

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

Morebath Parish Council

on Monday, 22 May 2023 in Morebath Village Hall on the rising of the Annual Parish Meeting.

MEMBERS: Councillors T Conway, Mrs P Reed, K Stone, F Stoner.

Parish Clerk: Sue Squire

Date: 16 May 2023

Invited:

Cllr Richard Chesterton - County Council Representative
Cllr C Adcock - District Council Representative
Cllr R Gilmour - District Council Representative

Members of the public are also invited to attend and have the opportunity to speak in Item 16 only.

AGENDA

Newly elected Members to have completed their 2023/24 Register of Interest Forms and Declaration of Acceptance of Office forms in the presence of another Councillor or the Clerk either before or at the meeting and hand to the Clerk.

1. Election of Chairman

2. Chairman to read and sign the Declaration of Acceptance of Office

3. Election of Vice Chairman

4. Vice Chairman to read and sign the Declaration of Acceptance of Office

5. Co-option of Parish Councillors to fill one vacancy on the Parish Council.

Former Councillor John Wescott has expressed an interest to be co-opted, explaining that it was his intention to stand for election but due to time constraints, he was not able to take his nomination form to MDDC by the deadline date.

Former Councillor Alex Wilson has expressed an interest to be co-opted, explaining that due to commitments, he did not stand to give other individuals the opportunity to be elected. As there are vacancies on the Parish Council now that the opportunity for people to nominate themselves have passed, he is willing to be co-opted to help bring the Parish Council up to full strength.

In light of the above, there is one vacancy to fill for all seats on the Parish Council to be filled.

6. Chairman's welcome to the newly elected Council

7. Councillors to agree that Parish Council communications are sent by email.

The Clerk will have a form for signature by each Councillor who have this facility.

8. Declaration of Acceptance of Office Form not completed due to absent Councillor(s)

To agree that this is extended until 15 June 2023.

Failure to do this by that date will result in the Councillor losing their seat.

9. To identify any training needs for Councillors. The Clerk will bring details.

10. Compliance. To review and adopt the following documents, which have been circulated to Councillors for studying:

- Standing Orders
- Financial Regulations
- General Risk Assessment
- Freedom of Information Act Publication Scheme
- Anti Fraud & Corruption Policy
- Grant Giving Policy
- Complaints Procedure
- Equal Opportunities Policy
- Data Protection Policy
- Data Privacy Policy
- Fixed Asset Policy
- Grievance Policy
- Filming and Recording Protocol
- Retention of Documents Policy

- Safeguarding Policy
- Sickness & absence Policy
- Subject Access Requests Policy

11. Apologies.

12. Declarations of Interest.

13. Dispensation to Councillors

14. Minutes of the Parish Council Meeting held on 31 January 2023.

To be agreed as a correct record.

15. Actions Arising / Updates:

- 15.1 Section 106 Application for Play Equipment.** An article has been submitted in the Signpost publication.
- 15.2 Website.** The estimated cost for a new website with Parish Online would be £330.00. They can supply a Parish Council email address for Councillors at £75.00 per year. The Clerk has also requested a quotation from Town and Parish Websites which, from experience, is very easy to use. The details will be advised at the meeting.
To make a decision to proceed.
- 15.3 Online banking – Councillor Conway**
- 15.4 Defibrillator at Masons Kings.** Councillor Stone to advise on his conversation.
- 15.5 Recruitment of Parish Clerk – Councillor Conway.** Enquiries made had not proved successful. To note that various circumstances has allowed the Parish Clerk to withdraw her letter of resignation and continue as the Parish Clerk. Councillors to note and approve this.
To approve an updated Contract of Employment
- 15.6 Gritting route – lane between Morrells Cross and Snapbox.** Representations have been made to County Councillor Chesterton, pointing out that children travel daily on Council contracted school buses on this route. Item 17.1 refers.

