

NETHERBURY PARISH COUNCIL

MINUTES OF THE ANNUAL MEETING OF COUNCIL 14TH MAY 2024

PRESENT: Cllr Robert Bowditch; Cllr Richard King; Cllr Mark Rogers; Cllr Yvonne Dyke; Cllr Kevin Goodfellow; Cllr Chris David; Cllr Peter Bailey; Cllr Clare Handford and Cllr Luke Larder.

ATTENDANCE: Jessica Teasdale (Clerk)

1. ELECTION OF CHAIRMAN AND VICE CHAIRMAN

The Clerk informed members that nominations had been received for Cllr King to serve as Chair. With a show of hands all were in favour. Cllr King to serve for the term of one year.

a) **Signing of the Declaration of Acceptance of Office.**

Cllr King signed the Declaration of Acceptance of Office.

Nominations had been received for Cllr Rogers to serve as Vice Chair. With a show of hands, all were in favour. Cllr Rogers to serve for the term of one year.

Cllr King voiced his huge debt of gratitude for Cllr Bowditch's time (nearly 50 years) that he has served as a councillor and his time as chair. Cllr King also thanked Cllr Bob Huxter, Cllr Caroline Pearce and Ward Cllr Tony Alford who have stepped down as councillors.

2. APOLOGIES AND APPROVAL OF ABSENCE

All councillors were present.

3. DISCLOSURE OF INTEREST AND DISPENSATIONS

None received.

4. MINUTES OF THE LAST MEETINGS – TO REVIEW AND APPROVE

a) **Annual Parish Council Meeting 26th March 2024**

The minutes of the meeting were confirmed as a true and accurate record by the Council and were signed by the Chair.

b) **Parish Council Meeting 26th March 2024**

The minutes of the meeting were confirmed as a true and accurate record by the Council and were signed by the Chair.

5. MATTERS ARISING AND ACTIONS UPDATE (not covered elsewhere on the agenda)

APC action update:

All actions had been completed or were in hand.

Item 6. The year end accounts from Salway Ash Village Hall will be shared with the parish council following the halls AGM in May.

Item 7. The Netherbury Charity is promoted through word of mouth. How the charity is promoted is under review by the trustees.

Action: Previously a representative from the parish council had served as a trustee on the charity. The Clerk to liaise with the trustees to establish what support and skills the charity need, with a view to appointing a councillor representative.

PC action update:

Item 3. The lengthsman is due to cut back vegetation around the 30mph signs in Netherbury.

Item 14. Cllr Rogers, on behalf of the parish council, had attended the Dorset Council Planning Committee and presented a statement of support for application P/FUL/2023/07162. Planners approved the application.

6. ELECTION UPDATE

a) **Uncontested election – Netherbury Parish Council**

The election had been uncontested and the number of councillors stand at nine out of eleven seats.

b) Eggardon Ward Councillor Election Outcome – Neil Eysenck

Action: The clerk to share future meeting dates with Cllr Eysenck with an invitation to attend parish council meetings.

c) To discuss vacancies (Co-option)

There are two vacancies as a result of the May election. Councillors will consider co-opting two council members, with a focus on co-opting two people to cover areas within the parish that require representation. Should no-one be identified within the permissible timeframe after the May elections, the Clerk will liaise with the Elections Team regarding advertising the vacancies.

7. TO AGREE COUNCILLORS' AREAS OF RESPONSIBILITY

a) To appoint council representative for Bridport Local Area Partnership (BLAP)

Councillors agreed to rotate attending the BLAP Meetings.

Action: The Clerk to share meeting dates with councillors.

b) To appoint council representative for Dorset Association of parish and Towns Clerks (DAPTC)

Councillors voted in favour of Cllr Bailey to serve as parish council representative.

8. TO APPROVE THE DATES FOR COUNCIL MEETINGS IN 2024/25

Councillors approved the 2024/25 meeting dates.

