MILBORNE PORT PARISH COUNCIL

Minutes of the Full Parish Council Meeting held on Tuesday 7th February 2017 at 7pm at the Town Hall

Present: Mr J Oldham (Chair), Mr M Ritchie, Mr M Lancaster, Mrs A Flynn, Mr J Edmonds, Mr T Watts, Mrs M Lock, Mr P Lock, Mr R Biss, Mr R Lockey, Mr G Crudgington, Mr. C Laughton

Also Present: Ms S Dyke (District Councillor), Mr W Wallace (County Councillor).

The minutes were taken by Mr R Lockey in the absence of Mrs E Curtis (Clerk).

Public Question Time
There were six members of the public present.

One member of the public stated that he was pleased to see that ownership of the area opposite the Weighbridge was on the Agenda. He also advised that he had noticed that the frames of the bus timetables were now of poor quality, this had been communicated to the Clerk and this had been forwarded to the necessary parties for action.

Mr Tim Carty (Kingsbury House) spoke to Council regarding the Solar Farm on Station Road. Mr Carty advised that the solar farm company were in breach of several of the conditions imposed on them when planning approval had been granted on appeal. This included the use of lights at night which caused problems to residents in proximity to the site. Various communications between Mr Carty, E Curtis (Clerk), South Somerset Planning Dept. and solar farm representatives resulted in work stopping until the solar farm planning consultant had submitted a S73A application. This application would involve a public consultation.
Mr Carty advised that the developer is now pressurising the planners in the hope that the breaches can be overcome without requiring the S73A application due to the need to complete activity by the end of March.

Receive Reports from County Councillor William Wallis, District Councillor Sarah Dyke, PCSO Thelma Mead and Parish Councillors

District Councillor Sarah Dyke – Councillor Dyke provided comments relating to the Solar Farm, informing the meeting that all activity carried out to date was 'temporary' activity and that residents need to be observant to ensure that all conditions are met before further, permanent activity takes place. Mr P Lock agreed to communicate with the Solar Farm operators to determine what they are going to contribute to the village.

Councillor Dyke advised that there was now a centre for the homeless in Yeovil and there was a need for donations of blankets etc. Councillor Dyke is to provide details to Mr J Oldham for inclusion in the village website.

She also advised that the SSDC budget discussions would take place on 23rd February at Wincanton.

County Councillor William Wallace – Councillor Wallace advised that a recent meeting had agreed that their budget would be increasing by 2% and that for adult social care increasing by 2% for the next 3 years and as a result there would be an increase in Council Tax of 4%. He also advised that there would be a precept from the rivers authority.

Councillor Wallace also advised that he would be attending a meeting in Milborne Port on 14th February to discuss highway matters with Colin Fletcher of Highways, in particular the need for a crossing near Crackmore Garage. Councillor Wallace advised that he was supportive of this need and believes it is very important and could be funded by the "small improvement scheme". However, Councillor Wallace did provide a warning that any project would be complex to ensure that mistakes such as in Templecombe do not occur.

PCSO Thelma Mead – No Report provided

Parish Councillors –

Mr Watts – Mr Watts asked why the correspondence from Mrs Smith regarding the sale of Church School had not been included on the Agenda. Mr Oldham advised that Mrs Smith had requested a meeting and that the Clerk is to contact her. This will be included on the next Agenda
Action – Clerk to include sale of Church School on next Agenda

Mrs Flynn – Mrs Flynn advised that the tree warden was concerned about some of the trees at Station Copse which may require urgent attention. The tree warden is to contact Phil Poulton for advice.

Mr Lockey – Mr Lockey advised that grave furniture had been damaged on two graves in the new part of the cemetery. It is believed that this was done when the grass was being cut. Mrs Flynn had also been contacted about other damage. Mr Lock is to contact the contractor, Dykes.
Action – Mr Lock to contact Cemetery contractor Dykes regarding the damage

1. **Apologies for Absence:** Received from Mr I Stephenson

2. **Declarations of Interest:**
   - **2.1.** Mr Lancaster – Payment in Agenda Item 14.2 (recipient of payment)
   - **2.2.** Mrs Flynn – Agenda Item 5.2 (friend of applicant) and Item 11 (involved in gathering of quotes)
   - **2.3.** Mr Oldham – Agenda Item 5.1 (friend of applicant)

3. **Minutes of the Full Parish Council Meeting held on Tuesday 3rd January 2017** after three minor amendments were agreed and signed as a true and accurate record of the meeting.

