

Musbury Parish Council

Minutes of the meeting held Tuesday 4th May 2021 at 7.30pm using Zoom Meeting Technology

PRESENT:

Cllr Colin Corbett (Chair)
Cllr Peter Perryman
Mrs Jo Boyce (Clerk)
1 Parishioner

Cllr Matt Craker
Cllr Caroline Ellis

Cllr Janet Albano
County Councillor Ian Hall

1 APOLOGIES Cllr Paul Smith

2 MINUTES OF THE MEETING held Monday 22nd March 2021 were accepted as a true record and will be duly signed by Cllr Colin Corbett.

3 DECLARATIONS OF INTEREST - There were none

4 LOCAL GOVERNMENT BUSINESS and COMMUNITY ISSUES - AGAR

4.1 **Budget** – proposed by Cllr Perryman, seconded by Cllr Corbett and approved by the Council.

4.2 **Risk Assessment** – was approved by the Council

4.3 **Internal Controls** – the Council reviewed the controls currently in place and approved them.

4.4 **Internal Auditor's Report** – was read, discussed and approved

4.5 **Annual Governance Statement** - was considered, approved and will be signed

4.6 **Annual Accounting Statement** – was considered, approved and will be signed

4.7 **Exemption** – Councillors certified that MPC will be exempt from a limited assurance review

4.8 **Exercise of Public Rights** – the clerk set the date of – 4th June 2020 to 16th July 2021 for the exercise of public rights.

Chair to sign all relevant documents **ACTION**

Clerk to publish all documents on the website and to send Exemption Certificate to the External Auditors. **ACTION**

5 ACCOUNTS

5.1 **Transactions for May** – the following payments were proposed by Cllr Albano and approved by Cllr Ellis

Clerk Salary & Expenses (May)	264.16	G
Halcyon Landscapes (Apr)	90.24	G
Internal Auditor Fee	50.00	G
DALC Training	36.00	G

5.2 **Recent Transactions and Balance** - The Clerk presented the March 2021 Treasurer's Statements. The accounts had been reviewed by the Chair and all Councillors prior to the meeting and reconciled with the corresponding bank statements and were duly approved by the Council.

6 PLANNING MATTERS

Decisions Awaited

21/0997/LBC – Penny’s Cottage, Mounthill Lane, Musbury, EX13 8BE - Construct partition wall with door at first floor to create bathroom; re-position bedroom 1 door; remove modern balustrade/handrail to staircase and at ground floor reverse door opening into new utility/wc. Musbury Parish Council supports the application to update and reconfigure the internal layout of this dwelling and the proposed sympathetic external repairs. **ACTION** Clerk to add comments

7 MATTERS BROUGHT FORWARD BY PERMISSION OF THE CHAIRMAN

7.1 Cllr Perryman advised the Council that one of the older trees on Marlborough Road had come down in the latest strong winds but was not causing an obstruction. **ACTION** Cllr Corbett will remove it.

7.2 The Clerk suggested that the Council hold the AGM followed by the APM on the same evening to reduce the number of times needed to meet – the Council agreed.

8 QUESTIONS FROM PARISHIONERS

The Chair thanked Cllr Hall for the update on Baxter’s Farm circulated to Councillors – *“DCC is still working with EDDC to find an alternate site for the relocation of Gypsy’s & Traveller’s – we are hopeful that an alternative site can be agreed by August [2021](#) subject to agreement with EDDC. Also, DCC inspect the site at least monthly so any safety defects will be assessed”*.

The Chair also thanked the Clerk and Martin Minter for their work on the end of year Accounts and AGAR.

Cllr Perryman thanked Cllr Hall for all his hard work and diligent attendance for Musbury as a County Councillor.

With no further business outstanding, the Chair closed the meeting at 20:15

Proposed date of next meeting: Monday May 24th 2021 at 7:00pm
Venue to be confirmed

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Chairman

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Date