

# MILVERTON PARISH COUNCIL

## MINUTES OF THE MEETING HELD REMOTELY ON MONDAY 7th DECEMBER 2020 at 7:00 pm

<b>Present:</b>	P Young (Chair)	A Dakowski
	I Ainsworth Smith	M Dinning
	J Argles	G Lumby
	P Chambers	T Phelps
	R Cotton	S Young

In attendance: Mr T Payne, Acting Clerk to the Council  
Cllr G Wren, SWT Councillor  
One member of the public

		<b>Action By</b>
	<b>Public Questions</b> Chair welcomed Cllr Ainsworth Smith to the meeting following his recovery from illness Report from District Councillor: Cllr Wren gave a brief update on the proposal for a Unitary Authority, noting that the final proposal for a Stronger Somerset, being promoted by the District Councils, should be sent out on 8 December, with the public consultation happening in Spring 2021 and the Government's decision being made in the Summer. Note was made on the mud issue on Buttsway and the potential wall repair along the footpath between Houndsmoor and Burgage. The correspondence received from SWT relating to proposed street names on the Creedwell Orchard development was thought to be based on superceded information provided by the developer in 2019 and erroneously processed by SWT. A query was raised with reference to Wellington Town Council setting up a group, comprising surrounding parish councils to consider potential cooperation when a Unitary Authority was established. Clerk reported contact had been made with Milverton as regards services offered but no further action on creating links was likely before the decision had been made on the preferred Unitary option. <i>(Cllr G Wren left the meeting)</i>	
1.	<b>Apologies for Absence</b> Received from Cllrs J Argles and M Burton	
2.	<b>Declarations of Interest</b> <ul style="list-style-type: none"><li>- Cllr Chambers: Personal Interest as Trustee and member of The Milverton Trust.</li><li>- Cllr Lumby, Trustee of the Victoria Rooms, Trustee of the Milverton Concert Society.</li><li>- Cllr Dakowski, Personal Interest Milverton and District Twinning Association and Trustee and member of The Milverton Trust.</li></ul>	

Signed..... Date..... Minute Book Page Number.....

	- Cllr Dinning: Personal Interest as Trustee of Victoria Rooms and Milverton Archives	
3.	<b>Minutes of the meeting held on 2nd November 2020</b> The minutes of the meeting was approved	
4.	<b>Actions from previous meeting</b> <ul style="list-style-type: none"> <li>• Clerk reported that the solicitors had advised that the document reinstating delegated power re planning applications had been signed and will be posted shortly</li> <li>• It was noted the satellite dish sited in Silver Street had been moved to the rear of the property</li> </ul>	
5.	<b>Finance</b> <b>5.1 Annual Accounts 2019/20</b> A summary of the accounts prepared by the Clerk was noted without any comments  <b>5.2 Annual Audit 2019/20</b> The following comments had been made the auditors: <ul style="list-style-type: none"> <li>- Internal Auditor Regular bank reconciliations were not carried out - this was due to the difficulties in obtaining statements, a situation that has now been corrected</li> <li>- External Auditor The values included in AGAR for assets were found to be incorrect - it has been agreed that assets values are to be reviewed before next year's audit. Payments totalling £2,534 were made in March 2020, relating to salaries for April to July 2020. On the AGAR this sum was shown as a prepayment, though this was incorrectly dealt with as the Council prepares its accounts on a receipts and payments basis. It was noted the Council should ensure that the payments were correctly dealt with for PAYE purposes - this is being done via HMRC.</li> </ul> <b>5.3 Parish Council Assets</b> Further to the external auditors highlighting that incorrect figures had been included in the AGAR, due to assets purchased being omitted, the Clerk reported that the Asset Register would be reviewed to ensure all assets are both correctly included and valued next year.  <b>5.4 2020/21 Accounts</b> The Clerk presented a summary of the current cash position, with estimated movements to the year-end and comparison with the budget figures  <b>5.5 Bank Reconciliation</b> The bank reconciliation prepared by the Clerk was noted without comment  <b>5.6 Clerk's Fee 2020/21</b> Chair reported that the Clerk's fee was to be based on 80 hours per month, at the rate previously used when advertising the role.  <b>5.7 Schedule of Cheques</b> Cheques to be paid were noted as being approved: <ul style="list-style-type: none"> <li>- Royal British Legion – donation re Remembrance wreath £17.50</li> <li>- SWT - dog bins £660.96</li> <li>- PFK Littlejohn - 2019/20 audit fee £240.00</li> </ul>	