4. **Circulation of the draft minutes of the Open Spaces and Footpaths Committee Meeting held on Tuesday 17th January 2017** was noted, no queries or questions were raised.

5. **Planning**

5.1. **The following planning applications were reviewed and Council had no objections**

16/05432/FUL Minor alterations including work to summerhouse, gym/gun room area and second floor at Ven House, London Road

16/05218/LBC Internal and external alterations at 160 North St.

16/05429/FUL Reorganisation and provision of an additional unit at Gainsborough House.

5.2. **The following amended planning application was reviewed and Council had no objection.**

16/054303/FUL Amendment to ridge height and timber cladding instead of render on north elevation at 40 Gainsborough.

5.3. **The following planning approval was noted.**

16/04233/FUL Erection of a detached dwelling and garage at Thatched Cottage, Newtown.

5.4. **The following planning application in an adjacent parish was noted.**

17/00242/S73A Solar Park at Land OS 0034 Bowden Lane, Henstridge.

5.5. **The following Tree Preservation was noted.**

17/00324/TPO Tree surgery work at Gable Barn, London Road.

6. **Actions from the last meeting:** The Action List was reviewed and updated as follows:

6.1. Lighting for Village Hall – Mr Oldham advised that this is progressing and hope to bring the quotations to the next meeting.

6.2. Fire and Security Risk Assessments – Assessments are in progress and will be completed 10th February.

6.3. Quotations for the Electric Cabling and installation at the Cemetery Chapel– The following quotes were received:

Company A - £3052
Company B - £1670
Company C - £2895
Company D - £1900

As the quotations were against the same specification Mr Lockey proposed that the lowest quote from Company B should be accepted and Mr Ritchie seconded this proposal. 9 Councillors voted for this proposal while 2 abstained.

Other Actions were separate Agenda items and therefore not discussed during this part of the meeting.

Action – Clerk to contact Company B.

7. **Consider quotations for the printing of the Parish Plan Questionnaire and funds for a prize draw:** Mr Oldham presented the options for the printing of Parish Plan Questionnaires for circulation and proposed that £250 be spent on prizes as an incentive for the community to return the questionnaire. Quotes were received from three companies, with quotes for 1500 copies and 2000 copies. The following quotes were received

Company A (7 sides)	1500 copies £828	2000 copies £937
Company A (8 sides)	1500 copies £766	2000 copies £845
Company B (8 sides)	1500 copies £695	2000 copies £799
Company C (7 sides)	1500 copies £1000	2000 copies £1333

Mr Lockey proposed that we did offer the £250 incentive and that we accepted the quote from Company B, this was seconded by Mr Ritchie, 10 councillors voted for the proposal while 1 abstained.

Action – Clerk to contact Company B

8. **Discuss Land opposite Town Hall and Bus Shelter:** Mr Watts stressed his concern that the subject of ownership of the land opposite the Town Hall had being going on for too long without any progress, aware that a working party had been set up but not aware whether they had met. Mr Watts stressed that the council needed to decide how to answer the solicitor's letter regarding the bus shelter. Mr Oldham advised that the letter requested a meeting and that the council's insurance company had contacted the solicitor with the council's point of view. There has to date been no reply. The insurance company advised the council not to respond until a response had been received from the solicitor.

   Mr Oldham advised that investigations relating to the ownership of the land had been carried out and according to a wayleave ownership belonged to the Commonalty Charity. Mr Biss, who is one of the Commonalty trustees, does not believe this is the case. The clerk of the Commonalty Charity is now investigating.

9. **Consider a motion to purchase a stair lift for the Town Hall:** The 2010 Equalities Act obliges the Parish Council to make reasonable provisions to provide access to people with disabilities. To that end quotes have been obtained for the provision of a stair lift to provide access to council meetings. Quotes were as follows:

   Company A £5138 with 2 year guarantee
   Company B £5490 with 1 year guarantee
   Company C £5690 with 1 year guarantee.

   Mr Oldham advised that there is likely to be a grant available for half the cost. Mr Lockey suggested that the grant should be confirmed before we proceed due to the high cost and the potential impact on the budget. Because of the need to apply for and receive confirmation of grant funding, this would in any case be on the following year's budget.

   Mr Watts was concerned that there would be insufficient width in the stairs in the event of a breakdown. Mr Oldham agreed to include this in the risk assessment.