9. DOCUMENTS FOR CONSIDERATION AND APPROVAL

a) Code of Conduct

Netherbury Parish Council Code of Conduct had been shared with councillors. Councillors were happy to adopt the code.

b) Financial Regulations

Netherbury Parish Council Financial Regulations had been shared with councillors. Councillors approved the expenditure amounts of £500 under paragraph 4.1. Under paragraph 6.6 the approval of the use of banking standing orders were approved by resolution of the council. Under paragraph 6.7 the approval of the use of online banking was approved by resolution of the council. Councillors were happy to adopt the regulations. An updated Financial Regulations has been produced by the National Association of Local Councils (NALC).

Action: Cllr King and the Clerk to review the NALC regulations in preparation for council approval at a future meeting.

c) Standing Order

Netherbury Parish Council Standing Orders had been shared with councillors. Councillors were happy to adopt the orders.

d) Freedom of Information

Councillors were happy to adopt the Freedom of Information document.

e) General Privacy Notice

Councillors were happy to adopt the Privacy Notice document.

f) Asset Register

Councillors noted the asset register. The Clerk informed councillors that the Speed Indicator post, solar panel and bracket in Melplash will be added to the asset register and included on the insurance policy schedule.

10. ACCOUNTS

a) Annual Governance and Accountability Return 2023/24

1) To consider and approve Annual Internal Audit Report (including internal audit letter and reconciliation)

Councillors considered the reports. Cllr King proposed approval of the Annual Internal Audit Report, seconded by Cllr Bailey. With a show of hands all were in favour.

2) To consider and approve Annual Governance Statement 2023/24

Councillors considered the statement. Cllr King proposed approval of the Governance Statement, seconded by Cllr Bailey. With a show of hands all were in favour.

3) To consider and approve Accounting Statement 2023/24

Councillors considered the statement. Cllr King proposed approval of the Accounting Statement, seconded by Cllr Bailey. With a show of hands all were in favour.

4) To consider and approve Certificate of Exemption

Councillors discussed certifying the council exempt from a limited assurance review as the council meets the criteria. Cllr King proposed that the authority certify itself exempt, seconded by Cllr Bailey. With a show of hands all were in favour.

5) To note commencement date for exercise of public rights

The Clerk informed councillors that the period of the exercise of public rights would run from 3rd June to the 12th July 2024.

b) To approve DAPTC invoice of £605.06 (Subscription and mailbox storage)

Cllr King proposed payment of the invoice, seconded by Cllr Handford, agreed by a show of hands.

c) To approve Vision ICT invoice of £161.26 (Website and mailbox support)

Cllr King proposed payment, seconded by Cllr Handford, agreed by a show of hands.

d) To approve CB Reid invoice of £31.20 (Payroll)

Cllr King proposed payment, seconded by Cllr Handford, agreed by a show of hands.

e) To note payment of £135.50 (Bridport Town Council, Bridport Local Area Partnership)

f) To note payment of £315.12 (Dorset Council, Emptying bin SWA)

g) To note payment of £15 (Netherbury Reading Room Hire March Meeting)

h) To note payment of £70.00 (Focus Ltd, Internal audit)

i) To note payment of £23.76 (Clerk, SWA phone box glass)

The payment of items 10e to 10i were noted by the council.

11. PLANNING APPLICATIONS RECEIVED

The following planning application had been received and reviewed by Councillors:

a) P/FUL/2024/02052, Land North East of Strongate Lane, Salway Ash, DT6 5JB

Cllr Bailey has visited the site. The shepherds hut provides holiday accommodation in a rural setting, taking away the demand from other accommodation that could be used for long term lets. The hut can not be seen from any other property. Councillors support the application.

Cllr Bailey updated councillors on a couple of pieces of land in Salway Ash that have been adopted by Dorset Council. It is Dorset Council's responsibility to maintain the land.

Cllr Rogers reported that the sale of Melplash Village Hall is ongoing. A Chartered Surveyor has provided a valuation for the site which has been broadly accepted.

The next meeting will be held on the 16th July 2024 and 7.30pm.

The meeting closed at 8.30pm.