

MONK SHERBORNE PARISH COUNCIL

Date: Wednesday 14 May 2025 **Time:** 8.00pm
Place: Monk Sherborne Village Hall
Present: Cllr Boyle Cllr Minter
Cllr Cave 1 Member of the public
Cally Morris (Clerk) County Cllr R Vaughan
Borough Cllr S Minas-Bounds Borough Cllr J Ganesh
Apologies: Cllr Mcsoley

Public participation

No questions were presented by members of the public present. The Chairman proceed with the meeting.

01.0525 Election of Chairman

Resolved: Cllr. Boyle be elected as Chairman for the ensuing municipal year. This was resolved unanimously. Proposed by Cllr Cave and seconded by Cllr Minter. Cllr Boyle duly took the position of chair, signing his Declaration of Acceptance of Office accordingly.

02.0525 Election of Vice-Chair

Resolved: Cllr Minter be elected as Vice-Chairman for the ensuing municipal year. This was resolved unanimously. Proposed by Cllr Cave and seconded by Cllr Boyle.

03.0525 Signing of Declaration of Acceptance of Office for the appointed Chairman and Vice chairman

Cllr Boyle & Cllr Minter duly signed the Declaration of Acceptance of Office, being counter-signed by the Clerk following their appointed posts.

04.0525 To report, approve and record apologies for absence (and the reasons) from members of the Parish Council

Apologies for absence were presented and received from Cllr Mcsoley.

05.0525 To Receive Declarations of a Personal or Pecuniary Interest and Grant any Dispensations requested

No applications were received prior to the meeting for consideration.

06.0525 To confirm the council's eligibility, as defined in the Localism Act 2011 and SI 965 The Parish Councils General Power of Competence Order 2012, and subsequently adopt the General Power of Competence for the current financial year.

Monk Sherborne Parish Council resolves from 14th May 2025, until the next relevant Annual Meeting of the Council, that having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, to adopt the General Power of Competence. Proposed by Cllr Minter, seconded by Cllr Boyle and resolved unanimously.

07.0525 To allocate portfolios to members accordingly:

Members were allocated the following portfolios:

- Planning – Cllr Mcsoley
- Highways, Transport & Footpaths – Cllr A Minter
- Local Authority & Consultations – Delegated authority to the Clerk
- Village Hall – Cllr P Cave

The Chairman of the Parish Council is allocated responsibility for the Finance portfolio.

08.0525 Minutes of the last meeting

- i) The Minutes of the last meeting, held on the 12 March 2025 having been circulated, were signed as a true and correct record. Resolved unanimously.

Reports

- i) Chairman's report – All items are being dealt with at the relevant point in the agenda.
- ii) County Cllr report – County Cllr R Vaughan provided an update to members present, highlighting issues being experienced with traffic management, pot holes and the overall general condition of roads. Frustrations were expressed by those present in relation to the length of time it takes for any actions to be completed.
- iii) Borough Cllr report – Members were notified of Borough Cllr grants being available for projects identified within the parish. The relevant paperwork is available for download and completion for submission.

09.0525 To receive reports from members relating to their allocated portfolios

- i) Finance - Cllr Boyle advised the end of year accounts had been finalised with the internal audit having also been completed. Thanks were expressed to the Clerk for her work in ensuring both were completed.
- ii) Planning – An update of planning applications received and determined since the last meeting was presented.
- iii) Local Authority & Consultations – No report.
- iv) Village Hall update – Cllr P Cave updated members that the village hall bookings continue to remain strong, citing the refurbished play area as being a main attraction, particularly children's parties.
- v) Highways & Footpaths – A meeting is being pursued with the newly appointed Ranger to establish works required within the parish and encourage progression. Discussions were held in relation to the release of S106 funding for use specifically on highways. County Cllr R Vaughan is to liaise with BDBC with regard to the release of the funds for an identified project within the parish.

10.0525 Councillors to confirm they have read and fully understood the councils Standing Orders

Members present were reminded of their obligations to ensure they had read and understood the councils Standing Orders. Each member was required to confirm by way of signature they had read the documentation.

11.0524 Councillors to confirm they have read and fully understood the councils Financial Regulations

Members present were reminded of their obligations to ensure they had read and understood the councils Financial Regulations. Each member was required to confirm they had read the documentation.