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

17. Reports.

- 17.1** County Councillor R Chesterton. Lane between Morrells Cross and Snapbox.
Filling of grit bin at the above location
- 17.2** District Councillors Adcock and Gilmour. Apologies sent to due clashes with other meetings. They hope to be present alternately at meetings when the dates after the election settle down and protocol / timings following the election have been met.
- 17.3** Morebath Cricket Club. A Report was given at the Annual Parish Meeting.
- 17.4** Mrs S Squire – Training Events. Written Reports have been circulated as follows:
- ❖ Social Media – 4/4/23
 - ❖ Clerking in Action – 18/4/23
 - ❖ VAT Compliance for Local Councils – 10/5/23
- ❖ **Future training: Local Council Accounts on 24/5/23 and Legal Documents on 16/6/23**

18. Planning.

- 18.1 To consider Application 23/00476/HOUSE – Erection of double garage – Westcombe Barn, Shillingford.** The planning officer has been advised of the date of the meeting, even though the deadline date for the Parish Council's response has passed.
- 18.2 To ratify the following Application: 23/00345/FULL – Removal of Condition F of planning approval 90/00119/BR in relation to the agricultural occupancy – Blackbridge Farm, Morebath. Response: No objection.**
- 18.3 Planning Correspondence.** To note the following MDDC Decision Notices:
- **Approval for Application 23/00075/FULL – Variation of condition 7 planning permission 05/01589/FULL relating to holiday occupancy to allow full residential use of Rose Barn – Rose Barn, Exebridge, TA22 9BD**

- **Refusal for Application 23/00345/FULL** – Removal of Condition F of planning approval 90/00119/BR in relation to the agricultural occupancy – Blackbridge Farm, Morebath.
- **Application 23/00635/PNAG** – Prior notification for the erection of an agricultural building, land at NGR 293666 125533 (road from Snapbox Cross to Exebridge), Exebridge. **Prior approval is not required.**

19. Finance.

19.1 Balances will be tabled.

19.2 Payments to approve.	Mrs S Squire	March & May Salary	£413.46
		Expenses since Jan 23	£ 81.32
	HMRC	PAYE	£103.20
	DALC	Cllr Stone Webinar 3	£18.00
	DALC	2023/24 Subscription	£94.48

19.3 2022/23 Audit. Paperwork related to the items below will be forwarded to Councillors for studying ahead of the meeting.

19.3.1 To approve the accounts for the year ended 31 March 2023.

19.3.2 To approve the Certificate of Exemption on the Annual Governance and Accounting Return
The Parish Council is eligible to exempt itself as income / expenditure did not exceed £25,000 in the last financial year.

19.3.3 To approve Section 1 – Annual Governance Statement on the Annual Governance and Accounting Return

19.3.4 To approve Section 2 – Accounting Statements on the Annual Governance and Accounting Return

19.3.5 To approve the 2023 Statement of Internal Control

19.3.6 To approve the date for the exercise of electors rights as being 5 June to 14 July 2023.
The Clerk will have a laminated Notice for the notice board for display.

19.3.7 To approve that Thomas Westcott Chartered Accountants are appointed as the internal auditor for the financial year ended 31/3/23.
A quotation is being obtained by the Clerk, who will recommend the appointment based on a positive experience relating to the internal audit of another of her Councils.

A letter of appointment will be provided and the Chairman's ID will be required to comply with money laundering rules.

20. Correspondence.

21. Items raised by Councillors / Clerk:

21.1 Meeting dates for the municipal year. The Clerk will suggest:
Tuesday, 25 July 2023 in Morebath Village Hall at 7.30pm.
Tuesday, 26 September 2023 in Morebath Village Hall at 7.30pm.
Tuesday, 28 November 2023 in Morebath Village Hall at 7.30pm. (Budget Setting Meeting)
Tuesday, 30 January 2024 in Morebath Village Hall at 7.30pm.
Tuesday, 26 March 2024 in Morebath Village Hall at 7.30pm.

21.2 Clerk's Leave.

Saturday 27 May 2023 to Sunday 4 June 2023 inclusive
Saturday 19 August 2023 to Monday 28 August 2023 inclusive
Saturday 14 October 2023 to Sunday 29 October 2023 inclusive
Friday 24 November 2023 to Monday 27 November 2023 inclusive
Thursday and Friday, 21 & 22 December 2023, and then in line with MDDC closure of office until Tuesday 2 January 2024.

22. Next meeting: Tuesday, 25 July 2023 at 7.30pm.

Sue Squire, Parish Clerk Dated: 16 May 2023