	<ul style="list-style-type: none"> <li>- Trevor Phelps - Domain name fee £23.98</li> <li>- British Gas - toilet electricity £20.88</li> <li>- Richard Branfield – grass cutting £348.54</li> </ul>	
6.	<b>Crime Report</b> The monthly report from PCSO L Fyne had been circulated with one instance of anti-social behaviour noted in Milverton. It noted that anyone should follow guidance from PCSO L Fyne to report such instances to the police.	
7.	<b>Grants</b> Chair reported that due to the impact of COVID, grants exceeding £200 were to be dealt with at the February 2021 meeting and in subsequent years, grants would be considered at each November meeting, in order that any effect on funds could be dealt with through the level of the following year's precept. An application for a grant of £200 had been received in respect of refurbishment of the tennis court at Milverton School. It was agreed to pledge £200 as a minimum sum, though it would be requested that a better developed proposal be drawn up before the grant monies were paid over.	
	<b>Projects</b> <b>8.1 Toilet Block Refurbishment – Monthly report</b> Further to a query being raised as to space for wheelchair access being sufficient in the proposed design, it was agreed to revert to Crofts with these concerns and request that they report back.  <b>8.2 Speed Indicator devices</b> Cllr Chambers reported that a contractor is to come out to assess the potential sites in the New Year. Following investigation, it was found to be over £1,000 extra to have solar-powered devices, the alternative being that they run from a domestic supply. It was also noted that depending on the approved sites' proximity to nearby properties, it may not actually be feasible for them to be powered by solar energy. An updated indication of costs was £7-8k for mains and £10-11k for solar <b>8.3 Data Security</b> Cllr Phelps advised that it was likely that signing up to Google Workspace would require a Bank Card to effect regular payments. This was to be clarified if possible with Nat West.	
9.	<b>2021/22 Precept</b> It was agreed to defer the setting of the precept until the January 2021 meeting	
10.	<b>Allotments</b> <b>10.1 Monthly Report</b> Cllr Dakowski reported that most cash had now been received and there were two new holders signed up. A meeting had been held with Allan Cavill, a local representative of the National Allotment Society, seeking advice on dividing plots and rainwater harvesting. It was proposed that some plots would be divided and designated starter plots to encourage new holders. Allotments vacancies are to be advertised and grant possibilities investigated to enable water to be available on site.	
11.	<b>Roads and Footpaths</b> <b>11.1 Footpaths</b> Cllr Dakowski reported on a number of matters:	

	<ul style="list-style-type: none"> <li>FP 7/25 - Wood St to Jennings - pavement issue has been reported to Highways</li> <li>FP 7/21 to 7/48 Missing finger post has been reported to SWT</li> <li>Clarification to be sought on the ongoing use of the Adopt a Footpath scheme via SCC</li> </ul> <p>Cllr Phelps noted a tree down in field across FP 7/7</p> <p><b>11.2 Roads</b></p> <ul style="list-style-type: none"> <li>It was noted that drains at Burnhill had been cleared</li> <li>A new access had been created on to an adopted road off Wivey Road. This to be investigated</li> </ul> <p><b>11.3 Speedwatch</b></p> <p>Cllr Dinning advised that Speedwatch activity was back in operation. The establishment of a scheme in Preston Bowyer is still ongoing.</p>	<p><b>AD</b></p> <p><b>PY</b></p>
12	<p><b>Statutory Document Review</b></p> <p>Clerk reported that there were several statutory documents that required updating and adopting. These will be brought future meetings in due course</p>	
13	<p><b>Co-option of replacement Councillor</b></p> <p>Chair reported that the necessary notice had been placed on the PC notice board and would be further advertised , including on a WhatsApp group. The vacancy would be filled in January or a subsequent meeting.</p>	<b>PY</b>
14	<p><b>Matters of Report</b></p> <p><b>10.1 Youth matters</b></p> <p>It was reported that on seeing youths gathered around the churchyard, Rev H Stainer asked what they wanted in the village. The response of lighting at the skateboard park was to be passed on to Mr Chris Saunders.</p> <p><b>10.2 Emergency Plan</b></p> <p>Cllr Lumby noted that the Emergency Committee had not met as usual in September 2020 to review the Emergency Plan so it was agreed this should be rearranged for Jan 2021</p> <p><b>10.3 Village Parking</b></p> <p>Parking issue on Wood Street are to be referred to PCSO L Fyne</p> <p><b>10.4 Lorries in Village</b></p> <p>Following bollards being put in place in Fore Street, SCC Highways had been approached to indicate options that would reduce lorry traffic in the village. A response is awaited.</p>	<b>MD</b>
	The meeting closed at 8.50pm	