annual Governance Statement, point 4 that the ‘No’ column should be ticked due to the ongoing problem with the webpage on the MDDC website where it had not been possible for this to be updated by officers at MDDC.

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

Proposed by Councillor Mrs Shipperley, seconded by Councillor Conway and unanimously agreed.

12.4.4 To approve the 2021 Statement of Internal Control

Proposed by Councillor Mrs Reed, seconded by Councillor Mrs Shaw and unanimously agreed.

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

Proposed by Councillor Mrs Shipperley that the account is registered for online banking and payments are made by BACS. Seconded by Councillor Mrs Reed and unanimously agreed.

Proposed by Councillor Mrs Shipperley that Councillor Conway is the nominated Councillor to approve the payments after being approved at a full Council Meeting. Seconded by Councillor Mrs Shaw and unanimously agreed.

Proposed by Councillor Conway that Councillor Wilson is the nominated Councillor to authorise the Clerk to make the payments by BACS. Seconded by Councillor Mrs Shipperley and unanimously agreed.

12.6 2021/22 Precept. It was noted that the sum of £6,100.00 had been credited to the current account by MDDC.

13. Review and Adoption of compliance documents and Policies.

The following had 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
- ◆ Retention of Documents Policy
- ◆ Internal Control Policy
- ◆ Grievance Policy
- ◆ Fixed Asset Policy

Proposed by Councillor Mrs Shaw to approve en bloc and that the General Risk Assessment prepared by the Clerk and tailored to Morebath Parish Council was adopted, in place of the risk Assessment that had been previously adopted. Seconded by Councillor Conway and unanimously agreed.

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 had been raised.

16. Item raised by the Clerk – Scheme of Delegation

Councillors had 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.

**Proposed by Councillor Mrs Shipperley to adopt the Scheme of Delegation.
Seconded by Councillor Conway and unanimously agreed.**

The Clerk advised that should it be necessary to consider items under the Scheme of Delegation, she did not intend to do this under the powers of the Scheme and would always contact Councillors before making any decision so that they were aware of the position and had the opportunity to give their approval or otherwise.

17. Next meeting:

Tuesday, 20 July 2021 at 8pm, subject to the government's road map restrictions being lifted on 21 June 2021.

Morebath Cricket Club had extended an invitation to hold a Parish Council Meeting in the Club Pavilion.

Action: Councillor Wilson to make more enquiries.

Councillor Miss Hagenbrocke gave her apologies for the July Meeting.

The meeting ended at 9.33pm

Summary of Decisions:

- **Election of Chairman**
- **Chairman's Declaration of Acceptance of Office to be signed at the first physical meeting of the Parish Council**
- **Personnel matters to be dealt with by the full Council**
- **Councillors can claim reasonable expenses for attending training but not meetings**
- **Councillors cannot claim expenses for carrying out their duties**
- **Minutes of the Parish Council Meeting held on 16 March 2021 by Zoom**
- **Planning**
- **Payments**
- **Accounts for the year ended 31 March 2021**
- **Certificate of Exemption on the 2020/21 Annual Governance and Accounting Return**
- **Sections 1 and 2 of the Annual Governance and Accounting Return**
- **2021 Statement of Internal Control**
- **The NatWest Bank Account to be registered for internet banking for all payments to be made by BACS**
- **Councillor Conway to be the nominated Councillor to approve payments after they have been approved by the full Council**
- **Councillor Wilson to be the nominated Councillor to authorise the Clerk to make the payments**
- **Compliance documents and policies as listed under Minute No. 13**
- **Scheme of Delegation**

Chairman

Date