   Mr Lock asked if the potential suppliers had provided installation drawings, Mr Oldham advised that drawings had not yet been provided.

   Mr Crudgington suggested that we should investigate a reconditioned lift; it was not considered an option due to the specific installation and the limited benefit to cost.

   Mr Lock proposed that we apply for the grant and then bring it back to council. Mr Lockey seconded the proposal. 9 Councillors agreed to the proposal, 2 abstained.

   Action – Clerk to submit a grant application to help with costs

10. **Consider quotations for concrete panels for the kicking wall at the playing fields:** Quotations were received from 3 companies and were between £920 and

£1205, these were above the grant value of £450 and considered very expensive. Mr Laughton suggested that sleepers could be used rather than concrete panels and took an action to get quotes for this and bring them back to Council.

11. **Action – Mr Laughton to investigate costs for sleepers**

12. **Consider quotations for tree works in the churchyard:** Generation of a specification followed a meeting with the secretary of the PCC. Three companies were asked to quote against this specification and these quotes were presented. The quotes received were as follows:

Company A	£2500
Company B	£2745
Company C	£2150
Company D	£2137.50

Mr Lockey proposed that the quote from Company D was accepted, Mr Watts seconded the proposal. 10 councillors agreed to the proposal, 1 councillor abstained.
Mr Lock advised that the cemetery trees are to be cut on Tuesday.
Action – Clerk to contact Company D

13. **Review and update if necessary Parish Council Standing Orders:** The existing Standing Orders had been circulated with the Agenda. Mr Lancaster commented that Section 1 Paragraph l relating to the photographing/recording of meetings was no longer correct and it was agreed to replace this paragraph with the word 'Removed'. It was also agreed that Section 1 Paragraph Y should be changed by amending the period from 3 years to 2 years. All councillors agreed to adopt the Standing Orders with these changes incorporated.
Action – Clerk to amend Standing Orders

14. **Consider insurance for Parish Council Table in the Cemetery Chapel:** Mr Watts raised that the table, now located in the cemetery chapel, should be insured for the full replacement value and suggested that the table should be renovated, valued and insured for this value. Mr Watts agreed to provide the Parish Clerk with names of potential renovators so that quotes for the renovation can take place.
Action – Mr Watts to provide names of renovators to the Clerk so that quotes can be obtained

15. **Finance**

15.1. **Confirm receipt of current Financial Statements until 31st December 2016:** Mr Lockey advised that the spend to date was within 1% of forecast, however he did advise that there were some budget areas such as Town Hall Expenses and Open Spaces which were overspent and future spend in these areas should be minimised where possible to ensure that we do not end up with a total year overspend.

15.2. **The following payments were approved:**

Emma Curtis – Petty Cash	£50.00
Emma Curtis – Reimbursement for purchase of Office 365	£79.99
N Dungey – Toilet Cleaning	£130.00

Mr M Lancaster – Reimbursement for door entry system	£254.88
Midwest Office Supplies – Stationary	£212.13
K M Dyke Nurseries – Grounds Maintenance	£1006.82
R K Bell – Chippings for cemetery	£453.70
SSDC – Ranger Scheme December 2016 Invoice	£150.96
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Bowshers – Installation of power point	£352.09
HMRC – PAYE and NI Payment	£266.16
Pet Waste Solution	£212.33

Mr Biss asked what the payment to Bowshers covered, Mr Oldham advised that it was a power point for the Town Hall projector. Mr Biss stressed that he was unhappy about the additional costs that are occurring without prior agreement from the council. Mr. Oldham reminded the meeting that the original paper on this item had identified that additional costs would be needed for the power supply.

14.3 **The following Direct Debit was noted:**

BT – Invoice	£180.85

16. **Consider the following correspondence:**

16.1. **Letter from Mr Potts regarding allotment rental:** Mr Oldham asked whether we should consider returning Mr Potts cheque for his allotment plot for the year, Mr Biss suggested that council should not return the cheque. Council agreed to accept Mr Pott's cheque.

16.2. E-Mail from Mr Carty regarding the Solar Farm and response from SSDC Planning Department: This was discussed in detail during Public Question Time. Council need to ensure that all conditions are met before further, permanent activity takes place.

17. **Date of the next Full Council Meeting** was confirmed as Tuesday 7th March 2017.

Meeting closed at 8:50pm