12.0524 Councillors to confirm they have read and fully understood the Code of Conduct

Members present were reminded of their obligations to ensure they had read and understood the councils Code of Conduct. Each member was required to confirm by way of signature they had read the documentation.

13.0524 To receive and approve the Scheme of Delegation for 2025/2026

Resolved: The Scheme of Delegation for 2025/2026 was received, approved and adopted accordingly.

14.0524 Finance

- i) Parish Council Bank Account Reconciliation & accounts for payment as of 30 April 2025

The accounts reconciliation statements for month ending 30 April 2025 were noted. Items for payment are to be debited to the account of the Parish Council.

- ii) To receive and approve the year-end accounts, including the financial statements, to 31st March 2025.

Members received the end of year accounts, including the financial statements as of 31st March 2025. Thanks were expressed to the Clerk in ensuring their preparation and accuracy.

- iii) To approve the Insurance schedule

Resolved: To instruct Gallagher Insurance for a further year to undertake the insurance requirements.

15.0524 Annual Governance & Accountability Return (AGAR)

- i) To receive and resolve to accept the Annual Internal Audit (IA) Report 2024/2025

Resolved: The internal audit, having been completed by Do the Numbers be accepted as presented. Members reviewed and noted both the Annual Internal Audit Report (page 3 of the AGAR) and the detailed report from Do the Numbers. Thanks were expressed to the Clerk in ensuring effective internal controls were in place.

- ii) To review and approve the Annual Governance Statement assertions as set out in Section 1 of the AGAR for the year ended 31 March 2025

It was unanimously **RESOLVED** that Statements 1 – 8 in the Annual Governance Statement for 2024/25 should be answered “Yes”, Statement 9 to be answered “N/A” and the document be approved by council. The document was duly signed by the Chairman and Clerk.

- iii) To approve Section 2 of the AGAR, Accounting Statements for year-ended 31 March 2024 (informed by Council Accounts and confirmed by IA figures)

The Clerk had calculated, completed, and certified the accounting statements as RFO to the council. The council considered the accounting statements and unanimously **RESOLVED** the year-end figures on the Accounting Statement 2024/25, as presented be approved. The document was signed by the Chairman.

Members confirmed no Conflict of interest with BDO, with the Chairman and Clerk signing the required documentation for submission with the AGAR form.

- iv) To note that the period of elector's rights will commence on Monday 3rd June 2024 and finish on Friday 12th July 2024.

The Council noted that the RFO/Clerk had set the dates for the period for the exercise of public rights; Tuesday 3rd June – Monday 14th July 2025. This period included the first 10 working days of July as required. Public notification will be placed on noticeboards and the website on Monday 2nd June 2025.

16.0524 Resolution - To exclude public and press from items that may require discussion of possible legal and financial proceedings i.a.w. Public Meetings – Admission to Public Meetings Act 1960. Exclusion was not required.

17.0524 Items of a confidential nature – None

Confirm date of next meeting – Wednesday 9th July 2025.

Closure of meeting – The meeting closed at 20.17pm

Reconciliation: 14/05/2025

<u>Description</u>	<u>Amount</u>
Balance carried forward	2,761.54
Precept (1 st Instalment)	7,250.00
Precept (2 nd instalment)	
Grant funding	645.72
Vat reclaim	1,907.07
Play Area grant funding	
Receipts & Opening Balance	12,564.33
Payments to date	462.00
Total	12,102.33
Bank Statement:	12,102.33

<u>App No</u>	<u>Address</u>	<u>Application</u>
25/00945/TDC	Fir Tree Farm, Pamber Road, Charter Alley	Technical Details Consent for a phased development of 2 no. dwellings and associated garaging; in accordance with Permission in Principle 22/01598/PIP
25/00611/HSE	Yew Tree House Ramsdell Road Monk Sherborne	Erection of a single storey rear orangery extension to create kitchen/dining room following removal of patio. First floor extension to side of property over existing single storey element with rear section of roof raised. Replacement windows and doors to rear
25/00569/ROC	Land At Rear Of 9 The Close Kiln Lane Monk Sherborne	Variation of Condition 1 of 21/02997/FUL - (Erection of 1 no. single storey dwelling) - Addition of attached garage and chimney, reduced floor area, internal alterations and roof mounted solar panels).
25/00402/HSE	9 The Close Monk Sherborne	Erection of a replacement garage and carport